

SAIMA ANWAR,

MANAGER AUDIT & TAXATION EXPERIENCED

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Career Objectives:

To pursue a responsible position in a progressive organization that put forward challenges and recognition, with an opportunity to grow as finance professional and to employ my abilities with overall operations of the organization to generate excellent performance.

Qualifications:

Professional Qualifications:

- CA Final Module E (1 Paper Passed)
- Bachelors of Law (LLB)

Institute:

Institute of Chartered Accountants of Pakistan
Bahauddin Zakriya University, Multan, Pakistan

Academic Qualifications:

- Graduation (Economics)

Institute:

Bahauddin Zakriya University, Multan, Pakistan

Career Summary

Intern-ship – Deloitte Yousaf Adil Chartered Accountants
(A member firm of Deloitte Touche Tohmatsu)

06 Months (June 2012 to November 2012)

Article-ship – Deloitte Yousaf Adil Chartered Accountants
(A member firm of Deloitte Touche Tohmatsu)

3.5 Years (December 2012 to May 2016)

Manager Audit & Taxation – Tariq Abdul Ghani Maqbool & Co. Chartered Accountants
(A member firm of Geneva Group International)

03 Years (November 2016 to Present)

During my Article-ship, I had a chance to prepare financial projections and review internal controls and during my job, I have finalized and supervised many assignments of diversified nature ranging from Annual audits of manufacturing concerns to system audits of Security concerns. I am good at working with colleagues of diverse social backgrounds and skills set.

Besides technical skills, I invested my time on soft skills like Self-motivation, Team and Conflict Management and excel for data analysis.

I have a habit of reaching office little before time and do day's planning.

Areas of Work

Assurance and Compliance Services:

- External Audit (ISA)
- IFRS Compliance
- CCG and Listing Regulation Compliance
- Companies Ordinance 1984 Compliance
- Income Tax Ordinance 2001 Compliance
- Sales Tax Act 1990 Compliance
- Legal Compliance

Advisory Services:

- Internal Auditing
- Risk Management
- Process Improvement
- Cost Curtailment
- Financial Reporting
- Procurement Transparency

Brief Assignments History and Related Work at Deloitte

Key Clients/ assignments

Statutory Audit Clients

Manufacturing Sector

- Fatima Fertilizer Company Limited
- Reliance Cotton Spinning Mills Limited
- Colony Textile Mills Limited
- Allawasaya Textile And Finishing Mills Limited
- Akzo Nobel Pakistan Limited

Financial Sector

- Bank Of Punjab (Bop)

Energy Sector

- Multan Electric Power Company (Mepco)

Non Profit Organizations

- The Trust For Education And Development Of Deserving Students (Tedds)

Education

- Technical Education And Vocational Training Authority (Tevta)

Taxation Clients

- Akzo Nobel Pakistan Limited
- Lahore Transport Company (Ltc)
- Ibrahim Fibres Limited

Agreed Upon Procedures

- Lahore Transport Company (Ltc)
(Validation of Amount of Subsidy)

Internal Audit Assignment

- Agri Tech Limited.

Experience

During this period worked in capacities ranging from entry level Audit Assistant to Senior Associate Assurance and Business Advisory Services managing various assignments and leading teams of article trainees. Gained experience in the areas of:

Statutory Audits:

- Performing statutory audit of various clients as per International Standards of Auditing (ISAs).
- Planning of engagements, maintaining quality of audit documentation, reporting on compliance with statutory requirements.

Taxation Services:

- Preparation and Filing of E- Returns of Corporate clients in compliance with FBR rules and regulations.
- Assisted in preparation of Submission of Assessments & Appeals with Income Tax authorities.

Agreed Upon Procedures:

- Carrying out Agreed upon Procedures Assignments including the validation of amount of subsidy payable to route operators of LTC.

Internal Audit Assignments:

- Understanding and documentation of processes flows and internal controls.
- Evaluation of existing internal controls and recommendation of remediation to comply with Deloitte practices and reporting for gaps

Brief Assignments History and Related Work at Geneva Group International

Key Clients/ assignments

Statutory Audit & Half Yearly Review Clients

Manufacturing Sector

- Pakistan Oil Mills Limited
- Colony Textile Mills Limited
- National Flour Mills Private Limited
- Supreme Feeds Private Limited
- Seasons Foods Private Limited

Financial Sector

- Trust Investment Bank Limited
- Escorts Investments Bank Limited
- The First Microfinance Bank Limited

Broker & Security Services

- First Pakistan Securities Limited

Experience

During this period worked in capacity of Manager Audit & Assurance managing various assignments and leading teams of article trainees. Gained experience in the areas of:

Statutory Audits & Half Yearly Reviews:

- Finalizing statutory audit of various clients as per International Standards of Auditing (ISAs).
- Planning of engagements, maintaining quality of audit documentation, reporting on compliance with statutory requirements.
- Issuance of Net Capital Balance and Capital Adequacy Level Certificates for security companies.
- Performing Assurance on Compliance report for various clients.

Non-Profit Organizations

- Association for Social Development

Taxation Clients

- MP Industries (Private) Limited
- CTC Food Services (Private) Limited
- Jingshuo International
- Crystalline Chemical Industries (Private) Limited
- Star Asia
- Zaheer Associates
- IRIS Communications
- LEO Communications
- Global Leather
- Skaaf International

Due Diligence Assignment:

- Finalization of Legal and Financial Check lists data for due diligence of an investments bank and its capital investment subsidiary company.

System Audit Assignments:

- Compliance with requirements of Pakistan Stock Exchange and Pakistan Mercantile Exchange for Broker and Security Companies.

Tax Assignments:

- NTN, STRN and WeBoc Registration
- E-filing of Income Tax Returns and Sales Tax Returns in compliance with FBR rules and regulations.
- Preparation of Submission of Assessments & Appeals with Income Tax authorities.

Technical and Personal Skills

- Financial Statements Analysis and Interpretation: Training at Deloitte Yousaf Adil. has honed analysis and interpretation skills required to assess the position and performance of an enterprise and interpret the financial statements for the purposes of stakeholders, lenders and government agencies.
- Ability to work as team member as well as individually.
- Proficiency in use of Microsoft office tools, particularly Microsoft Excel, Microsoft Word and Microsoft PowerPoint.
- Hands on experience with Deloitte's specialized audit software "AS2" and sampling software "ACL".
- Communication with the management and directors.
- Managing expectations of various stakeholders of an assignment and ensure achievement of assignment objectives along with satisfaction of the people involved.