



# AFSHAN SHOAIB

## Accounting, Auditor & Finance

Accounting and finance professional with more than a Year experience in resolving complex accounting issues and performing sophisticated audit, economics, statistical and financial analysis. Proven analytical skills, able to understand the business dynamics, strategy and potential of various types of clients. Confident, having a 'can do' attitude and strong belief in own ability to succeed

### CONTACT ME

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### WORK EXPERIENCE

#### Sr. Internal Auditor

*Axact IT Company – Pakistan – 2014-01 – 2015-01*

- I was involved in Identifying and assessing areas of significant business risk like: formation of business strategy, increasing of firewalls-complex structure.
- I was actively involved in Identifying and reducing all business and financial risks through effective implementation and monitoring of controls.
- I was parallel working with Compliance department to develop, implement and maintain internal audit policies and procedures.
- Conduct ad hoc investigations into identified or reported risks.
- I was overseeing risk-based audits covering operational and financial processes and evaluate accounting documentation, previous report, data, flowcharts etc.
- Ensured complete, accurate and timely audit information with risk management.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant departments.
- Conduct follow up audits to monitor management intervention.
- SOPs introduce to improve internal controls and governance process, identify loop holes to rectify cost saving & risk aversion techniques.
- Well versed with audit management software's like: ERP, SAP, etc.

### AREAS OF EXPERTISE

#### Management

#### Risk Mapping

#### Internal Control

#### Portfolio Management

#### Plan, Test and Sampling

#### Methods of Auditing

#### Gathering, Analyzing and Evaluating Reports

#### Knowledge to Work with Most Complex Data

## **Internee**

*Avani Hotels International – Pakistan – 2013-08 – 2013-10*

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Manage the weekly cheque run.
- Maintain listing of accounts payable.
- Maintain the general ledger.
- Print and distribute monthly financial reports.
- Prepare and post AR journals for revenues adjustment.
- Collection follows up with the customers.
- Maintain up-to-date billing system.

## **EDUCATION**

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### **Master's in Business Administration – Finance (CGPA 3.23)**

Institute of Business Management (IoBM) - Pakistan  
2010-2013

### **Bachelors in Commerce**

University of Karachi - Pakistan  
2008-2010