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| **Contact Address:**  Email: [shafqat.353802@2freemail.com](mailto:shafqat.353802@2freemail.com) |

***RESUME OF***

***SHAFQAT***

**CAREER OBJECTIVE**

Contribute to the development and growth of the organization by means of dynamic leadership and professional skills in a challenging corporate environment working as key personnel within the area of Audit, Accounts & Finance.

**Career Summary**  
-An extremely well rounded individual, highly qualified with extensive analytical and organizational skills possesses total 7 year experience covering 6 years’ experience as Internal Auditor.  
-Proficient in auditing, process improvement and business development.  
-Expertise in financial analysis and operational skills.  
-In depth ability to take the facts, data and reviews for preparing the audit report.  
-Excellent in computerized accounting and record keeping.  
-Unmatchable ability to establish and retain the healthy relationship with the charity staff.  
-Excellent in working with a group environment.

**Personality Traits**  
-Extremely focused on work  
-Independent and ready to improve.  
-Strong conceptual, analytical and logical skills.  
-Unmatchable communication skills in written and verbal both.  
-Ability to produce quality result in pressure situation.

**Competencies**

* Knowledge of basic financial concepts, basic banking principles, practices & procedures, banking operations, law & regulations and risk management and internal audit.
* Good computer skills and report writing skills.
* Good interpersonal skills & communication skills

**Strengths & Achievements/Accomplishment**

* Lead the team and verified total loan portfolio of New Karachi branch of FINCA Microfinance Bank Ltd.
* Conduct investigation against sexual harassment and bribery at Tandu Allahyar branch of FINCA Microfinance bank Ldt.
* Conduct Post Gold Auction audit of entire network of FINCA Microfinance Bank Ltd.
* Team Leader and Member of International Monitoring unit and conducted special Monitoring at Dhok Hassu Branch (Rawalpindi), Rajjar (Charsadda) and Pabbi (Nowshera) in BRAC Pakistan.
* Conduct Special Investigation at Jahangira Branch in Nov’12 and find out financial corruption for PRKs. 2,525,389 in BRAC Pakistan.
* Carry out Special Investigation at Nowshera Cantt Branch regarding Kidnaping and Cash snatching.
* Carry out Special Investigation at Latifabad Branch, Hyderabad as per Management requirements.
* Submitted Special Audit Report of Siham Branch, Rawalpindi and find out financial irregularities for PKRs. 1,373,191

**Academic Qualification:**

2006-2008: successfully completed MBA major in Finance from IBMS/SC under Agricultural University, Peshawar.

2003-2005: Bachelor of Science (B.Sc) from Post Graduate College Bannu under Gomal University D.I.Khan.

2001-2003: Higher Secondary School Certificate (H.S.S.C) under BISE, Bannu from GDC, Serai Naurang.

1999-2001: Secondary School Certificate (S.S.C) under BISE, Bannu from GHSS, Serai Naurang.

**Professional Experience:**

**Audit Officer at MCB Bank ltd**

**1st Sep 2015 till date**

**Primary Duties and Responsibilities**

* Perform and document the assigned duties described in the work programs.
* Prepare a draft report for review by the Region Head (Audit). Review the work performed by subordinate team members.
* Be alert for new issues and discuss ideas with more experienced team members.
* Retain in a desk file details of work performed to facilitate review by interview and coaching process.
* Prepare the working paper file for archiving.
* Seek feedback from more experienced team members.
* Assist in coaching and motivating other team members.
* Ensure compliance of bank’s approved policies, guidelines, manuals, procedures etc. and government laws and regulations, IIA standards etc. to make audit activity effective.
* Suggest changes required in Audit Master Data to Regional Head (Audit).
* Any other responsibility assigned by Senior Audit Manager / Region Head (Audit).

**Officer Internal Audit at FINCA Microfinance Bank ltd**

**1st Dec 2014 to 31st August 2015**

**Primary Duties and Responsibilities**

* Execute the audit sampling conducted by designated officer.
* Conduct field audits (branches/permanent booths/SSCs), region and head office audits.
* Conduct field visits involving direct contacts with clients, other related persons or any other person in connection with audits.
* Reviewing adherence to the exclusion list and assessments and due diligence for environmental, social or other ethical risks presented by client businesses.
* Conduct enquiries, investigations & due diligence assignments.
* Conduct audit exit meetings and discuss the significant audit matters with regional managers and branch management.
* Preparing the audit working papers and audit reports as per stipulated procedures.
* To stay up to date with bank’s policies, procedures, laws and regulation on real time basis.

**Secondary/Additional Responsibilities**

* Any other task(s) assigned by Manager and Head of Internal Audit.
* Provide effective mentoring and couching to the staff under supervision.
* Maintain professionalism while dealing with juniors, seniors, peers, auditees and clients.

**Associate Audit Officer-II at BRAC International (Pakistan)**

**1st Oct 2010 to 30th Nov 2014**

**Responsibility as Associate Officer-II, Internal Audit at BRAC Pakistan**

* To Assist the Manager in preparation of Annual Audit Plan.
* To Carry out and lead Audit work as per Annual Audit Plan.
* To Carry out Special/ Investigation Audit.
* To identify and allocate tasks, co-ordinate, monitor and consolidate the work of Audit Team.
* To document, evaluate and test systems and control to determine the adequacy and effectiveness of internal controls, ensuring compliance with policies and procedures, reliability and integrity of information, safeguarding of Assets and etc.
* To compute, calculate, verify, tabulate and analyze data.
* To attend entry conference with auditees management to discuss on the audit process and audit work.
* To develop and discuss findings, recommendations, and timelines for corrective action with responsible personnel of auditees.
* to attend exit meeting with auditees management to discuss on the audit findings identified during course of Audit.
* To prepare and finalize the draft audit report after audit work and submit to Head of internal audit for review.
* To prepare and to preserve various documentation after audit work such as working papers, audit program, supporting evidence, permanent file, current file, circulars, minutes, etc. for audit manager review.
* To follow up on the items discussed in the departmental meeting.

**Internee at Peshawar Development Authority (under National Internship Program)**

**From 1st June 2009 – 30th Sep 2010**

* Preparing Bills and vouchers on daily basis.
* Maintaining Cash book and ledgers daily.
* Salary/wages on monthly/weekly basis.
* Posting of data into excel.
* Purchasing and payments.
* Accounts checking on daily basis.

**Training Received**

* 1. 3 days training on “Internal Control and Internal Audit of MFI’s” from Ehsas NGO through Exuberant Group, Blue Area, Islamabad.
  2. 5 days Training at “Microfinance Gross Root Level Program” by NIBAF at State Bank of Peshawar (7th to 11th May-2012)
  3. 1 week training on BRAC Orientation, Values, Culture and Managerial Competency Development (MCD) at NRCD Islamabad. (25th to 30th March, 2013)
  4. 3 days training on “CORE BANKING OPERATIONS” from FSC Integrated Services (Pvt) Ltd. arranged by FINCA Microfinance Bank Ltd. (3rd to 5th August, 215)
  5. 1 day workshop on “Creativity & Innovation” arranged by MCB Bank ltd. (12th September, 2015)

**Computer Skills**

Extensively used PC based application software such as Peachtree, MS Office (MS-Word, MS-Excel, MS-power Point), Email and Internet explorer etc.

**Language Skills:** Fluency in English, Urdu, Pashto.

**Interest:** Travelling, Volleyball, Music and internet surfing and cultural activities.

**Personal Details:**

Date of Birth : 02.12.1985

Nationality : Pakistani

Religion : Islam

Marital Status : Single