

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: Team leader -Audit

Name of Firm: LLC "Taj-Audit"

Name of Staff: Dadajonova Nargis

Profession: Auditor

Date of Birth: 19/07/1986

Years with Firm/Entity: 2012 Nationality: Tajik

Membership in Professional Societies: Association of Professional Accountants and Auditors

Detailed Tasks Assigned:

### Key Qualifications:

<p>Organization and implementation, assessment and analysis of audit evidence. About the financial position of the organization. an auditor's report on the accounting and reliability of the financial statements of this organization.</p> <ul style="list-style-type: none"> <li>- Compliance of cost items with the financial statements of the project;</li> <li>- Obtaining sufficient evidence -forming an audit opinion;</li> <li>- Recommendations to the management of the organization.</li> </ul> <p>Checking the timeliness, completeness and accuracy of the reflection of the transactions carried out in the accounting and reporting of the project;</p> <ul style="list-style-type: none"> <li>o verification of compliance of the transactions performed with the requirements of the law on the Republic of Tajikistan and regulations and instructions of the Ministry of Finance of the Republic of Tajikistan;</li> <li>o Checking the compliance of the operations performed with the general conditions for their</li> </ul>	<p><b>Name of assignment or project:</b> Special project financial statements  <b>Year:</b> 2012  <b>Location:</b> Tajikistan  <b>Client:</b> project ADB  <b>Funded:</b> ADB  <b>Position Held:</b> Auditor  <b>Main project features:</b> Special financial reporting of the ADB financing project  <b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Conducting audit procedures;</li> <li>• Generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>
<p>o verification of compliance of the transactions performed with the requirements of the law on the Republic of Tajikistan and regulations and instructions of the Ministry of Finance of the Republic of Tajikistan;</p> <ul style="list-style-type: none"> <li>o Checking the compliance of the operations performed with the general conditions for their</li> </ul>	<p><b>Name of assignment or project:</b> Financial audit for 2022  <b>Year:</b> 2023  <b>Location:</b> Tajikistan  <b>Client:</b> Branch of JSC "Central Design and Technology Institute"  <b>Funded:</b> Branch of JSC "Central Design and Technology Institute"  <b>Position Held:</b> Auditor partner  <b>Main project features:</b> Financial audit for 2022  <b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of an audit team;</li> <li>• Conducting audit procedures;</li> <li>• Generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>
<p>o Checking the compliance of the operations performed with the general conditions for their</p>	<p><b>Name of assignment or project:</b> Analysis of the legal and financial state of management of the Aksu-</p>

<p>implementation, as well as the compliance of the procedure for conducting operations with internal rules (terms of the contract).</p>	<p>Khojabakirgan Samgar irrigation systems, before and during the reorganization process  <b>Year:</b> 2021  <b>Location:</b> Tajikistan  <b>Client:</b> National Water Resources Management Project (NWRM) in Tajikistan, funded by the Swiss Government (SDC), to improve the management of irrigation systems in the Khojabakirgan-Aksu-Samgar sub-basins area.  <b>Funded:</b> Branch of "HELVETAS Swiss Intercooperation" in RT  <b>Position Held:</b> Financial expert  <b>Main project features:</b> Irrigation project  <b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Detailed assessment of the financial situation of GUMI project areas and the Khojabakirgan canal for 2018-2020;</li> <li>• Conducted analysis of accounts payable;</li> <li>• Creation of a financial model;</li> <li>• Guest subsidy based on expenses and revenues in project areas;</li> <li>• Financial review.</li> </ul>
	<p><b>Name of assignment or project:</b> Conducting inventory for PSI  <b>Year:</b> 2019  <b>Location:</b> Tajikistan  <b>Client:</b> Branch of the international public organization "Population Services International" (PSI) in RT  <b>Funded:</b> Branch of the international public organization "Population Services International" (PSI) in RT  <b>Position Held:</b> Auditor partner  <b>Main project features:</b> Conducting inventory for PSI  <b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of inventory in the organization;</li> <li>• Carrying out procedures for correct inventory taking;</li> </ul>
	<p><b>Name of assignment or project:</b> financial audit for 2017-2018  <b>Year:</b> 2019  <b>Location:</b> Tajikistan  <b>Client:</b> Branch of "BChP Inc., China National Petroleum Corporation" in the Republic of Tajikistan.  <b>Funded:</b> Branch of "BChP Inc., China National Petroleum Corporation" in the Republic of Tajikistan.  <b>Position Held:</b> Auditor partner  <b>Main project features:</b> Financial audit for 2017-2018  <b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of an audit team;</li> <li>• Conducting audit procedures;</li> <li>• Generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>

