

LATIF AHMAD SAQL, ACA

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PROFILE SUMMARY

An experienced and well-maintained Chartered Accountant (ACA) with fifteen (15) years of experience, possessing experience in banking Internal Audits, Financial & Accounting Matters & having ample knowledge of related regulatory requirements. Possessing the strong auditing and analytical skills and having strong background in audit, risk management and finance. Currently working as Chief Internal Auditor in a microfinance bank from more than three years.

PROFESSIONAL QUALIFICATIONS

Associate Chartered Accountant (ACA)	The Institute of Chartered Accountants of Pakistan	2015
Junior Associate of Institute of Banker Pak (JAIBP)	The Institute of Bankers Pakistan	2013
MBA-Finance	Virtual University of Pakistan	2013

CA ARTICLES SHIP

Riaz Ahmad & Company, Chartered Accountants (A member firm of NEXIA International)

US Based firm of Accountants, Auditors and Management Consultants



CORE COMPETENCIES

- ✓ Evaluation of accounting, finance, credit and other operational activities.
- ✓ Maintained Internal Audit Function by Internal Audit Charter, Audit Plans and Audit Strategies.
- ✓ Develop, maintain and implement internal audit policy for effective internal audit system.
- ✓ Ability to coordinate with auditing bodies like SBP.
- ✓ Amazing ability to identify issues and analyse audit findings and presenting to Audit Committee.
- ✓ Skilled in solving audit issues & report writing.
- ✓ Preparing & Evaluating SOPs.
- ✓ Experienced for identification of key risk areas and advise the Management on appropriate controls to minimize risks.
- ✓ Supervision of Internal Audit Teams with a lead role.
- ✓ Strong analytical and risk evaluation skills.
- ✓ Experienced for conclusions of auditing activities for the Board Audit Committee and Management with documentary evidence.
- ✓ Ability to analyse accounting and monetary systems and procedures.
- ✓ Attending Board Audit Committee meetings as secretary.
- ✓ Preparing & Circulating Minutes of meetings.

ACHIEVEMENTS

- Strengthen the internal audit function, identified a lot number of gapes in the internal controls and recommended management for establishment of policies to address those.
- Enhanced the Audit procedures as a result bank's branches performance improved regarding control implementation.

WORKING EXPERIENCE

APNA MICROFINANCE BANK LIMITED

2017 to Present

	Audit Department
Chief Internal Auditor /Head of Internal Audit	<ul style="list-style-type: none">Management and Supervision of Internal Audit Function (IAF) of the microfinance bank.Identification of internal control weaknesses and recommendations to improve the system.Supervising the audit team, preparing risk based annual audit plan and achievements of those.Redrafted and implemented the audit checklist, audit program and branch audit rating grid.Performing the secretary role for Board Audit Committee (BAC) and presenting to the committee the achievements of audit department and progress of audit department.Improved the quality of Minutes of Meetings of BAC, enhanced the audit plan to cover maximum areas of the bank under audit program.Revised the Internal Audit Policy, Internal Audit Plans, Audit Strategies, TORs of Audit Committee etc to meet the regulatory requirements and to strengthen IAF.Pointed out weaknesses in bank's processes and procedures and provided recommendations for rectifications of those.Conducted Branch and Management Audits and reported a lot number of bank wide and specific observations without bias.Co-ordination with regulator SBP for routine Inspections and special reporting of the Bank.Conducting special investigations and reporting of detected frauds to Board Audit Committee and follow-up from management for actions.
Direct supervision of team of twenty persons	
Sep 2017 to Present	

