

**CURRICULUM VITAE**



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| ▼ EDUCATIONAL QUALIFICATIONS 2019: Currently, an Associate member of CPA Australia and working towards CPA qualification.  2017: Bachelor of Commerce – Majoring in Accounting and Economics from the University of the South Pacific. |
| ▼ EXPERIENCE **Professional Experience**  Employer: **GMR Mohammed & Sons Pte Limited**  Period of employment: 23 March 2021 to date  Position: HOD Auditor  Countries of experience: Fiji  Duty and Responsibilities: **Key responsibilities include:**   * Organizing and managing internal audits according to audit plans for the below audit areas: * Analytical Review of the company balance sheet and profit & Loss. Also, responsible for reviewing and analyzing business processes, creating efficiencies, leading project teams and communication technical information back for the management and stakeholders of the company. * Information Technology audit- Verify all IT hardware and software component, backup process, software level access, etc. * Stock Audit – Conduct stock takes, verify stock take variance report, process stock adjustments, maintain stock variance at below tolerance level, verify system and physical price for items. * Fixed Asset Audit- Conduct physical verification of fixed assets of the company. Ensure that the fixed asset register is maintained on a timely basis, addition and disposal of fixed assets are done in accordance to the company policy. * Supply Chain Audit- Check all open purchase orders and investigate occurrence of the same, verification of barcodes and update price change. Verification of payments, invoices, credit notes, cancel cheques and etc. * Policy & Procedure Audits – To ensure that all internal control procedures are implemented and followed across the board. Analyze and verify each policy and procedures to ensure they are updated and complied accordingly. * Bank Reconciliation – Daily verification of bank reconciliation, surprise counting of cash, monitor daily collection with banking amount, follow up on cancelled and long outstanding cheques. * Payroll Audit – Verification of employee personnel file, monitor leaves, review of payroll submission:- FNPF, PAYE, FNU levy and verifying of weekly, fortnightly and monthly payroll. * Debtors Audit – Monthly verification of debtors ageing, monitor and follow up on longstanding customer debts and provide provision for debtors. * Sales Audit- Verification of open items. Audit of sales in infinity, SAP and Ivend, verification of all sales posting, etc. * Software Knowledge: Sap Business One, Pay Global and Ivend POS Software.  Professional Experience Employer: **BDO International Fiji**  Period of employment: 2 October 2017 to 12 March 2021  Position: Senior Auditor  Countries of experience: Fiji  Duty and Responsibilities: **Key responsibilities include:**   * Conducting and managing external, internal and project audits for a wide range of clients including, retail, financial institutions, hardware, manufacturing, government institutions and donor organizations. * Preparation and review of statutory financial statements in accordance with IFRS, IFRS for SME, Companies Act, 2015 and perform analytical procedures/ analysis to detect unusual financial statement relationship. * Review of tax related schedules and performing of cash flows. * Managing audits with effective delegation and monitoring of graduate trainees. * Perform budget analysis on NGO audits and verify projects running are in accordance with donor agreements. * Leading client planning and exit meetings. * Preparation of audit closing reports and management letter. * Performed testing of bank reconciliations, accounts receivable and accounts payable, prepayments, investments, intercompany review, fixed asset, accruals, tax, provisions, loan, commitments, contingencies, inventory, other assets and VAT lodgment and reconciliations. * Performing test of internal controls established over revenue, payments and payrolls. * Performing inventory stock take and review of stock take procedures at various client sites to assess controls established over inventory. * Performed testing over deferred revenue, government grant allocations and submissions, board minute and papers review and revenue and expense vouching to validate nature of item capture in the Statement of Comprehensive Income.   Employer: **Central Manufacturing Company Limited (Trading as British American Tobacco**)  Period of employment: 1 September 2016 to 29 September 2017  Position: Corporate Finance Officer.  Duty and Responsibilities: **Key responsibilities include:**   * Vendor payments (Local & Oversea). * Vat return lodgments * Bank Reconciliations * Purchase order clearing * Assisting monthly General Ledger reconciliations. * Fixed Asset Register. * Maintaining Utilities. |

# AWARDS & ACHIEVEMENTS

* 2017 to date: have attended various in – house audit trainings, risk compliance, IT updates, and external professional updates, online trainings undertaken by BDO, IFRS and CPA workshops.
* 2009 to Mid-2010 – Volunteer at Church of God Fiji. (Certificate of Outstanding Volunteer in Holiday Classes).

# ▼ ROLES & RESPONSIBILITIES (AUDIT CLIENTS)

**External Audits**

List of engagements in which I was part of as a senior and/or assisted (however, not limited to):

* Ashabhai & Company Pte Limited
* Carpenters Fiji Pte Limited
* Fiji Women Crisis Centre
* Merchant Finance Pte Limited (Internal Audit)
* Janty Bondwell Pte Limited
* FijiCare Insurance Pte Limited
* National Fire Authority
* Pernix (Fiji) Pte Limited
* Marsh Pte Limited
* Vodafone Fiji Limited
* Vinod Patel and Company Pte Limited
* Central Pacific Chemicals Pte Limited
* D.Gokal & Company
* CJ Patel & Pacific Pte Limited
* Fiji Ports Terminal Limited (Internal Audit)

# ▼ KEY STRENGTHS

**Interpersonal skills**

* Team builder and player.
* Experience on coaching and mentoring Graduate Trainee.
* Strong engagement planning and execution skill.
* Strong verbal and written communication skills.
* Flexibility and multi-tasking and ability to meet deadlines.
* Problem solving and analytical skills.

# ▼ INTERESTS

* Socializing and meeting new people.
* Travelling and learning new things, cultures and people.
* Surfing and researching on contemporary business issues and current developments in accounting arena.

# ▼ REFREES

1) Miss Rani Chand

Financial Controller

G.M.R Mohammad & Sons Pte Limited

Ph: +679 8065626

Email: [financemanager@gmr.com.fj](mailto:financemanager@gmr.com.fj)

2) Mrs Riqxbrina Raj

Manager Assurance Services

BDO International Fiji

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Email: rraj@bdo.com.fj

3) Ms Ashnita Kumar

Manager Finance

Amalgamated Telecom Holdings Limited

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