

UZMA BADSHAH CA FINALIST

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PROFILE:

I am currently working as Audit Officer in the Internal Audit Department of Peshawar Institute of Cardiology (PIC). I have more than 6 years' practical experience of conducting audit and assurance engagements for Pakistan based leading clients. This work experience of auditing public, private and non-profit organizations enriched me with knowledge and commendable extensive experience of the competitive and regulatory environments of varying industries. My experience has enabled me to evaluate the effectiveness of various accounting and internal control systems implemented at different organizations.

Areas of Expertise:

- ✓ Preparation of financial statements
- ✓ Preparation of Internal Audit Reports
- ✓ Preparation of reports on findings (Management letter)
- ✓ Auditing & Assurance engagements
- ✓ Financial and Operational Reviews
- ✓ Compliances with laws, regulations and professional standards
- ✓ Using accounting software such as QuickBooks and ERP etc.

PROFESSIONAL WORKING EXPERIENCE (See Attachment)

Audit Officer

- Peshawar Institute of Cardiology- PIC-MTI (April 2021 till Date)

Audit supervisor

- Dilroze khan & Co, Chartered Accountants, a member firm of Rehency Shaheen Chartered Accountants (an international association) (September 2015 to August 2016) (December 2018 to December 2020)

Audit Associate

- Rafaqat Babar & Co, Chartered Accountants (QCR Rated Firm) member firm of Leading Edge Alliance Chartered Accountants (an international firm association) (September 2016 to Dec 2018)

Key Responsibilities:

- Planning audit and review assignments in line with ISAs and Audit Practice Manual.
- Risk assessments, Controls testing and identification of gaps.
- Allocation of work to team members and discussing critical areas and overall audit strategy.
- Carrying out audit execution & review of all financial captions while acting as a team leader.
- Understanding the business cycles, internal controls system and identification of significant risk areas.

- Carrying out Test of Controls and Substantive Audit Procedures.
- Identification of internal control weaknesses and giving recommendations in line with best practices.
- Ensuring satisfactory clearance of my audit engagements from Firm's Engagement Quality Control Review.
- Reporting and assisting Managers and Partners (audit & assurance) in audit matters.
- Successful and timely completion of audit work in line with the firm's Standards / ISAs.
- Ensuring completeness, correctness and updated working papers according to firm's documentation policy
- Meeting with different levels of management of the client including CEO, CFO and Directors.
- Confer with Client officials about financial and regulatory matters.
- Preparing detailed reports on audit findings.

PROFESSIONAL QUALIFICATION

QUALIFICATION	INSTITUTE	YEAR OF COMPLETION
Certified Internal Auditor (CIA)	The Institute of Certified Internal Auditors	2021
CA FINALIST	Institute of Chartered Accountants of Pakistan (ICAP)	Permanent credit in 3 papers (AAFR, BFD & ATX)
CA INTER / CERTIFIED IN ACCOUNTING AND FINANCE (CAF)	Institute of Chartered Accountants of Pakistan (ICAP)	2016
ASSESSMENT OF FUNDAMENTAL COMPETENCIES (AFC)	Institute of Chartered Accountants of Pakistan (ICAP)	2014

ACADEMIC QUALIFICATION

QUALIFICATION	INSTITUTE	YEAR OF COMPLETION
GRADUATION (ECONOMICS)	AWKUM	2014
INTERMEDIATE (PRE-MEDICAL)	Jinnah College for Woman/ Peshawar board	2011
MATRICULATION (SCIENCE)	Mardan Model School/ Mardan Board	2008

COMPUTER KNOWLEDGE AND SKILLS

- MS Word, MS Excel, MS Power point and E-mail.
- Quick books, HMIS
- Appropriate knowledge of Computer hardware and software

LANGUAGES

- English
 - Urdu
 - Pushto
- Encl. Attachment A

ATTACHMENT A PROFESSIONAL WORKING EXPERIENCE IN PAKISTAN

SECTORWISE EXPERIENCE

Sector	Client	Nature of Assignment
Public Sector	Peshawar Electric Supply Company Limited (PESCO)	Audit in charge at the external Audit for the year ended 2018. Audit senior at the external audit for the year 2017. Audit junior at the external audit for the year 2016
Oil and Ghee Industry	Ikram Yaqoob Ghee Industries (Pvt.) Ltd	Supervisor for External audit for the year 2017
	Mujahid Oil Limited	External Audit of financial statements FY-2017
	Hafiz Iqbal (PVT) limited	External Audit of financial statements FY-2016
Food Industry	Stanley food (Pvt.) Ltd	External Audit of financial statements FY-2018
Health Sector	Pakistan Institute of Community Ophthalmology (PICO)	External audit of financial statements FY- 2015
Education Sector	Pakistan institute of prosthetic and Orthotic Sciences (PIPOS)	Audit of financial statements for the years ended June 30, 2015
	Pakistan International Medical College (PIMC)	Audit of financial statements for the years ended June 30, 2019
NGO sector	HUJRA	Audit of the Financial statements for the year ended 2017
Development Sector	Sarhad Development Authority (SDA)	Preparation of Consolidated and separate Financial Statements for the year 2016.
	MAK PUMPS (PVT) Limited	Audit of financial statements for the years ended June 30, 2019