

Rifana Abdul Rahim

B.com graduate & ACCA part-qualified

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PROFILE

I am a skilled and experienced professional with a strong background in the field of auditing. With my internship experience in internal audit, I have developed a comprehensive understanding of financial systems, risk assessment, and internal controls. Overall, my extensive experience in the audit field, combined with my technical skills, attention to detail, and ability to work effectively with teams, makes me a valuable candidate for any organization seeking a dedicated and knowledgeable auditor. I am confident that I can contribute to the success of your organization's audit function and help ensure compliance and efficiency in financial operations.

EDUCATION

ACCA part-qualified (10/13)

September 2018 - Present

Association of Chartered Certified Accountants

M.Com-PGDIBO

January 2023 - Present

Indira Gandhi National Open University

B.Com

June 2019 - June 2022

Indira Gandhi National Open University

SKILLS

- | | | |
|------------------------|--------------------------------|--------------------------------------------|
| • Accounting | • Financial management | • Good written & oral communication skills |
| • Auditing | • IFRS | • Team player |
| • Commerciality | • MS-Office | • Time management |
| • Interpersonal skills | • Outlook | • MS-Excel |
| • Risk management | • Logical and reasoning skills | • Presentation & Documentation |
| • Assurance concepts | • Internal Audit | |
| • Compliance | | |

WORK EXPERIENCE

Internal Audit Associate

February 2023 - Present

Bahwan Cybertek, Chennai, India

- Supported compliance audits across core business departments.
- Assisted operational audits in mapping high-risk areas to tackle and close gaps.
- Monitored Internal Control environment within the organization.

- Executed & documented specific review procedures defined by engagement teams.
- Recorded and prepared company Balance sheets, Bank Reconciliation and Variance Analysis.
- Supported statutory audit partners across different audits at all levels.
- Assisted in carrying out the departmental continuous auditing strategy leveraging data analytics (MS-Excel, VLOOKUP, XLOOKUP) to conduct real-time audits.
- Direct assistance to Internal Audit Mangers in planning, performing and reporting on financial, operational and compliance audits.
- Conducted routine testing processes such as vouching, verification, process understanding & walkthrough documentation.

EXTRACURRICULAR ACTIVITIES

- KPMG AU Audit&Assurance Virtual Experience Program Participant
- KPMG AU Data Analytics Virtual Experience Program Participant
- JPMorgan Chase&Co. Internal Audit Analyst Virtual Experience Program Participant
- PwC Switzerland Digital Assurance Virtual Experience Program Participant

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil
- Arabic

INTERESTS

- Debate
- Trading
- Cooking
- Gardening
- Reading