[Mustafa.340055@2freemail.com](mailto:Mustafa.340055@2freemail.com)

Dear Recruiter:

This letter is intended to introduce myself for a position at your organization. My professional education and experience are remarkably parallel to your requirements.

I am an **Associate Chartered Accountant (ACA)** with 8 years of profound experience in conducting organization audits. I am also close to qualifying **CIA (Certified Internal Auditor)** which is a US based certification of internal audit.

Currently, I am working in Pakistan as “**Head of Internal Audit & Secretary Board Audit Committee”** at Dadex Eternit Limited, a listed company established in 1959, manufacturing building products. Previously, I was associated with one of the Big-4 audit firms **KPMG Pakistan** for a period of 4 years.

A copy of my CV is attached to this letter. I welcome an opportunity to work in your organization & currently in **UAE on a visit visa**.

Best Regards,

Mustafa

MUSTAFA

**Address**: Dubai, UAE **(Visa status: Visit)**

**Email**: [Mustafa.340055@2freemail.com](mailto:Mustafa.340055@2freemail.com)

**Objectives:**

Seeking a challenging position in a professional organization to contribute towards achievement of organization’s objectives and personal career goals.

**Professional Qualification:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Passing Year** |
| Chartered Accountant  **(CA)** | The Institute of Chartered Accountants of Pakistan | 2013 |
| Certified Internal Auditor **(CIA)** | The Institute of Internal Auditors – USA | June 2017 (expectedly) |

**Work Experience:**

1. **DADEX ETERNIT LIMITED**
   1. **Head of Internal Audit** (May 2014 onwards):

Performing following roles and responsibilities:

* Meeting with business process heads to brief audit scope.
* Performing risk management by identifying risk & fraud exposure.
* Supervising the work progress and leading the team towards right direction.
* Reviewing audit documentation and regularly communicating with senior management.
* Checking, editing and finalizing audit reports.
* Ensuring timely completion of audits with effective & efficient utilization of resources.

* 1. **Secretary - Board Audit Committee** (May 2014 onwards):

Performing following roles and responsibilities:

* Preparing & circulating agenda/working papers to Audit Committee members.
* Giving presentations to Audit Committee identifying risk management issues & deficient internal controls.
* Monitoring actions arising during the meeting and ensure overall compliance with Code of Corporate Governance.
* Drafting formal minutes of the meeting and ensure subsequent circulation to members of Audit Committee.
  1. **Assistant Manager - Internal Audit** (December 2012 – April 2014)

Performing following roles and responsibilities:

* Preparing process understanding document.
  1. Preparing audit programmes and designing Test of Controls (TOC).
  + Performing field work including collating, analyzing & checking data.
  + Ensuring whether controls are in place and operating effectively.
  1. Travelling to multiple sites and cities in order to meet relevant people and to obtain data/information.

1. **KPMG TH & Co. Chartered Accountants** (May 2008 – November 2012):

During article ship period, I performed audits of following entities:

* + External Audits:
    1. State Bank of Pakistan (SBP)
    2. Orix Leasing Pakistan Limited
    3. IGI Insurance Limited
    4. Allianz EFU Health Insurance Limited
  1. AMZ Asset Management Company
  2. Credit Suisse Pakistan (Pvt.) Limited
  3. Pakistan Reinsurance Company Limited (PRCL)
  4. Pakistan Defense Officers’ Housing Authority (PDOHA)
  + Internal Audits:

1. National Industrial Parks Development & Management Co
2. Shield Corporation Limited
3. Pharmevo Private Limited
4. HUM Network Limited
5. Dadex Eternit Limited

**Skills / interests:**

* Computer: MS Office & SAP
* Languages: English & Urdu
* Interests: Reading books, blogging and socializing

**References:** Will be provided on request.