

# AZMA AHAMED YAKEEN, ACCA

## INTERNAL AUDIT & ACCOUNTING PROFESSIONAL

### PROFILE

Dedicated and results-driven Internal Audit Assistant Manager with a background in accounting and a proven track record of assisting in the execution of comprehensive audit programs. Adept at conducting risk assessments, identifying process improvements and implementing controls to enhance financial integrity.

Seeking to leverage strong analytical skills and attention to detail, collaborating and working effectively across departments to achieve organizational goal.

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**LINKEDIN**  
Azma Yakeen

**LOCATION**  
Doha, Qatar

**VISA**  
Transferable visa with NOC

### SKILLS

#### PROFESSIONAL SKILLS

Internal Auditing   Resource Management

Data Analysis   Report Generation   Report Writing

Problem Solving   Decision Making

#### PERSONAL SKILLS

Computer Literacy   Leadership   Team Player

Organization   Adaptability   Communication

Presentation Skills   Self Confidence

### EXPERIENCE & EXPOSURE

#### NOLIMIT, Sri Lanka (Fashion Retail)

**Assistant Manager – Internal Audit** (March 2023 to June 2023)

**Senior Executive – Internal Audit** (March 2021 to March 2023)

**Executive – Internal Audit** (December 2017 to March 2021)

**Assistant – Internal Audit** (November 2016 to December 2017)

- ✓ Collaborated with the internal audit team to plan and execute audit engagements, resulting in a 30% increase in audit efficiency and coverage.
- ✓ Reviewed financial statements, operational processes, and internal controls, identifying weaknesses, recommending improvements, and monitoring the implementation of recommendation that led to reduction in process inefficiencies.
- ✓ Assessed financial process including performing bank reconciliation, stock reconciliation, sales, expenses, tax, budget vs. actual and payroll audit, identifying discrepancies and suggesting accounting best practice.
- ✓ Assisted in the development of audit programs and testing methodologies, enhancing the accuracy of risk assessment and control evaluation.
- ✓ Conducted interviews with key stakeholders and department heads, gathering critical information that contributed to more targeted audit scoping and risk identification.
- ✓ Prepared comprehensive audit work papers, documenting findings, observations, and recommendations resulting in more effective communication and knowledge sharing within the team.
- ✓ Participated in special projects and initiatives related to process improvement, risk management, financial system and compliance, contributing to the successful implementation of a company-wide control enhancement initiative.



## EDUCATIONAL QUALIFICATIONS

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### PROFESSIONAL QUALIFICATIONS

- ✓ **Member of The Association of Chartered Certified Accountants – ACCA, UK (2020)**
- ✓ **Affiliate of The Association of Chartered Certified Accountants – ACCA, UK (2017)**

### ACADEMIC QUALIFICATIONS

- ✓ **International General Certificate of Secondary Education Ordinary Level (IGCSE O/L) – Edexcel, London (2014)**



### EXTRA CURRICULAR ACTIVITIES

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- Prefect of College
- Games Captain of School Team (House)
- Captain – School Netball Team (House)
- Vice President of School Muslim Majlis
- Secretary of School ICT and Media Club
- Assistant Treasurer of School Commerce Society
- Compere at the Inter-House Multimedia Competition
- Champions – Inter-House Netball Tournament (2014)
- Participation in Corporate Quiz Competitions & Trainings



### PERSONAL DETAILS

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- ✓ **Name in full :** Azma Ahamed Yakeen
- ✓ **Date of Birth :** 10<sup>th</sup> April 1998
- ✓ **Gender :** Female
- ✓ **Nationality :** Sri Lankan
- ✓ **Passport No :** N9508018



### NON-RELATED REFEREES

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#### **M.J.M. Shakir**

Financial Controller

ACEC Group

Doha, Qatar

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#### **Dr. Nasar Abdul Wadood**

Dental Surgeon

Align Dental Care

Colombo, Sri Lanka

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