

# Rashid Ali

Senior Auditor



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## PROFESSIONAL SUMMARY

Highly organized and detail-oriented professional, with a drive to exceed expectations. Ability to analyze data, develop strategies, and provide solutions to complex problems. Seeking to leverage skills and knowledge to contribute to team success.

## SKILLS

SAP, Temenous 24, Ms Office, Quick book

Accounting and Auditing.

Bookkeeping

Interpersonal Skills

Analytical Skills.

Management and Administrative Skills.

Communication skills.

Multi Tasking Ability

Customer oriented

Problem-solving capabilities

Time management abilities

## EXPERIENCE

### SENIOR AUDITOR AT AGPR SUB OFFICE PESHAWAR., Peshawar, KPK

Accountant General Pakistan Revenue Sub Office Peshawar., January 2019–Present

- Working on a SAP FI and HR side.
- Reconciliation of monthly accounts with different department through SAP.
- Submission of monthly account to Controller General of Accounts.
- Processing of Employees Pay and allowances in SAP system as well as through Physical Audit.
- GP Fund Processing i.e Final Payment to the retired employee, Advances from G.P fund Account.
- Processing of Long Term Loans like House Building , Motor Car and Motorcycle Advance and their recoveries.
- Deduction of Government income Tax, G.P fund,Benevolent Fund and Group insurance from Government official.
- Fixation of Pay for federal government employee.
- Processing of Pension Cases of Government employee.
- Pre Audit of Non salaried Budget of different Government Department.
- Post Audit of Budget spent and pension cases.
- General Administration of office.
- Settlement of different heads with different Government Department through Exchange of Accounts every month.
- Verification of Payment made by Government official in SAP system with the Voucher.
- Implementation of Government Policies and Procedures.
- Coordinated with external auditors when required by regulatory agencies or other third parties.

## **OPERATION MANAGER, Nowshera., KPK**

Meezan Bank Limited., January 2013–January 2019

- Overall Supervision of General Banking Operation i.e Account Opening,,Cash Department,Clearing Departments,ATM operations, Remittances Department and other General Banking Areas.
- Short Interview of Customers to Ensure Purpose of Account opening and ensure compliance of all the documents as per SOP.
- Maintain appropriate Internal Controls to minimize inherent risk in Transaction processes and to ensure operational standards and procedures are in accordance with SOP and SBPs Regulation.
- Coordinate efforts for the internal and external Audit, SBP Inspection,Review by compliance or other Regulatory Body.
- Periodically review the procedures in the Department to ensure compliance with SOP and SBPs Regulation.
- Ensure the bank is not exposed to any unwanted risk by implementing internal controls and accountability at each level particularly against money laundering.
- Implement technological and procedural changes introduced by Head office to ensure higher efficiency and better quality of service.
- Coordination with Head office and branches on matters related to operations , Treasury,Finance, Administration and information Technology etc.
- Ensure that all Transaction has been executed and duly Supervised and daily work has been completed.
- Identify and minimize unwarranted risk for the bank through Vigilance.
- Improve the information flow among the staff through effective communication channel to discuss department Progress.
- Motivate the Staff to assume additional responsibilities so that increased volume of business are managed by the same staff strength.
- Maintain Staff discipline and train the staff in the department to ensure professional excellence and that a backup is available for each Position.
- Implement the changes in the operational procedures and involve the staff in learning and reviewing the new system.
- Any other job assigned by Manager Country Operations.

## **EDUCATION**

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### **M.PHIL(FINANCE) IN MANAGEMENT SCIENCES , Peshawar KPK**

Qurtaba University Of Science and information

### **MBA IN FINANCE, Peshawar KPK**

Im sciences Peshawar, July 2012

**GPA 3.9**

### **PIPFA IN ACCOUNTING , Karachi**

PIPFA Pakistan, March 2024

## **REFERENCES**

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**MUHAMMAD FAYAZ** Accountant General Pakistan  
Revenue

**Assistant Account Officer** Immediate Boss

☎ 923149001149

✉ mfayazf@gmail.com

**AQIL SALEEM** Meezan Bank Limited

**Area Coordinator** Coordination Officer

☎ 923343541622

✉ aqil.saleem@meezanbank.com

## LANGUAGES

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- **Pashtu**

Native

- **Urdu**

Fluent

- **English**

Fluent

## CERTIFICATIONS

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- Budget, Pay Roll, Accounts, G.P Fund and Pension AGPR Sub office Peshawar 18 to 21 Feb, 2019.
- Public works Audit at Pakistan Audit and Accounts Academy Nov, 2021.
- Computer Competency Practical Training at Pakistan Audit and Accounts Academy Peshawar.
- Special Course For senior Auditor in Pakistan Audit and Accounts Academy March, 2019
- G.P Fund/Leave Rules at Pakistan Audit and Accounts Academy Peshawar