

DANNIA JAVAID

Dear Sir / Madam

This letter is to introduce myself for an available position in your organization. My diversified and in-depth professional work experience coupled with a record of outstanding performance at both professional and academic level has enabled me to present myself as a potential candidate for a suitable position.

Being a Chartered Accountancy (CA) student with competitive academic background and unique working exposure, I have been consistently providing professional services at the firm that proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my goals. I offer a good blend of professional experience, requisite knowledge and skills to become a vital member of your organization.

Presently, I am working as an Audit Supervisor in Naveed Zafar Ashfaq Jaffery & Co, Chartered Accountants (A member firm of the PRIME GLOBAL).

I worked in the capacity of Audit Associate and Semi-Senior in Naveed Zafar Ashfaq Jaffery & Co, Chartered Accountants (A member firm of the PRIME GLOBAL), Islamabad, Pakistan since September 2022. I have had an opportunity of being involved in various statutory audits, review engagements and other assignments. These exposures have provided me with an in-depth view of the key business processes, risk management procedures, accounting and internal control systems, corporate governance and regulatory as well as accounting framework for a various business sectors. Moreover, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am currently seeking job prospects commensurate with my qualification and work experience that can provide me with a competitive working environment coupled with the opportunity to augment the quality of service at the organization. I would welcome the opportunity to discuss further, how I can best meet the needs and expectations of your organization.

Thank you for your kind time and consideration. Regards,

Dannia Javaid

Encls: Resume

Dannia Javaid

Audit Supervisor in Islamabad,
Pakistan

About

- Chartered Accountancy student with 5 years of experience of providing accounting, auditing and financial reporting services, having attained excellent client service levels and relationships whilst ensuring minimum risk through an understanding of how businesses work and the importance of flexibility and quick decisions.
- Aim to catalyze efficiencies through strong organizational & interpersonal skills and effectiveness through technical expertise over IFRS, planning and team management.
- Passionate about solving business problems, participation in strategic decision making. who imparts knowledge on financial information whether to business unit heads or executive management
- Skilled in using the information to inform executive and business unit heads of the company's financial performance, identify historical trends, understand market conditions and competitiveness and make projections for the future
- Committed to honesty, integrity and personal growth.

Work Experience

2022- Now

Audit Supervisor

Naveed Zafar Ashfaq Jaffery & Co.

Chartered Accountants

A member firm of Prime Global

As an Audit Supervisor I am responsible for the following:

- Ensuring compliance with the requirements of International Financial Reporting standards (IFRS), International Standards on Auditing (ISAs), Income Tax Ordinance, Companies Act and all other laws, rules and regulations relevant to financial statement audit of entities
- Planning, execution and completion of various audit assignments including risk assessment procedures, developing audit strategy, drafting audit programs, testing of key controls, supervision and review of team members and client relationship management
- Carrying audits in accordance with special purpose frameworks and group auditor requirements
- Provision of formal advice to clients in respect of budgeting, planning, employee compensation plan, taxation, local corporate laws, accounting treatment of complex transactions, compliance with corporate and secretarial practices and evaluation of design of internal controls;
- Coordinate with internal and external experts (i.e. lawyers, bankers, tax advisors, actuaries and IT & ERP experts) in relation to engagement related matters, resolve conflicts on a timely basis to ensure assignment deadlines are met; and
- Evaluating internal controls, identifying control deficiencies and making recommendations to the management/ Board of Directors.

Details of work/client in Naveed Zafar are as follow:

- **JSI Research & Training Institute, Inc**
- **Himount Nutrition Private Limited**

2018-2022

Senior Associate in Audit & Assurance

Naveed Zafar Ashfaq Jaffery & Co.

Chartered Accountants

A member firm of Prime Global

Completed CA training and worked on various audit and advisory projects, Analyzed financials statements using accounting and auditing standards.

Details of work/client in Naveed Zafar are as follow:

Oil & Gas

- Oil & Gas Authority-
OGRA
- Ultra fuel Private
Limited –Subsidiary to
Pak Gulf Construction
Private limited
- Mari Petroleum
Company Limited-
MPCL

Energy & Power

- Sindh Nooriabad Power Company
Private Limited- SNPCL

Tourism Development & Hotel

- Pakistan Tourism
Development
Corporation- PTDC
- Flashman Hotels

**Real Estate Marketing &
Development**

- Centaurus Properties Private
Limited - Subsidiary to Pak
Gulf Construction Private
limited
- Aroma Real Estate Private
Limited - Subsidiary to Pak
Gulf Construction Private
limited
- Sardar Builder Private
Limited- Subsidiary to Pak
Gulf Construction Private
limited
- Future Development Holding
Private Limited- FDHL

IT/Software

- Trillium Pakistan Private Limited
- Trillium Information Security System
- Advanced Computing & Engineering Solutions- ACES- Subsidiary to Pakistan Management organization- PMO

USAID-Engineering & Construction

- AA Associates- USAID funded project.

Non-Profit Organization

- Shifa International Tameer-e-Milat Foundation

Bank

- Sindh Bank limited-SBL

Training(s)

- Audit & Assurance Training I (with Naveed Zafar)
- Audit & Assurance Training II (with Naveed Zafar)
- Presentation and Communication Skills Course – 40 hours (with ICAP)
- Computer course Practical Training -CCPT (with Icap)

Certification(s)

2023

Certified In Accounting & Finance-CAF

Chartered Accountancy is a prestigious professional qualification being recognized all over the world. The qualification opens various opportunities to work in diversified fields such as finance, accounting, auditing, taxation, secretarial practices.

2019

Bachelor in Commerce

Allama Iqbal Open University
Islamabad

2014

Higher Secondary School Certificate

Roots International
Rawalpindi

2012

Secondary School Certificate

Bahria Foundation College
Rawalpindi



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