

M. RIZWAN KHAN

(A C C A)



Address: Flat 404, Talal 7, Al Karama
Dubai, UAE
Mobile: +971 50 24 25 643
E-Mail: rizwanmadni@gmail.com
Visa Status: UAE Resident

Driving License: Dubai, UAE.

CAREER OBJECTIVE

A multi-skilled, qualified and experienced professional seeking a challenging position in the internal audit, risk management and advisory services of a globally reputed public practice, or a blue chip company aiming to prove his skills to achieve the goals of that organization.

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

- ACCA Member (Chartered Certified Accountant)
- Association of Chartered Certified Accountants (ACCA-UK)
- Certified Accounting Technician (CAT)
- Association of Chartered Certified Accountants (ACCA – UK)

PROFESSIONAL EXPERIENCE (3+ YEARS)

- **ECOVIS FULLER INTERNATIONAL** (CERTIFIED PUBLIC ACCOUNTANTS) 01/2016 - Present **AUDIT ASSOCIATE – AUDIT AND ASSURANCE** **DUBAI UAE**

EXTERNAL AUDIT ACTIVITIES

- Conducting audits based on Risk Assessments, Planning, Fieldwork, Reporting and Follow-ups through Autoaudit Software
- Preparation of audit plans and programs
- Providing recommendations based on audit findings
- Preparation of audit reports, follow up reports
- Doing monthly follow-ups with auditee based on action plans
- Provide Assistance in Audit Universe and Annual Audit Plan
- Performed following Internal Audit Assignments:
 - Leasing Audit for residential & commercial properties
 - Procurement Audit for Construction industries
 - Receivables Audit for Construction industries
 - Payable & Payments Audit for Construction Industries
 - Commercial Sales Audit for Food Industry
 - Trade Operations and Contracts Audit for Resources
 - Trading Audit (Import & Export) for Resources

- Responsibilities

INTERNAL AUDIT ACTIVITIES

- Performance of Internal Audit & Risk Advisory Assignments.
- To assist the Head of Internal Audit to review the effectiveness of business operations, including the identification of business risks and the status of controls designed to maintains risks within acceptable tolerances
- Conduct audits based on risk assessments and through Planning, Fieldwork, Report preparation & Report Review
- Providing recommendations to BUs based on audit findings
- Preparation of audit programs and plans
- Preparation of audit reports, follow up reports
- Conducting Fraud Investigations
- Performing special assignments as directed by Head of Audit
- Assistance in Audit Strategy and Annual Audit Plan
- Audit Committee presentations and Audit Progress Reports

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ▪ LIFESPACE REAL ESTATE | <ul style="list-style-type: none"> ▪ 08/2014- 12/2015 | <p>JUNIOR ACCOUNTANT</p> <p>DUBAI UAE</p> |
| | <p>Responsibilities</p> | <ul style="list-style-type: none"> ▪ Recording invoices ▪ Postings in the systems ▪ Making vouchers ▪ Bank reconciliation ▪ Maintaining data ▪ Updating schedules for PPE prepayments and employees' gratuity ▪ Liaising with external auditors |
| <ul style="list-style-type: none"> ▪ GRANT THORNTON | <ul style="list-style-type: none"> ▪ 10/2011- 10/2012 | <p>AUDIT ASSOCIATE – AUDIT & ASSURANCE</p> <p>ISLAMABAD, PAKISTAN</p> |
| | <p>Responsibilities</p> | <ul style="list-style-type: none"> ▪ Planning statutory audit and collaborating with the seniors ▪ Performing the audit and advising clients ▪ Identifying client's internal control weaknesses through test of controls. ▪ Carrying out year end stock count at client's premises ▪ Vouching major expenses |

EXPERIENCE OF INDUSTRY OF CLIENTS

Property, Construction, Food, Retail, Hospitality, Engineering, Printing & Publishing, Travel Agencies, Automobiles, Real Estate, General Trading.

IT SKILLS

- Tally ERP 9
- Sage 50

LANGUAGE SKILLS

- ENGLISH
- URDU/HINDI

READING & WRITING

- Excellent
- Native

SPEAKING & LISTENING

- Excellent
- Native