

KANZA ASLAM

PROFESSIONAL SUMMARY

Astute Internal Auditor & Finance Professional with years of experience of improving finance, operation and control processes. Adept in managing a diverse portfolio, ensuring effective, timely achievement of high-quality audit engagements as per national and international standards.

WORK HISTORY

Visiting Faculty, 02/2020 to Current

Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology, Karachi, Pakistan

- Teaching Cost Accounting & Management Accounting to the students of BS Accounting & Finance

Internal Auditor, 10/2018 to Current

Karachi Neighborhood Improvement Project, World Bank & Govt. of Sindh - Karachi, Pakistan

- Carrying out Internal audit to ensure compliance with relevant Legal, Financial & Operational regulations
- Monitoring Project activities to maintain conformity with its objectives
- Observing market trends alongside internal and external factors to improve Internal control processes
- Collaborating with Management to identify and develop current and future audit requirements
- Working directly with the staff to achieve best results
- Developed new process for employee evaluation which resulted in marked performance improvements
- Managing a system, ensuring effective, timely delivery of high-quality audit
- Working with Management to establish an Internal Audit Wing in P&D department, GoS
- Managing External Audits

Internal Auditor, 09/2016 to 10/2018

Sindh Irrigation & Drainage Authority, World Bank & Govt. of Sindh - Hyderabad, Pakistan

- Managed Financial & Operational Audits in accordance with International Standards
- Investigated deficiencies and areas of weakness in systems and controls and recommended for their improvement
- Monitored compliance with covenants in the Financing agreements and Government Financial Regulations
- Collaborated with The Board & Managing Director to identify and develop current and future audit requirements
- Managed External Audits

CONTACT

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SKILLS

- Budgeting
 - Financial Management
 - Financial Reporting
 - Management Accounting
 - Cost Accounting
 - Auditing
 - Project Management
 - Digital Marketing
 - Search Engine Optimization
 - Risk management processes, analysis and evaluation
 - Self-motivated
 - Communication skills
 - Time management
 - Methodical multi-tasker
 - Problem solving
 - Team player
 - Word Press
 - Dreamweaver(basic)
 - GOOGLE Analytics
 - GOOGLE Console
 - OS Commerce/Woo Commerce
 - Quick books
 - SAP
 - IBM SPSS Statistics
 - Microsoft Office
 - World Bank's Client Connection
 - World Bank's STEP Portal
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Assistant Manager Finance, 01/2015 to 09/2016
Sindh Irrigation & Drainage Authority, World Bank & Govt. of Sindh - Hyderabad, Pakistan

- Strengthened operational efficiencies and traceability, developing organization systems for bank reconciliations, forecasts, financial reports
- Diminished discrepancies in the Final Accounts
- Conducted trend analysis to identify upcoming requirements of budgeting
- Managed day-to-day duties such as pre-audit, recording of expenditure & receipts for constant smooth operational running
- Hands-on experience in World Bank's Client Connection & STEP

Business Process Associate, 12/2013 to 09/2014
BaseCamp Data Solutions - Hyderabad, Pakistan

- Handled all the expenses effectively, to serve client's needs
- Responsibly managed auditing and analyzing of Bank files and reports to ensure smooth running of the department
- Improved the process of credit card's reconciliation through consistent hard work and dedication
- Worked closely with the Management in USA to maintain optimum levels of communication for the effective and efficient completion of tasks

EDUCATION

Google Project Management: Professional Certificate, 03/2021 – Current
An online Specialization authorized by Google & offered through Coursera

MS in Management Sciences (MSMS), 02/2021 – Current
Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology - Karachi

Digital Marketing & Search Engine Optimization, 11/2020 – 04/2021
Center for Executive Education (CEE), IBA - Karachi

Master of Commerce, Finance, Accounts, Audit, Tax, 03/2017
University of Sindh, Jamshoro - Hyderabad

Association of Chartered & Certified Accountants, Finance, Accounts, Audit, Management & Cost Accounting, 01/2016
ACCA-UK

Bachelor in Commerce, Business & Accounting, 04/2013
University of Sindh, Jamshoro - Hyderabad

Foundation in Accountancy, FIA, Finance, Accounts, Costing, 12/2011
ACCA-UK

ACCOMPLISHMENTS

- Trainer of NIBAF's National Financial Literacy Program for Youth (NFLP-Y)
- Successfully completed Global Volunteer Exchange Program in Turkey, in 2018
- Distinction certificates and shields in Computer projects and Sports
- Alumni of Young Leaders' Conference 2014
- Formed System operating procedures in the organization
- Prepared a Human Resource mechanism in the office

PROFESSIONAL DEVELOPMENT

Successfully completed various professional training, workshops, courses from national & international institutes on the following areas:

- Project Management
 - Auditing
 - Debt Management Performance Assessment (DeMPA)
 - A Framework for Public Financial Management (PEFA)
 - Business Management
 - Procurement Management
 - Digital Marketing & SEO
 - Evidence & Data collection
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