

MUHAMMAD RAZA ASLAM

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KEY SKILLS

- Risk Advisory - Internal Audit, Business Risk Assessment - Risk & Control Assessment, Designing & Documenting Standard Operating Procedures, Assurance - External Audit, Management Accounting, Financial Accounting, Financial Analysis & Supply Chain Management
- Work Experience of Different Sectors Including Technology, Financial Services, Automotive, Chemicals, Beverages, Development etc.
- Microsoft Excel, Microsoft Word & Microsoft Power Point
- Effective Communication Skills in English, both written & verbal

EXPERIENCE

Internal Audit Manager (Management Audit)

Finca Microfinance Bank, Pakistan – August 2022 to Present

Leading & managing internal audit work including leading staff, internal audit planning, process understanding (process documentation & walkthrough), risk & control assessment (including risk & control matrix), internal audit procedures (tests of controls etc), preparing internal audit reports, providing recommendations for business process improvement & reporting to Head of Internal Audit on internal audit results. Key achievements include the following:

- Observed gaps and advised on improvement of controls within Credit Processing Unit.
- Advised on improvement of controls within Anti Money Laundering and Counter Finance Terrorism Units.

Deputy Supply Chain Manager

Sapphire Textile Mills Limited, Pakistan – April 2021 to August 2022

Reviewing & assessing primary & secondary export documents in respect of textile spinning divisions to assess compliance with requirements of Letter of Credit (LC), managing logistics bills and obtaining follow up from Finance Department regarding payments of logistics bills.

Group Head Internal Audit

NRS International, Pakistan – June 2018 to February 2021

Led the group's internal audit function & managed internal audit team & work, advised on optimization of business processes & reported to Board of Directors on internal audit results. Key achievements include the following:

- Advised on access & change management framework of ERP System.
- Highlighted risk of fixed assets misappropriation & advised on improvement of key fixed assets controls including record keeping, tagging & valuation.

Deputy Internal Audit Manager, Deputy Finance Manager

Sapphire Textile Mills Limited, Pakistan – December 2014 to June 2018

Led the textile spinning division's internal audit function, managed internal audit staff & work, recommended on improvements to operations & reported to Board Audit Committee on internal audit outcomes & prepared financial statements of textile retail division. Key achievements include the following:

- Influenced management to build controls around utility & labour costs, saving Rs. 7 million per month.
- Using data analytics, provided thoughtful insights on revenue trends.

Internal Audit Manager

Bahria Town (Private) Limited, Pakistan – December 2013 to December 2014

Led the regional internal audit function & managed internal audit staff & work, provided recommendations for business process improvement & reported to Board of Directors on internal audit results. Key achievements include the following:

- Detected misappropriation of Rs. 80 million in inventories management process.
- Advised on improvement in sales reconciliation controls.

Group Head Internal Audit

First Capital Group, Pakistan – August 2008 to December 2013

Led the group's internal audit function & managed internal audit team & work, advised on improvement of business processes & reported to Board Audit Committee on internal audit results. Key achievements include the following:

- Continuous internal audit of procurement process providing real time input to the business.
- Part of a cross-functional team, designing standard operating procedures.

Manager - Assurance & Advisory

ShineWing, Pakistan – July 2007 to August 2008

Led & performed assurance work (external audit work) & advisory work (internal audit work) in respect of various client organizations operating in different sectors including automotive & manufacturing - textiles. Key achievements include the following:

- Informed client management about streamlining inventories management controls resulting in savings of approximately Rs. 700 million.
- Raised an emerging risk of misappropriation in cash sales process.

Senior - Assurance & Advisory

Nexia International, Pakistan – November 2002 to November 2006

Led & performed assurance work (external audit work) & advisory work (internal audit work) in respect of various client organizations operating in different sectors including information & communication technology (including electronic media), financial services (banking & insurance), oil & gas, manufacturing - textiles, sugar & fertilizers, real estate & education. Key achievements include the following:

- Recommended tolerance threshold for expense control system.
- Detected misappropriation of Rs. 400 million in a client's cash sales process.

EDUCATION

Certified Forensic & Audit Analyst (CFrA) - August 2014

Certified Forensic Practitioners Institute, USA

Certified Internal Controls Auditor (CICA) - January 2014

Institute for Internal Controls, USA

Certificate in Accounting and Finance (CAF) - October 2002

Institute of Chartered Accountants of Pakistan, Pakistan

Associate Public Finance Accountant (APFA) - December 2000

Pakistan Institute of Public Finance Accountants, Pakistan

B.Com - October 1999

University of the Punjab, Pakistan

Higher Secondary School Certificate - October 1997

Forman Christian College, Lahore, Pakistan

Secondary School Certificate - June 1994

Government Central Model School, Lahore, Pakistan