	<ul style="list-style-type: none"> ▪ Communicating opportunities for improving Management Controls, Profitability, Functioning and Organization of the Company to the Top Management and the Audit Committee. ▪ Holding Disciplinary Actions meetings with help of Management to conclude Audit Findings. ▪ Keeping apprised Board Audit Committee about the activities of the Internal Audit Function. ▪ Review of work performed by internal audit officers and formulating professional development plans their improvements. ▪ Conducting surprise checks to monitor the performance of Audit Teams by physical spot visits. ▪ Recommending the changes in internal control systems that may enhance operational enhancements and efficiencies of the banking business and reducing the risk of loss. ▪ Conducting follow up on audit reports to monitor management's actions to address audit findings.
<p>VP/Head Risk Management</p> <p>Direct supervision of team of Five persons</p> <p>Jun-17 to Sep-17</p>	<p><u>Risk Management Department</u></p> <ul style="list-style-type: none"> ▪ Establishment of Risk Management Department in the Bank. ▪ Preparation of bank-wide Risk Management Policies and SOPs to Identify, assess and evaluate potential risks to enable the execution of the risk management strategy. ▪ Drafted guidelines to minimize the Financial, Operational and Compliance Risks. ▪ Value addition by identifying key risk areas, potential threats & vulnerabilities and recommending measures to mitigate those risks. ▪ Reporting to the board and risk committee, on all risk management measures, including but not limited to proposing appropriate risk-mitigating actions. ▪ Developing and implementing of the bank's risk management function for calculating bank wide risk appetite. ▪ Monitoring risk and disseminating information to the relevant stakeholders to ensure the continued effectiveness of the enterprise's risk management strategy. ▪ Developing and implementing risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives. ▪ Supervision of the Fraud Risk Management Unit to handle responses to detected frauds in accordance with regulatory requirements and prepared processes for prevention and detection of frauds in accordance with SBP guidelines.
<p>NATIONAL BANK OF PAKISTAN (Islamic Banking Group)</p>	
<p>2010 to 2017</p>	
<p>Assistant Vice President/ Manager Finance 2014 to Jun-2017</p>	<p><u>Accounts & Finance Wing</u></p> <ul style="list-style-type: none"> ▪ Handled consolidated accounts for all branches of the Group and managed Pool Management, Weightages and Profit distribution to depositors. ▪ Analysing on deposits, advances and calculation of weighted average cost for fund placements. ▪ Explored the opportunities for fund placements & originated new profitable investments. ▪ Worked as Regulatory Accountant for reporting and complying with statements as required by State Bank of Pakistan (SBP). ▪ Research and analysis about upcoming projects, analysing financial statements of other banks and building financial models for annual business expansion plans. ▪ Handled Insurances and Taxation of branches and at group level in efficient manner. ▪ Scrutinizing of Credit Approval Memo (CAM) on bank's dealing for advancing to borrowers and decreased the classified portfolio by handling credit risk factors. ▪ Monitoring performance of the Islamic Banking Group and measuring & reporting performance target financial growth. ▪ Handled Chart of Accounts, grouping and mapping of GLs for opening new GLs and preparation of Trail Balance. ▪ Successfully handled payroll including workings on changes (new joining, leaving, and promotions) and updating of salaries.
<p>Officer Grade-I/ Audit Officer (2010-2013)</p>	<p><u>Operational Audit Wing</u></p> <ul style="list-style-type: none"> ▪ Implemented audit procedures to evaluate and safeguard assets and controlled the liabilities of the Bank and monitored follow-up on audit findings to ensure appropriate resolution. ▪ Ensured compliance with procedures, controls and regulations in conducting audit of branches. ▪ Reviewed accounting records and verifying all financial transactions of the bank by analysing

income, expenses, and other investments of the bank.

- Performed as Business Performance and Review Manager and supervising the audit of Budget of branches and compliance with requirements of State Bank of Pakistan (SBP).
- Conducted the branch audits to analyse the records and recording observations to minimize the Financial, Operational and Compliance Risk.
- Value addition by giving recommendations on risk assessment & conducting branches inspection, audit and compliance, AML & KYC.
- Managed audit of Interbank Reconciliations, Zakat, Hajj, Insurances and Taxation of branches in efficient manner.

Trainee Manager Accounts – CHENONE STORES LIMITED, PAKISTAN

December 2009 to July 2010

Headed the Furniture
Division
Accounts & Audit
Department

(No. of persons
supervised 02)

- Worked as leader for Implementation of the Accounting System at Furniture Division & supervised the stream lining of the accounting process.
- Decreased the inventory handling cost by conducting the audit of the ACCPAC inventory module & developing new structured codes for the whole inventory.
- Managed chart of accounts and prepared a new accounting setup at ACCPAC for the division.
- Prepared feasibilities & budgets for expanding the Furniture Division Business and finalized that.

