

ATIF WAHEED, FCCA, CMA, CFE

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SUMMARY

A competent, qualified and result-oriented professional with extensive experience in audits, financial decisions- making and financial reporting. Possessing excellent communication and presentation skills, I have more than **4 years** of experience in audit, assurance and business advisory at one of the **Big4** firms and more than **5 years** of experience in industry with expertise in:

- Book-keeping
- Internal Audits
- Risk-based assignments
- Financial projections
- Enterprise resource planning (ERP)
- COSO/SOX Framework
- Financial statements under IFRS
- External Audits
- Internal controls
- Financial analysis
- Financial decision making
- International Auditing Standards

PROFESSIONAL EXPERIENCE

	Senior Internal Auditor & Compliance Officer	Feb 2013 – to date
	<i>Arkan Building Materials P.J.S.C.</i>	Abu Dhabi, UAE

- Preparation and execution of annual internal audit plan.
- Periodic updating 'Risk Register' based process reviews and controls implemented.
- Implementing the audit objectives and audit plans for assignments including time estimations, plan of work and steps necessary to collect data.
- Drafting and presenting detailed audit reports and maintaining working papers to support the reports.
- Reporting to Head of Internal Audit & Compliance and Audi Committee of Board of Directors.
- Coordination in development of control mechanism to mitigate risk including operational, financial and IT risks)
- Identification of significant areas of non-compliance and risk.
- Analyzing internal control gaps.
- Fulfilling responsibilities of Compliance Officer under Abu Dhabi Securities & Exchange Regulations.



Manager Project Accounts
SKB Construction and Engineering

Jun 2012 – Jan 2013
Lahore, Pakistan

- Preparation and presentation of monthly financial statements of project and presenting to Head Office.
- Reporting directly to Executive Director and Project Director.
- Preparing of weekly fund position of project and arranging finances for outstanding liabilities.
- Checking all Cash Payments, Bank Payments and Journal Vouchers before posting into General Ledger.
- Reconciling accounts head between projects and with head office.
- Preparing different reports for quicker financial decision-making.



Senior Associate – Audit, Assurance and Business Advisory
Ernst & Young

Dec 2008 – Jun 2012
Lahore, Pakistan

- Designing and executing the test of controls and deciding the extent of substantive procedures for each specific area based on initial assessment of inherent and control risks in consultation with the engagement manager.
- Auditing financial statements in accordance with the guidelines of International Auditing Standards (IASs).
- Planning internal and external audits and assignments to execute them in effective and efficient manner by assessing system internal controls to evaluate risk at business, financial and operational levels.
- Reviewing entry level controls under COSO and SOX framework of internal controls and procedures.
- Verification of specific areas of assets, liabilities, income & expenses to ensure compliance in each area.
- Highlighting the issues and preparation of other deliverables, such as management letter identifying control weaknesses, its implications and recommendations for improvement in accounting and internal control systems.
- Liaison with clients to understand, review and analyze their internal control and accounting procedures.
- Carrying out evaluation of junior team members for appraisal purposes.
- Carrying out due diligence assignments.
- Rendering audit and assurance services to various clients including MNCs in the various sectors related banking and financial services, microfinance, power plants, manufacturing, food and beverages and NGOs.

OTHER EXPERIENCES

- Worked as member of Audit and Assurance Sub-committee of ACCA Members' Network Panel from 2012-2014.

- Prepared 550 multiple choice questions (MCQs) for the paper of ACCA F7 – Audit and Assurance for Singapore based study text provider of ACCA exams.
- Worked with Examination Services of British Council, Lahore during 2007 and 2008 exam sessions.

EDUCATION

Certified Fraud Examiner (CFE)	Association of Certified Fraud Examiners, USA	2017
Certified Management Accountant (CMA)	The Institute of Management Accountants, USA	2016
Chartered Certified Accountant (ACCA)	The Association of Chartered Certified Accountants, UK	2011
Bachelors in Commerce (B. Com.)	Allama Iqbal Open University	2006

PROFESSIONAL MEMBERSHIPS

- Associate member of the Association of Certified Fraud Examiners (ACFE), USA.
- Associate member of the Association of Chartered Certified Accountants (ACCA), UK.
- Member of the Institute of Management Accountants (IMA), USA.
- Member of the Institute of Internal Auditors, USA.
- UAE Chartered Accountant of Accountants and Auditors Association (AAA), UAE.

COMPUTER SKILLS

- User level experience of ERPs – Microsoft GP Dynamics and SAP.
- Extensive experience of ACL Analytics for compliance and internal audit.
- Working experience of audit documentation and working paper software.
- Proficient in using office applications – Word, Excel, Powerpoint, Outlook and Access.

CONTINUING PROFESSIONAL EDUCATION

- Attended various workshops, seminars and webinars arranged by ACCA and ICAP.
- Attended various in-house training workshops on the subject of Audit Methodology and Team Leadership.
- Completed 90 hours Course of Computer Practical Training (CCPT) and 100 hours Presentation Skills Training Course (PSTC) prescribed by ICAP.

PERSONAL INFORMATION

Date of birth 06 September 1985
Nationality Pakistani
Marital status Married
Driving license UAE Driving License
Languages English, Urdu, Basic Arabic

CO-CURRICULAR ACTIVITIES

- Played cricket, basketball and table tennis for my school.
- Hosted and conducted many eventides and annual functions on behalf of my school and college.
- Organized 6 days conference “Improving Competitive Skills in Vogue - 2007” under Leading Institute of Competitive Skills (LIOCS).

REFERENCES

To be furnished on request.

AVAILABILITY

One month notice