

Career Objective

Seeking a challenging opportunity in a leading organization preferably in the Internal Audit Department as I intend on pursuing CIA qualification, offering career growth and professional development for simultaneous achievements of corporate and personal goals.

Personal Information:

Date of Birth	August 26, 1996
Nationality	Pakistani
Gender	Male
Marital Status	Single
Language Preference	English, Urdu (written and verbal), Malay

Education & Professional Qualifications:

Particulars	Institutions	Year
ACCA	Association Chartered Certified Accountant	2018 (ACCA Finalist)
Bachelor of Science with honors in Finance Accounting and Management	University of Nottingham	2018
A Levels	The Lyceum School	2015
O Levels	The City School	2013

Professional Experience:

➤ **Soneri Bank Limited (October 2018 to Present)**

Designation: Senior Officer Internal Control and Compliance Risk Management

Reporting To: Head of Internal Control and Regulatory Compliance

My key responsibilities in the internal control and compliance department are as follows:

- To assist in the complete documentation of Bank's processes (both at entity level and at activity level) in the form of Process level workflows,
- Assist in identification of significant accounts as per latest audited financial statements and modify the process and control documentation accordingly,
- Assist in risk assessment of the business sub processes/sub cycles for entity level by developing Risk Control Matrices,
- Assist in validating the process level Work Flows and Risk Control Matrices documentation from the respective departments/branches,
- Assist in developing Testing Plans of all operations of the bank both at entity level and activity level,
- Assist in conducting internal control reviews for all bank's operations,
- On the basis of internal control reviews, develop and submit "Gap Analysis Report" and respective recommendation,
- Team member in conducting full scope field review of branches and business units, including examining and analyzing ledger entries, bank statements and other records to ensure financial and operational accuracy in recording and compliance with established accounting procedures and internal controls,
- Evaluate IT applications and general controls during full scope reviews,
- To ensure implementation of State Bank of Pakistan (SBP) instructions and guidelines over internal controls,
- Conduct independent reviews to assess quality assurance practices and information systems,

- *Examine and Analyse financial statement closing process and suggest necessary changes in key controls in order to ensure accuracy of Accounting and Financial records,*
- *Prepare detailed reports on internal control review findings and make recommendations to improve management practices,*
- *To examine the accuracy and completeness of records and procedures for internal control to safeguard Bank assets,*
- *To ensure areas of bank are in compliance with policies, procedures, regulations and law,*
- *Identifying if and where processes are not working as they should and advising on changes to be made,*
- *Report audit findings and recommendations to mitigate risk.*

➤ **Habib Metropolitan Bank Limited (July 2017 – August 2017)**

Designation: *Intern at Credit Division*

Reporting To : *Head of Credit*

My key responsibilities in the Credit division are as follows:

- *Assisting in process of Credit Risk Evaluation.*
- *Analysis of the applicants' credit worthiness.*
- *Suggesting the credit risk officer on the credit facilities offered.*
- *Preparation of credit risk evaluation sheets for different clients.*
- *Observing the process of credit risk management.*

Extra-Curricular Activities:

- *Actively participated in various sports activities including Frisbee, table tennis and badminton.*
- *Actively participated in organizing various events in school, college and university.*
- *Actively participated in the annual exhibitions conducted by the school and college.*

<i>Availability</i>	<i>References</i>	<i>Geographical Preferences</i>
• <i>Max three month notice period.</i>	• <i>Will be made available on request.</i>	• <i>Willing to relocate and can travel for official assignments.</i>