

SULEMAN AFZAL

Profile

An analytical, insightful and result oriented audit, accounts and finance professional. A qualified professional with strong project management, risk assessment, internal auditing, due diligence, compliance & monitoring, business process improvement, and financial analysis skill.

Work Experience

Audit Senior & Quality Control Supervisor – HLB Ijaz Tabussum & Co

With a rich variety of work experience in a Chartered Accountant Firm has provided me with an in-depth knowledge of the key business processes, risk management procedures, accounting, finance and internal control systems, procurement and human resource policies for a range of different sectors.

Key Audit Sectors:

- Education sector
- Manufacturing and Trading Sector
- International Non-Governmental Organizations (INGOs)
- Non-Governmental Organizations (NGOs)
- Government Sector
- Health Sector
- Public Limited
- Private Limited
- Pre-Award assessments USAID Citizens' Voice Project (CVP)
- USAID
- United Nations Development Programme (UNDP)
- Agreed upon procedures:
- System Audit (Regulatory Compliance) of the Brokers of PMEX

Responsibilities:

- Planning and execution of statutory audits and reviews.
- Co-ordination with Audit teams, Engagement Partner and Audit clients.
- Maintain client relationships at the appropriate level and present a favourable impression of the firm.
- Understand, evaluate and test the design and operation of accounting and internal control systems, offering recommendation for any weaknesses noted.
- Provide on-the-job training /assistance to junior members of staff and review their work
- Preparation of management accounts and reporting on variance analysis.
- Drafting internal audit reports and making recommendations to the Management
- Prepare and critically review statutory accounts to ensure they fully meet company law and financial reporting requirements.
- Management Consultancy for assessment/ development of operating and financial policies and processes.
- Observing and reviewing business processes for clients due diligence to ensure compliance.
- Design, writing, editing, review and production of both technical & financial Proposals.
- Fixed asset and stock take assignments
- Bookkeeping Assignments.

Key Accomplishments

- Mentor, coach, direct and manage a staff of 8-10 on diverse audit engagements.
- Plan, organize and conduct trainings on audit methodologies, financial reporting and audit standards to less experienced peers.
- Ensure the highest level of accuracy and completeness while preparing financial statements with related disclosures, cost and time budgets.
- Leverage key interpersonal, people management and client interfacing skills to effectively liaise between the client, audit team and senior management.
- Strengthen internal control process by identifying areas of weakness at client engagements and accurately communicating accounting and auditing matters.
- Presented clients for Quality Control Review of ICAP.
- Supervised Quality Control team.

Education

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| • Cost & Management Accountant (ACMA) | ICMAP | 2013 - 2018 |
| • Masters of Public Administration (MPA) | COMSATS | 2015-2017 |
| • Chartered Accountancy Finalist (CA-Finalist) | ICAP | 2018-Present |
| • Master of Commerce (M.Com) | HEC-Equivalency | 2018 |

Professional Affiliation

- Associate Member of The Institute of Cost and Management Accountants of Pakistan
- Member of Toastmaster International, US

Skills

- Advanced understanding of basic office applications, including MS Office (Word, Excel, PowerPoint, Outlook).
- Creating Dashboards for Management Reporting using Power BI
- Report writing and presentation skills
- The ability to present complex data in a clear and easy to understand way.
- Self-determination and commitment to goals.
- Strong analytical and reporting skills.
- Effective communication and organizational skills.
- Flexible to work under pressure and effective time management skills.

Interest

- Gardening.
- Volunteer work in local NGO (Ehsaas-e-Insaniyat Foundation)
- Travelling
- Socializing
- Public Speaking

Certifications

- | <u>Name</u> | <u>Issuing Authority</u> |
|------------------------------------|--------------------------------------|
| • Business Accounting | ICMAP |
| • Business Finance | ICMAP |
| • Business Laws and Ethics | ICMAP |
| • Business Management & Leadership | ICMAP |
| • Advance Excel | ICMAP |
| • Accounting Fundamentals | Corporate Finance Institute (Canada) |
| • Fundamentals of Credit | Corporate Finance Institute (Canada) |

Trainings and Seminars

- | <u>Name</u> | <u>Organizer</u> |
|--|------------------|
| • Confidence Building | ICMAP |
| • Stress & Time Management | TMRC |
| • Global CFO Conference | ICMAP |
| • Life skills for a Management Accountant | ICMAP |
| • Data Analytics Consulting Virtual Internship | KPMG |
| • Master your life | ICMAP |
| • Tax amnesty Laws | ICMAP |
| • Advance Excel Workshop | ICMAP |
| • Presentation & Leadership | ICMAP |

Languages

- Proficient in English and Urdu, reading, writing and speaking