

MUHAMMAD ASIF KHAN – CA FINALIST

CONTACT: +92 341 9482042
LOCATION: SECTOR 4A, AMIN TOWN RAWALPINDI (OPEN TO RELOCATE)
E-MAIL: asif.ca95@gmail.com

PROFILE

Chartered Accountant (Finalist) with 3.5 years of hands-on experience in IFRS accounting, IAS auditing, financial reporting, and internal audit. Skilled in leveraging Teammate+, power point and MS Office to streamline and enhance accounting processes. Known for a structured problem-solving approach and delivering impactful results in dynamic, multicultural settings. Committed to ongoing professional growth and contributing to organizational success through effective financial management and process optimization.

KEY SKILLS

- Risk Analysis & Assessment
- Internal Controls & Audit Frameworks
- Knowledge of Auditing (ISA) & Reporting Standards (IFRS)
- Impact Analysis & Mitigation
- Proficiency in Teammate+ and MS Excel
- Data Visualization with Power BI

PROFESSIONAL EXPERIENCE

PAKISTAN TELECOMMUNICATION COMPANY LTD. (PTCL)

Internal Audit

April 2022 – November 2024

Key Job responsibilities includes:

- Conducted comprehensive audit assignments and identified multiple critical areas for improvement while adhering to Global Internal Audit Standards to achieve targeted objectives.
- Conducted detailed walkthrough assessments on different audits to pinpoint procedural gaps.
- Identifying violations/deviations from the laid down systems and procedures.
- Analyzed and reviewed departmental manuals to identify compliance gaps, resulting in enhanced adherence to regulatory standards, findings were documented and presented to senior management for action.
- Preparation and organization of detailed working papers to document and support audit processes and financial analyses.
- Audit documentation on audit software (Teammate+).

Trade & Risk Management

May 2021 – April 2022

Key Job responsibilities includes:

- Assisted in the establishment of offshore and onshore Letters of Credit (LC) for the procurement of Opex and Capex-related products, ensuring smooth processing and compliance with financial requirements.
- Recording and posting Bill of Exchange entries in accounting software to ensure accurate financial tracking and reporting.
- Prepared and submitted monthly reports on established Letters of Credit (LCs) to relevant teams for review and decision-making, while meticulously tracking payment details.
- Oversaw and coordinated the settlement of network asset claims by notifying the insurer immediately after incidents and collaborating with engineers for surveys, physical verification, and technical support.

Responsibilities include:

- Assisting in the execution of financial audits under the guidance of senior audit professionals.
- Conducting fixed assets verifications to maintain precision in financial assessments.
- Conducting detailed testing of financial transactions, account balances, and internal controls.
- Collaborating with team members to gather and analyze relevant financial data and documentation.
- Documenting audit procedures, findings, and recommendations in a clear and organized manner.

ACADEMIC QUALIFICATION

Certified Finance and Accounting Professional (3 papers passed)-ICAP	In Progress
Certified in Accounting and Finance-ICAP	2019
Assessment of Fundamental Competences-ICAP	2016

CERTIFICATIONS

- Certificate of QuickBooks from Ignite a program of Ministry of IT & Telecom
- Certificate of Presentation and Communication Skills from ICAP
- Certificate of Professional Value, Ethics and. Attitude (PVEA-I) from ICAP
- Certificate of Mastering Microsoft Power BI from ICMAP
- Certificate of Advanced Transformations With, MS Excel Power Query and Power BI by ICAP

WORKSHOPS & TRAININGS

- Data extraction and Manipulation Using **SQL** as part of a training conducted by PTCL IA Department.
- Data Presentation using **Power BI** in a training session facilitated by the PTCL IA Department.
- **ESG Internal Auditing** program by Evolve Learning Hub, achieving **2nd place** in accompanying quiz.

REFERENCES

Reference will be furnished on request.