To,

The Human Resource Manager

From,

Sadaf Saba

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# Skills

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# Seven years experience of Accounting and Audit work and practice.

# Knowledge of accounting and audit software related work and manual processing also.

# Positive attitude and strong interpersonal and communication skills with the ability to adapt to work related policies and procedures.

Strong work ethics, team oriented and divergent thinker.

# Experience

## July 2014 to March 2017

### Fugro Geodetic Ltd Pakistan Branch *- Manager Finance*

Two years work experience with Fugro Geodetic Ltd Pakistan Branch Office (FGL). An Engineering Company providing specialized survey services to the all leading Oil and Gas companies in Pakistan. My duties at there generally included;

Working in coordination with the Accounts manager in handling all day to day accounting and business financial activities.

Financial and Accounts Reporting; supervising preparation of accounting reports on ad hoc, monthly, quarterly and annual basis and reporting to the regional manager.

* Finance(UAE and Allied Branches) and to the group Financial Controller in Deutschland and switzerland.
* Correspondence and working as an FGL coordinator with external Financial Auditors.
* Correspondence and working with taxation consultants along with accounts Manager, Taxation and Tax Accounting (To handle and deal with Tax advisors on Income Tax including advance tax, return filing, withholding tax etc and Sales Tax.

## November 2010 to June 2014

### KPMG Taseer Hadi & Co.  *- Audit Senior*

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### Three and a half year’s professional experience with a Chartered Accountancy firm KPMG Taseer Hadi & Co. in Pakistan. I helped my supervisors during my assignment to these clients. It helped me to gain the key Financial and Cost Accounting, Financial Reporting, Group Reporting, Business Finance, Budgeting and Advanced Taxation, and use of technical skills required to be used at that time. During this period I was deputed to various audit assignments comprising the following business areas. A brief summary is described as below;

Mutual Funds

Banking

Manufacturing

Non- Government Organizations (NGO)’s

Services

Hospital

Media

# Education

## Bachelors of Commerce - August 2012

## University of Karachi (UOK) , Pakistan.

**Certificates of Completion**

The Institute of Chartered Accountants of Pakistan (ICAP) 2007 to 2013.

Foundation Level and Intermediate Level(comprised of two modules each)

Final Level (attempted and successfully completed 1 out of two modules)

St. Joseph College Saddar, Karachi 2006

High School Diploma (Science)

**Language Proficiency**

Fluent in English, Urdu and Punjabi language.

**Reference**

Work experience as a voluntary Secretary Finance position for AMWA-Lajna Association in Canada (contact details can be provided if required).