



Alvina Riaz

Chartered Accountant (Finalist)

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United Arab Emirates

Chartered Accountant (Finalist) with 9 years of expertise in financial reporting, auditing, and risk management. Specialized in IFRS compliance, delivering data-driven insights to support strategic decision-making and operational efficiency. Proven leader in client relationship management, team mentorship, and enhancing financial processes to drive performance and ensure regulatory compliance.

Areas of Expertise

- IFRS Proficiency
- Internal Control Testing
- Fraud Examination & Detection
- Proficiency in Accounting Software
- Auditing Standards
- Regulatory Compliance
- Financial Reporting & Executive Presentation
- Client Relationship Management
- Risk Assessment & Mitigation
- Data Analysis & Interpretation
- Analytical & Detail Oriented Approach
- Team Leadership

ADEPTS Chartered Accountants LLC – United Arab Emirate

July 2023 – Present

Senior Auditor – Audit and Assurance, Accounting & Bookkeeping

Some of my key job responsibilities are:

- Manage client relationships, acting as the main contact, addressing queries, and ensuring clear communication on project scope and timelines.
- Collaborate with senior management to define audit scope, allocate resources, and set timelines, customizing the approach to address client-specific risks.
- Lead audit teams, reviewing working papers to ensure accuracy and compliance, and providing feedback to foster a collaborative and high-performance environment.
- Identify and assess key risk areas to tailor the audit approach, focusing on issues that could impact the client's financial health and compliance.
- Prepare and present detailed audit reports and management letters, providing clear findings and recommendations to enhance the client's processes and controls.
- Maintain quality standards by reviewing engagement documentation, ensuring regulatory compliance, and implementing firm audit methodologies at each stage.
- Mentor and guide junior staff, conduct training on technical skills, provide performance feedback, and support professional growth.
- Streamline reconciliation process for clients, reducing turnaround time and increasing reporting accuracy.
- Supervise the accounting team, ensure deliverables are accurate, on time, and meet client and firm standards for quality and compliance.
- Conduct in-depth financial analysis to evaluate performance trends, profitability, and variance from budgets or forecasts.
- Perform detailed data analysis to deliver actionable insights, supporting business growth and cost optimization initiatives.
- Monitor and evaluate key financial and operational performance indicators (KPIs), driving recommendations for continuous improvement.
- Oversee financial reconciliations and client deliverables, verifying accuracy and aligning them with regulatory and firm standards.
- Ensure compliance with accounting standards (IFRS/GAAP) across all deliverables, maintaining accuracy and timeliness in reporting.
- Ensure compliance with financial regulations and internal policies, maintaining controls and audit readiness.
- Advise on the best practices for accounting software, assist with system setup, and provide training for clients and staff.
- Assist clients with budget preparation, cash flow projections, and financial forecasting to inform business planning.

- Present data-driven insights and recommendations to senior leadership, influencing strategic financial decisions.
- Facilitate client onboarding, establish clear service expectations, and maintain long-term relationships by offering proactive financial advice
- Utilize advanced Excel and financial software to streamline reporting processes and enhance data accuracy.
- Assist clients in preparing VAT returns and ensuring compliance with VAT laws and regulations.

RSM Avais Hyder Liaquat Nauman Chartered Accountants – Lahore

April 2021 – April 2023

Audit Supervisor – Audit and Assurance

Some of my key job responsibilities were:

- Oversee and manage audit teams, ensuring their productivity, efficiency, and adherence to audit standards. Provide guidance, support, and feedback to team members to enhance their skills and performance.
- Mentor and train junior team members, providing technical guidance and fostering their professional growth within the firm.
- Participate in the planning phase of audit engagements, setting objectives, scoping audits, and assigning roles and responsibilities to team members.
- Evaluate and identify potential risks in the audit process, including financial misstatements, internal control weaknesses, and fraud indicators.
- Lead the execution of audit procedures, reviewing workpapers, and ensuring compliance with auditing standards and firm policies.
- Conduct in-depth financial analyses, assessing the accuracy and completeness of financial statements and disclosures.
- Effectively manage audit engagements, including time and resource allocation, to meet project deadlines and deliverables.

RSM Avais Hyder Liaquat Nauman Chartered Accountants – Lahore

May 2017 – March 2021

Senior Audit Associate – Audit and Assurance

Some of my key job responsibilities were:

- Independently conduct and lead audit engagements, including planning, fieldwork, and reporting, ensuring compliance with auditing standards and firm policies.
- Evaluate and assess the adequacy of internal controls, identifying areas of weakness and recommending improvements to mitigate risks.
- Identify and evaluate risks associated with the client's financial reporting and business operations. Develop appropriate audit procedures to address identified risks.
- Conduct audit fieldwork, including testing internal controls, verifying financial transactions, and performing substantive testing in accordance with audit programs.
- Analyze financial statements, transactions, and support documentation to identify irregularities, inconsistencies, or potential areas of concern.
- Ensure that the client's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).

Deloitte Yousuf Adil Chartered Accountants – Lahore

Dec. 2015 – Nov. 2016

Junior Audit Associate – Audit and Assurance

Some of my key job responsibilities were:

- Analyze financial statements, transactions, and supporting documentation to identify discrepancies and potential areas of concern.
- Verify compliance with accounting principles, regulations, and internal policies during the audit.
- Conduct substantive testing to verify the accuracy and validity of account balances and transactions recorded in the financial statements.

- Identify and assess the risks associated with the client's financial statements and internal controls, designing appropriate audit procedures to address identified risks.
- Prepare detailed and well-organized audit workpapers that support audit findings, conclusions, and procedures performed.
- Perform walk through tests to evaluate the effectiveness of internal controls and provide recommendations for strengthening control environments.

Achievements

- Successfully managed group audit engagements involving multinational companies with complex organizational structures and numerous subsidiaries. Ensured seamless coordination among audit teams across different locations, implemented standardized group audit procedures, delivered reliable consolidated financial statements, resulting in timely and accurate completion of the audits.
- Received positive client feedback for delivering high-quality due diligence report and providing valuable insights for their strategic decision-making by ensuring thorough assessments of financial information, operational processes, and potential risks.

Education

- Professional Accountant Affiliate | Institute of Chartered Accountants of Pakistan (ICAP), Lahore, Pakistan
- CA Finalist and Continued
- Certificate in Accounting & Finance – (ICAP)
- Assessment of Fundamental Competencies – (ICAP)

Licenses & Certifications

- Complete 45 hours of Presentation and Communication Skills Course (PCSC)
- Certificate of Professional Values, Ethics and Attitudes (PVEA)
- Certificate of Participation in Professional Development Activity

Languages

English – Urdu - Punjabi