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| **Maqsood** |  |
| Email: maqsood.126799@2freemail.com  |  |
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***Career Summary***

Providing IT & Internal Audit and Assurance Consultancy since the past five years; provided ITSM based consultancy and implemented ITSM processes in customized application and performed Accounting and Finance functions (financial operations, financial reporting, external audit coordination etc) for ten years.

***Career Objective***

I seek to further advance my career in IT & Internal Audit & Assurance with an aim to add value to the organization that shall be employing me.

***Summary of Professional Skills***

IT & Internal Audit & Assurance (Business Development, Audit Planning, Audit Execution and Management, Audit Reporting & Post-Audit Follow-ups), Audit Trainings & Evaluations and Processes Design and Implementation (Audit & Assurance Processes, ITSM Processes, Accounting & Financial Processes and Training & Evaluation Processes).

***Professional Experience***

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| ***Mazars Pakistan – IT & Internal Audit Consultant*** | *July 2010 – Present* |
| Major Responsibilities:  To conduct Information Systems Audit of firm’s clients, to train financial auditors in IT controls with an ultimate view to gear towards integrated audits, to train the organization’s resources in Information Systems Audit, to plan & execute business development initiatives and to provide advisory & consultancy services in information systems audit and internal audit as and when needed by the Mazars Group. |
| ***KalSoft Limited – IS & Internal Audit Executive*** | *January 2010 – June 2010* |
| Major Responsibilities: Conducted Information Systems Audit under competent authority for both public and private sector organizations, Coordinated with the QA Department for ISO 9001:2008 related activities for compliance, appraisal and monitoring perspective & assisted the QA Department for CMMI Level 5 appraisals in coordination with Pakistan Software Export Board (PSEB). |
| ***THK-Solutions – ITSM & IS Audit Consultant*** | *October* *2008 – December 2009* |
| Major Responsibilities: Prepared and Implemented ITSM Methodologies and Processes, Coordinated with Software Development for integration of ITIL processes into their Help Desk product, Designed and implemented Internal Audit  and Information Systems Audit frameworks and processes for firm’s clients and conducted IS audits and internal audits for the firm. |
| ***E-Services &Technologies – Asst. Manager Internal & IS Audit*** |  *January 2006 – September 2008* |
| Major Responsibilities: Assisted the management in design and implementation of internal audit and information systems audit frameworks and processes for the firm’s clients and provided assistance to the management in financial reporting and internal control over financial reporting. |
| ***Cyber Internet Services Pvt. Ltd – Billing Executive*** | *February* *2005 – December 2005* |
| Major Responsibilities: Responsible for inventory management of Cyber Student Cards at country level and Accounts Receivable Management of the firm’s corporate clients. |
| ***Asas Universal Co Ltd Saudi Arabia – Accountant*** | *November* *1998 – January 2005* |
| Major Responsibilities: Performed overall accounting and related internal auditing functions related to the firm’s Jubail Project at Jubail Industrial City, Saudi Arabia, and performed administrative functions for the firm. |
| ***Eastern Commercial Corporation – Accountant*** | *June* *1996 – October 1998* |
| Major Responsibilities: Performed bookkeeping and filing functions, converted the firm’s manual records to computerized format and performed overall accounting and related internal auditing functions for the firm. |

***Professional Training Engagements***

I am also providing training to students and working professionals in Information Systems Audits in the PIQC (Pakistan Institute of Quality Control) targeted towards CISA (Certified Information Systems Auditor) exams.

***Trainings and Certifications***

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| **CISA** | Achieved certification in Certified Information Systems Auditor (CISA) from Information Systems Audit and Control Association (ISACA) in December 2009 |
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| **ITIL** | Achieved certification in Information Technology Infrastructure Library (ITIL) – Version 3 from Office of Government Commerce (OGC) - UK in September 2008 |
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| **ERP** | Achieved certification in Enterprise Resource Planning (ERP) from Skill Development Council, Government of Pakistan in July 2006 |
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| **P/Tree** | Achieved certification in Professional Accountancy (Manual/Computerized with Peach Tree) from Skill Development Council, Government of Pakistan in April 2006 |

***Formal Education***

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| ***Bachelor of Commerce 1996*** |
| University of Karachi |
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| ***Higher Secondary School Certificate***, **1992** |
| Pakistan Navy Junior Cadet College, PNS Rahnuma, Karachi |
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| ***Secondary School Certificate***, **1989** |
| Springfield School, Karachi |

***Summary of Soft Skills***

I am adept in MS Word, MS Excel and MS Visio, fluent in English, possess good interpersonal skills, believe in team play and am result oriented.

***Professional Memberships***

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| **ISACA** | Member of Information Systems Audit and Control Association (ISACA) since February 2009 |

***Further Endeavors***

I intend to certify myself in Internal Audit (CIA) from the Institute of Internal Auditors (IIA) and shall be taking its examination in the year 2011.

***References***

Will be provided on request