PROFESSIONAL EXPERIENCE

3 Years and 6 Months CA Trainee Article Ship

RIAZ AHMAD AND COMPANY, CHARTERED ACCOUNTANTS

May 2006 To November 2009

**Riaz Ahmad &
Company,**
Chartered
Accountants, a
member firm of
**NEXIA
International**

AUDIT, TAXATION & ADVISORY SERVICES

During my tenure in the Audit, taxation and Advisory departments I was involved in various assignments. These assignments include full scope audits, limited reviews, internal audits, agreed upon procedures etc. the major tasks I performed during this period are as follows;

- ◆ Carrying out audit planning, evaluation of control activities, and audit of the financial statements in accordance with the International Standards on Auditing (ISAs) and guidelines of NEXIA International.
- ◆ Evaluation of Internal Control System to identify deficiencies in the system and suggesting remedial procedures to identify control weaknesses.
- ◆ Designing and performing the substantive procedures and test of controls
- ◆ Review, preparation and compilation of financial statements in accordance with reporting framework comprising of International Financial Reporting Standards (IFRS) and applicable local laws.
- ◆ Execution and Finalization of records for QCR conducted by ICAP and successfully completing the same.
- ◆ Review of compliance with applicable laws and regulations mainly including corporate laws, and Code of Corporate Governance.
- ◆ Preparation of Management Letters identifying control weaknesses, its implications and recommendations.
- ◆ Coordinated and lead management team discussions around the whole audit process.
- ◆ Managed and supervised advisory assignments and taxation of clients and filing Tax returns.

MAJOR ASSURANCE ASSIGNMENTS – NEXIA INTERNATIONAL PAKISTAN

Some of the major assignments those significantly contributed to my growth including the following;

CLIENT NAME	INDUSTRY	Listed/Unlisted
MCB Bank Limited	Banking	Listed
Nishat Mills Limited	Textile	Listed

CLIENT NAME	INDUSTRY	Listed/Unlisted
Shakarganj Food Products Limited	Consumer Products	Unlisted
Nishat Chunian Limited	Textile	Listed
Kohinoor Mills Limited	Textile	Listed
4B Gentel (Private) Limited	Telecom	N/A
Suraj Cotton Mills Limited	Textile	Listed
Crescent Bahuman Limited	Textile	Listed
Anam Weaving Mills (Private) Limited	Textile	N/A
Sanjog Pakistan	Non-Government Organization	N/A
Technical and vocational Training Authority (TEVTA)	Education	N/A

TRAININGS/WORKSHOPS/CERTIFICATIONS

- Certificate Course in Islamic Banking from Jamia Darul Aloom Karachi
- Training on Fundamentals of Islamic Banking Operations (FIBO) conducted by NIBAF SBP
- Participated in workshop on soft skills conducted by The Institute of Chartered Accountants of Pakistan (ICAP)
- Presentation Skills Training Course (PSTC) conducted by ICAP
- Course of Computer Practical Training (CCPT) conducted by ICAP
- Attended two days training on Risk Management conducted by National Bank of Pakistan
- Certificate in Oracle Financial

IT PROFICIENCY

Well versed with the latest versions of the following

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Visio
- Microsoft Excel having good command over advance applications, VLOOKUP, HLOOKUP, Pivot Tables
- Oracles Financial & Inventory
- ACCPAC (Accounting Package, UK)
- Sage Accounts
- User knowledge of different Accounting & Reporting Packages including Oracles, used in audit

SKILLS AND COMPETENCIES

- Communication Skills
- Presentations & imparting training
- Leadership and team working
- Accepts the challenging environments
- Flexible and adaptable to change
- Can solve-complex problems

ACADEMIC QUALIFICATIONS

Graduation (Economics)	University of the Punjab	Ist Div.	2004
Higher Secondary School Certificate	Govt. College of Science Faisalabad (BISE Faisalabad)	Ist Div.	2001
Secondary School Certificate	Govt. High School, Mamunkanjan, Faisalabad (BISE Faisalabad)	Ist Div.	1999

HONORS & AWARDS

- Worked as Member of Mess Committee at Hostel, Govt. College of Science, Faisalabad
- Achieved Scholarship for intermediate study expenses by outstanding performance in Matric

PERSONAL INFORMATION

Father's Name	NAWAB DIN
Date of Birth	15 December 1984
Nationality	Pakistani

REFERENCES

Available