

Arsalan Raza

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Email: a.r_zaidi@yahoo.com
Experience: 08 years



Objective

My objective is to work with team spirit in an esteemed organization where my knowledge can be competitively utilized in organizational and personal growth. I strongly believe in myself to broaden and enhance my working abilities.

Experience

Meezan Bank Limited

Senior Internal Audit Officer

From September 2021 to Date

Job Description

- Ensuring that organizational structure support the good governance requirement
- Identifying area of internal control weakness
- Assessing the effectiveness of system of internal control, understanding control environment and risk assessment of auditable units.
- Assessing the adequacy of compliance of auditable units with relevant laws and regulations and bank's internal policies and procedures

COMPREHENSIVE MANAGEMENT AUDITS

- Finance Audit
- Reconciliation Department
- Risk Management Department (Credit Risk)
- Legal Department
- Complaint Management Unit
- Wealth Management Unit
- Swift Department

JS Bank Limited

Senior Internal Audit Officer

From October 2019 to September 2021

Job Description

- Ensuring that organizational structure support the good governance requirement
- Identifying area of internal control weakness
- Assessing the effectiveness of system of internal control, understanding control environment and risk assessment of auditable units.
- Assessing the adequacy of compliance of auditable units with relevant laws and regulations and bank's internal policies and procedures

COMPREHENSIVE MANAGEMENT AUDITS

- Finance Audit
- Human Resource Audit
- Employee Banking & Cash Management
- Trade Services (Import)

Bank AL Habib Limited**Finance Executive**

From January 2018 to October 2019

Job Description**➤ Financial Reporting**

- Preparation of Daily RCOA for submission to SBP
- Preparation of Monthly Reporting data of Foreign Currency Deposits & Borrowings in Foreign Currency accounts by Authorized Dealers
- Assisting in preparation of Statement of Flow of Funds (Sectoral Balance Sheet – AO3)
- Preparation / Compilation of Weekly RCOA Islamic Banking (Adhoc basis)
- Assisting in Compilation of Quarterly RCOA Reporting

➤ Management/ Inter Divisional Information

- Preparation of Daily Zone wise Statement of Cash in Bank position for Senior Management
- Compilation of daily statistics of Balances maintained with National Bank of Pakistan (Branch wise)

PIAC (Pakistan International Airline Corporation)

From February 2015 to December 2017

Accounts Officer (Insurance & Terminal Benefit Section, Finance Department)**Job Description**

- Pension Management
- Pension Disbursement
- Processing the insurance claims of Employees Group Insurance
- Coordinating with different sections of finance regarding claims.
- Processing payments of claims and managing their accounts.
- Negotiation with insurance companies regarding most beneficial policy for PIA.
- Initiation of tenders of insurance policies and discussion of technical aspects with companies.
- Maintaining accounts of Insurance section and providing JV's to Accounting Section.
- Supervising both Internal and External Audit of Insurance Section.
- Preparing statistical data regarding claims ratio in a period.
- Regular formal follow ups and coordination with insurance companies.

RG Blue Communications

From April 2014 till January 2015

Finance Executive**Job Description**

My major job responsibilities include but not limited to:

- Supervising the invoicing and recording process of receipts & payments
- Formal communication and dealing with client's officials
- Maintaining the control accounts
- Accounting for account receivables & payables
- Preparation of cash book & bank reconciliation statement
- Preparation of petty cash book
- Monthly filling of income and sales tax returns.

Skills

- Working in all aspects of finance and accounts
- Coping up with any environment and SOP,s
- Good Interpersonal and communication skills
- Creativity in all the aspects
- Good leadership and managing skills

Educational Credential

ACCA (Member), Optional Papers: P7 & P6

2016, Association of Chartered Certified Accountants, UK

FIA (Foundation In Accountancy)

2012-2013

Bachelors of Commerce

2009-2010, University Of Karachi

Intermediate – HSC (Pre-Engineering)

2006-2008, DJ Sindh Govt. Science College

Matriculation (Science)

2004-2006, Prince Aly Boys Secondary School

References

Shall be available on demand