

Sumaiyya Fatima, ACCA (Finalist)

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SUMMARY OF EXPERIENCE AND QUALIFICATIONS

Advanced Audit Associate in Audit and Assurance practice at Ernst & Young (EY), India with total experience of over 4+ years. Worked with clients, both public and private, across North America and Middle East across various industries. Highly enthusiastic, confident and result driven professional with the ability to manage audit engagements, actively participate as a team member on large engagements, communicate timely and effectively to help in decision-making process. Successfully planned and executed controls testing, journal entry testing, and data analytics, ensuring accuracy and compliance with industry standards and regulatory requirements. Supporting quarterly review procedures, providing assistance in group audits, dealing with employee benefit plans, and offering accounting support for audit engagements, including preliminary accounting research and analysis. Possess working knowledge of all phases of audit, financial accounting and reporting process. ACCA Finalist with 10 Papers Completed and 3 left which will be completed by the end of 2023.

AREA OF EXPERTISE

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|------------------------|---------------------------------------|----------------------------|
| • Financial Accounting | • PowerPoint | • Critical thinking skills |
| • Financial Reporting | • International Standards of Auditing | • Stakeholder Management |
| • Consolidation | • Accounts Payable | • Team management |
| • Internal controls | • Analytical skills | • Communicate Effectively |

EXPERIENCE

SENIOR ACCOUNTANT, AUDIT AND ASSURANCE – EY

(August 2021 – Present)

Hired as a Junior Staff Accountant and got promoted to a Senior Staff Accountant, working within Audit and Assurance practice. Actively participated and supported Audit Teams with planning, execution, and conclusion phase of statutory and group audits.

- Audit invoices processed and closed in the financial year. Ensure zero discrepancy in the invoice process.
- Audit individual vendor/ supplier balance from the accounts payable ledger with the statement provided by its supplier.
- Assist in audit, reconciliation, and analysis of various accounts to ensure zero discrepancies within service level agreement.
- Planned and executed financial audits in line with 'EY Global Audit Methodology' and local regulatory requirements 'IFRS audits' to ensure true and fair presentation of financial statements for both public and private companies
- Actively enhance processes and systems by building deep subject area expertise and optimizing business processes.
- Executed audits using data analytics and various automation tools developed by EY per 'EY Digital Global Audit Methodology'
- Reviewed policies and procedures to ensure that the controls in place are designed appropriately and are performing effectively.
- Prepared reports on audit findings and proposed appropriate recommendations to improve company's accounting practice.
- Prepared Management Letter on audit findings and proposed recommendations to improve company's accounting practices
- Supervised junior members of the team and provided them with continuous guidance and support
- Helped in process improvements to gain efficiencies in the audit process
- Developed and maintained functional relationship with Management to deliver exceptional services and exceed expectations
- Major clientele:
 - **Enerflex Ltd. (MENA)** **Sector: Contracting, Service**
Auditor at Enerflex, with revenue of AED 1.9 billion and assets exceeding AED 11.8 billion, planned and executed interim procedures, liaised with the Enerflex central team, oversaw implementation of Digital GAM, Concluded on the effectiveness of various internal controls for inventory, payroll, revenue, fixed assets, entity-level control, etc. to limit errors relating to the company's financial information. (Test of Controls & Walkthroughs).
 - **Novavax Inc. (United States)** **Sector: Pharmaceutical**
Auditor at Novavax, leading Covid-19 vaccine producer with operation in pharma research and development. Revenues exceeding USD 1.1 billion and assets of USD 2.6 billion, responsible for planning related activities, Data Analytics, responsible for interoffice instructions and conclusion, critical audit sections like revenue, leases, etc.
 - **SK Bioscience (United States)** **Sector: Research and Development**
Junior Staff at SK Bioscience, one of the leading Biopharmaceutical company with revenue of KRW 97.2 million and assets of KRW 165 million, responsible for preparation of certain low risk working papers, substantively testing audit samples, etc.
- **Noteworthy achievements:**
 - Two times EY Spot award winner for Excellent Performance.
 - Worked directly with Senior Management and handled a few engagements from planning to issuance of the audit report.

JUNIOR ACCOUNTANT, ACCOUNTS PAYABLE –VCE Pvt. Ltd.

(December 2016– April 2019)

Joined as an Junior Accounts Payable Assistant. Developed a strong understanding of Account management, key business processes, accounting of organizations and industries worked.

- Maintain precise records of all vendor payments.

SUMAIYYA FATIMA, ACCA (Part Qualified)

- Analyze all accounts on a monthly, quarterly, and annual basis to ensure payment accuracy.
- Keep track of all company credit card spending, and make payments on credit accounts.
- Responsible for paying and keeping record of all invoices.

CERTIFICATIONS AND EDUCATION

ACCA, UK (Association of Chartered Certified Accountant)	(2023)
Bachelor of Commerce - Finance and Accounting , Ranchi University, India	(2016)
ICA, India – Advance MS excel	(2017)

TECHNICAL SKILLS

- Microsoft office applications - Excel, Word and PowerPoint
- Audit Software experience – **EY Canvas**
- Data analytics tools – **EY Helix, GL Analyzer and SL Analyzer**