**Maznah**

**E-Mail**:maznah.365296@2freemail.com

* **PROFESSIONAL PROFILE**
* Student of Institute of Chartered Accountants of Sri Lanka (ICASL) with experience in Big Audit firm.
* A highly successful Auditor & Accountant with the experience in financial accounting, taxation, auditing in variety of industries.
* Effectively communicate direction and convey complex information in a clear and concise manner. Work well in cross-functional, diverse teams to achieve corporate goals and objectives.

**CAREER SUMMARY**

**DESIGNATION** **ORGANISATION** **BUSINESS SEGMENT** **TIME FRAME**



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| --- | --- | --- | --- | --- |
| **Senior Auditor** | T&D Associates, Galle | Advisory, Assurance,Tax | Aug 2015 to Dec 2016 |  |
|  | Sri Lanka |  | (1 Year & 4 Months) |  |
| **Auditor** | T&D Associates, Galle | Advisory, Assurance,Tax | Feb 2014 to July 2015 |  |
|  | Sri Lanka |  | (1 Year & 6 Months) |  |
| **Audit Trainee** | T&D Associates, Galle | Advisory, Assurance,Tax | July 2013 to Jan 2014 |  |
|  |  | (6 Months) |  |
|  | Sri Lanka |  |  |
|  |  |  |  |



**CORE COMPETENCIES**

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| --- | --- | --- | --- |
|  Management Reports |  Auditing & Compliance |  | Efficiency Improvements |
|  Financial Analysis |  Financial Management |  | Analytical ability |
|  Strategic Planning |  Internal Controls |  | Great Team Player |

**PROFESSIONAL EXPERIENCE AND KEY ACHIEVEMENTS**

**T&D Associates,** Galle, Sri Lanka –*T&D Associates is one of the leading professional service**organisations, which is providing range of professional services including Advisory, Assurance, Tax and Transactions services.*

**Senior Auditor** **August 2015 to December 2016**

Reporting to the Audit Manager and Executives.

* Evaluate the adequacy & effectiveness of the Internal Controls and discuss with the client the reasons for the weaknesses.
* Effective direction and supervision of junior team members in direct participation of Assessing Control Environment and working for financial balances
* Direct participation in the test of control feedback, substantive audit procedure findings, sensitive audit area discussion and analysis
* Preparation of Financial Statements according to SLASs/ LKASs /SLFRSs and compared to the clients’ preparation

***Achievements****.*

* *Demonstrating strong analytical skills.*
* *Noticed several internal control weaknesses of clients and effectively participated with the audit team for finalization of control effectiveness report.*
* *Developed several analytical models and methods for analytical purpose.*

**Auditor** **Feb 2014 to July 2015**

Reporting to the Executives and Seniors.

* Assessing Control Environment and working for financial balances
* Working with the senior auditors to plan the audit
* Verify the expenditures, revenue and other financial records to ensure that all numbers are accurate, regulations are complied with, and all payments are accurately classified and recorded
* Help to prepare the discussion draft of the audit report
* Attend meetings with the client and senior auditors and complete the audit report.
* Supporting the finalisation of Financial Statement.

***Achievements***

* *Sound experience in analyzing statements*
* *Effective participation in assisting the executives’ work*
* *Communicating and documenting in an acceptable manner.*

**Audit Trainee** **July 2013 to January 2014**

Reporting to the Executives and Seniors.

* Verifying the GL Posting.
* Vouching the supporting document for the transaction
* Assessing Control Environment and working for financial balances
* Supporting the finalisation of Financial Statement.

***Achievements***

* *Consistently met deadlines.*
* *Effective participation in assisting the executives’ work while Communicating and documenting in an acceptable manner*

**PERSONALPROFESSIONALDETAILSDEVELOPMENT**

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| --- | --- |
|  Date of Birth | -10th November 1992 |
|  Nationality | -SriLankan. |
|  School Attended | *-*Muslim Ladies` College, Galle, Sri Lanka. |
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