

Rashid Ali

Senior Auditor



+92- 3005868814

rashidali104@gmail.com

Nowshera, KPK 25000

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

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

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

- **Pashtu**

Native

- **Urdu**

Fluent

- **English**

Fluent

CERTIFICATIONS

- 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