

Tayyab Ashraf



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CAREER OBJECTIVE

To obtain a management level position in an eminent organization and provides a professional working environment favorable for professional and personal development, gives value to its human capital and rewards performance which helps me to add-value to my career and that organization by working not only harder but smarter as well.

CORE STRENGTHS & ENABLING SKILLS

Audit and Assurance
Internal Auditing and Controls
Corporate Reporting
Knowledge of IFRS & GAAP
Business Analysis
Microsoft Office (MS Excel, MS Word)

Maintaining Financial Records
Financial Statement Presentation
Hard Working & Fast Learner
Punctual & Target Oriented
Management Skills & Self Motivated
Excellent Behaviour

PROFESSIONAL QUALIFICATION

➤ **Association of Chartered Certified Accountants (ACCA), United Kingdom.**

- 8 Fundamental level papers are complete.

➤ **Institute of Certified Internal Auditors.**

- Certified Internal Control Examiner

Degree:

- Masters in Commerce (M. Com) – University of Central Punjab (**Silver Medallist**)
 - Bachelor in Commerce (B. Com) 1st Div. – Islamia University, Bahawalpur
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PROFESSIONAL EXPERIENCE

➤ Senior Officer Head Office Audit in **NRSP Microfinance Bank Limited** (July 2020 – May 2022)

➤ Audit assignment performed in NRSP

- Conducting Departmental Audits and preparing reports.
- Conducting different ad-hoc assignments and desktop audits.
- Preparing and presenting key reports to the higher management (audit committee presentations, review reports).
- Understanding of entity's process flows and analysis of design & effectiveness of internal controls implemented by the entity.
- Reviewing the audit working papers as well as resolution of audit issues raised by subordinates and communication of unresolved issues to HIA.
- Attending meetings with higher management to discuss the audit issues.
- Conducting review of finance reports after submission to SBP.
- Assisting HIA in preparing annual internal audit plan.
- Responsible for professional development of internal audit team members through training and different sessions.

➤ Officer Branch Audit in **NRSP Microfinance Bank Limited** (October 2018 – June 2020)

Branch Audit (Field Visit)

- Conducted Audit of various branches as a team leader
- Reviewed workings of branch Audit Team and Suggested improvements.
- Drafted and Finalized Internal Audit Branch Reports
- Prepared Branch Internal Audit plan
- Attended closed meeting to finalize management comments

Other Assignments

- Involved in Departmental Audits at HO level (Compliance and Centralized Operations)
- Reviewed different proposed policies and suggested improvements
- Conducted different special audit assignments at HO level

➤ Audit Associate in **Waqas and Co Chartered Accountants** (June 2016 – Sept 2018)

➤ Audit assignment performed in Waqas and co Chartered Accountants

- Inspecting financial statements to catch errors, misstatements and fraud.
- Performing audits on systems, operations and accounts.
- Reporting audit findings and recommending improvements.

- Plan effective auditing processes.
- Audit financial statements and assess accounts for accuracy and regulatory compliance.
- Inspect internal systems and controls.
- Assess risk management tactics.
- Perform audits of non-financial areas, like Health & Safety and IT.
- Report systematic errors or fraud indicators.
- Investigate specific issues regulatory bodies bring forward.
- Explain audit findings and recommend solutions.

TRAININGS AND PROFESSIONAL DEVELOPMENT

- Outreach/ Awareness Sessions (Online/e Learning) on AML/CFT conducted by NRSP MFBL Pakistan
- Outreach/ Awareness Sessions (Online/e - Learning) on AML/CFT conducted by IBP
- Awareness Sessions on National Risk Assessment (NRA - 2019) Conducted by NRSP MFBL Pakistan
- Risk Based Auditing and Modern Audit Techniques conducted by NRSP MFBL Pakistan

INTEREST & HOBBIES

Football, Tennis & Cricket
Books Reading

Movies
Internet Surfing

Achievements

Best Audit Officer of January-June 2020

LANGUAGE PROFICIENCY

- Fluency in writing, reading & speaking in English & Urdu.

“Reference will be furnished on demand”