	<p><b>Name of assignment or project:</b> The Mountain Societies Development Support Programmer (MSDSP) a project of the Aga Khan Foundation</p> <p><b>Year:</b> 2018</p> <p><b>Location:</b> Tajikistan</p> <p><b>Client:</b> Micro loan organization “Rushdi Kuhiston”</p> <p><b>Funded:</b> Aga Khan Foundation</p> <p><b>Position Held:</b> Auditor partner</p> <p><b>Main project features:</b> financial audit for 2017</p> <p><b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of an audit team;</li> <li>• Conducting audit procedures;</li> <li>• Generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>
	<p><b>Name of assignment or project:</b> Financial Audit of “TRIGGER” charitable non-governmental</p> <p><b>Year:</b> 2017</p> <p><b>Location:</b> Tajikistan</p> <p><b>Client:</b> Projects GIZ (funded GIZ -5 regions)</p> <p><b>Funded:</b> GIZ</p> <p><b>Position Held:</b> Auditor partner</p> <p><b>Main project features:</b> Organization, Grant for Increase profitability of small farms in Tajikistan Project for the year 2016 - 2017 in accordance with the Terms of Reference for the audit engagement and the International Standards on Auditing (issued by the International Federation of Accountants).</p> <p><b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of an audit team;</li> <li>• Conducting audit procedures;</li> <li>• Generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>
	<p><b>Name of assignment or project:</b> Financial audit for 2017</p> <p><b>Year:</b> 2017</p> <p><b>Location:</b> Tajikistan</p> <p><b>Client:</b> State Savings Bank RT "Amonatbank"</p> <p><b>Funded:</b> State Savings Bank RT "Amonatbank"</p> <p><b>Position Held:</b> Auditor partner</p> <p><b>Main project:</b> Features: Banking audit</p> <p><b>Activities performed:</b></p> <ul style="list-style-type: none"> <li>• Organization of an audit team;</li> <li>• Conducting audit procedures;</li> <li>• generation of a report and opinion on a financial audit;</li> <li>• Distribution of procedures by audit procedures;</li> <li>• Quality control of auditors' procedures.</li> </ul>

**Other Trainings:**

2011 PIPAART Certificate “Accounting for beginners”;  
 2011 PIPAART Certificate Management Accounting 1”;  
 2011 PIPAART Certificate “Financial accounting 1” (75 points in exam) ;  
 2011 “Zolotoy Svistok” LLC Certificate, “1C Accounting”;  
 2012 World Bank Certificate “IAS in the financial reporting of audit”;  
 2012 World Bank Certificate “IFRS for SME”;  
 2012 License of the Ministry of Finance of the RT, effective from August 16, 2012, for 5 years;  
 2018 License of the Ministry of Finance of the RT, no time limit;  
 2018 Conference with partners of the international audit organization HLB International (study of IFRS and discussion of problems in the region) – Sant Petersburg;  
 2021 Upgrading audit qualifications in the Ministry of Finance;  
 2023 ACCA training - Diploma in Finance and Business Management (in progress).

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**Education:**

Tajik University of Commerce. Faculty of Economics; Specialization –world economy

**Employment Record:**

Period	Employing organization and your title/position	Country	Summary of Activities Performed Relevant to the Assignment
December 2012 – present	Employer: “Taj-Audit” LLC  <u>Positions held:</u> Director – Auditor	Tajikistan	<ul style="list-style-type: none"> <li>• Forming a group of auditors for each project and distributing their work with performing procedures;</li> <li>• Quality control during the audit;</li> <li>• Audit planning;</li> <li>• Selection of the audit team;</li> <li>• Financial analysis, collection of audit evidence for the formation of an audit report;</li> <li>• Formation of an audit opinion.</li> </ul>
March 2012 – November 2012,	Employer: Grant Thornton” LLC  <u>Positions held:</u> auditor	Tajikistan	<ul style="list-style-type: none"> <li>• Financial analysis, collection of audit evidence during the audit;</li> <li>• Primary analysis procedures for audit procedures;</li> <li>• Corrective transactions according to audit procedures;</li> <li>• As internal reports for management.</li> </ul>
December 2005 – March 2012	<u>Employer:</u> SSB of RT “Amonatbank”  <u>Positions held:</u> economist	Tajikistan	<ul style="list-style-type: none"> <li>• Consideration of loan applications, collection of client’s information;</li> <li>• Financial analysis of the client, transfer of applications for consideration by the credit committee;</li> <li>• Collection of information for the preparation of NBT reports, State Statistics Committee.</li> </ul>

**Languages:**

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
Tajik	excellent	excellent	excellent
Russian	excellent	excellent	excellent
English	good	good	good (with dictionary)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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*[Signature of staff member and authorized representative of the firm]*

Date: 15.04.2024  
*Day/Month/Year*

Full name of staff member: Dadajonova Nargis