



HAFIZ ARAFAT ALI

Accountant - Internal Auditor
مراجع داخلي - محاسب

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PROFESSIONAL EXPERIENCE

CSC Empowerment & Inclusion Programme (Microfinance Organization)



- Internal Audit Executive | February 2022 - April 2024 |

Responsibilities:

- Conduct surprise branch audit of financial & operational assignments with team.
- Assisted in the preparation of audit reports, summarizing findings and making suggestions for corrective actions
- Performed detailed testing of internal controls and identified areas of risk, providing recommendations
- Coordination with the branches and relevant departments for closure and compliance of audit observation.
- Reviewing the policies & Procedure used by the branches.
- Completion of branch audit targets as per approved audit plan.
- Subsequent follow up with the Branches and Functions after the release of audit report with respect to implementation, rectification, compliance and resolution of any grievance posed by the Branch/Function.

Elite Engineering Private Limited

- Audit and Accounts Executive | November 2017- February 2022 |



Software:

- SAP(ERP1-9.2),
- AMS (Accounts Management System)

Responsibilities:

- Designs Internal controls and get it implemented in SAP to overcome the risks.
- Pre -Auditing of Purchase Orders to make sure economical buying.
- Highlighting weaknesses/risks associated with business processes identified during audit process.
- Evaluates the organization's system of internal control to ensure that it is functioning as planned and that it is updated as necessary to meet changes in operating conditions.
- Checking and verification of financial vouchers.
- Verification of monthly payroll sheets. Payroll audit to make sure that ghost employees do not exist.
- Ensured that transactions are properly authorized in accordance with Company authority levels prescribed in the financial procedures manual.
- Prepare & Verification of Contractors Payment.
- Verifies the existence of company assets and assure that proper safeguards are maintained to protect them from losses of all kinds.
- Maintain Basic Accounts & Bookkeeping
- Parties Payment & maintaining Ledger

Al Baraka Bank (Pakistan) Limited

- **Internal Audit Officer** | May 2016 - October 2017 |



Banking Software:

- **iMAL** (Islamic Banking Software)
- **AutoBANKER**

Responsibilities:

- Conduct branch and functional audit assignments as a team member to ensure compliance of operations with bank's SOPs and State Bank of Pakistan's regulations.
- Makes sure that there is no leakage of income taking place in any branch of the bank
- Subsequent follow up with the Branches and Functions after their lease of audit report with respect to implementation, rectification, compliance and resolution of any grievances posed by the Branch/Function.
- Finalize audit reports for Chief Internal Auditor to highlight & control weaknesses in Branches and Functions, potential risk implications and recommend remedial measures.
- Identify weak controls, risk areas and proposes remedial measures during Branch and Functional audits.
- Check operational matters like Cheque Books, ATM Operations, Stop Payments, Dormant Accounts, Deceased Accounts, Account Closing, Cash Vault & Key Management, Insurance Detail, Staff Accounts, Vouchers, etc.
- Oversee administrative matters like Branch Security, CCTV Recording, Physical conditions of the Branches etc.

Elite Engineering Private Limited

- **Accounts Executive** | March 2015 - May 2016 |



Responsibilities:

- Maintain Basic Accounts & Bookkeeping
- Parties Payment & maintaining Ledger
- Invoice entries & Cross Checking
- Petty Cash handling

M. Asim Iftikhar & CO, Chartered Accountants

- **Audit Trainee** | November 2014 – March 2015 |

Responsibilities:

- Bank Reconciliation
- Book Keeping
- Vouching
- Payroll Audit
- Physical Stocktaking
- Procurement Audit

EDUCATION

CPA-PAK (Certified Public Accountant)

2019-2020

Certified Public Accountants of Pakistan (ICPAP)

MS Finance (Attested by UAE Embassy)

2012-2014

The University of Lahore, Pakistan

Attested From UAE Embassy (Ministry of Foreign Affairs & International Cooperation)

Attested From MOFA (Ministry of Foreign Affairs, Pakistan)

Attested From HEC (Higher Education Commission, Pakistan)

B.Com (Hons)

2008-2012

The University of Lahore, Pakistan

Attested From MOFA (Ministry of Foreign Affairs, Pakistan)

Attested From HEC (Higher Education Commission, Pakistan)

I.Com

Punjab College of Commerce, Lahore-Pakistan

2007

Matriculation

Minhaj Model High School, Lahore-Pakistan

2005

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

PERSONAL INFORMATION

- **D.O.B:** 19th January 1988
- **Marital Status:** Married
- **CNIC No:** 35202-1892558-3
- **Passport No:** MY 1805582
- **Visit Status:** Visit Visa
- **Nationality:** Pakistani

REFERENCE

- Will be provided upon demand.