

Asad Ejaz Sheikh

Objective Join a dynamic and progressive organization, offering ample opportunities for diversified experience, committed to perform quality work and enhancement of professional skills and growth.

Experience Presently I am a faculty of Hailey College of Banking & Finance , **Punjab**
March 2006-today **University**, teaching the following subjects

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| • Introduction to Accounting | BBA (Risk & Insurance) |
| • Financial Analysis, Financial Modeling & Business Forecasting | BBA (Banking & Finance) as a specialization course |
| • Organizational Behaviour | BBA (Banking & Finance) |
| • Auditing | BBA (Banking & Finance) |
| • Financial Accounting | MBA & Ex. MBA (Risk & Insurance) |
| • Business Laws | MBA & Ex. MBA (Banking & Finance) |
| • Financial Management | MBA & Ex. MBA (Banking & Finance) |

June 2001-June 2004

Worked as **Manager Internal Audit** With Global Group of Companies {Global Telecom Ltd, Star Telecom Pvt. Ltd., Global Mobility Pvt. Ltd}, having network all over Pakistan. As a manager I was responsible for the following

- Establishing the Internal Audit Department
- Assessment of the Internal Control System
- Assessing the risks thereof and developing policies to minimize the identified risks.
- Development and preparation of Internal Control Policy and Procedure Manual.
- Ensuring adherence to the designed policies.
- Coordinating the performing of audit of various branches in different cities and preparing reports there on regarding discrepancies found and suggesting possible solutions.
- Preparation of budgets for branches all over Pakistan and performing variance analysis to control the expenditure within the budgeted limits.

Completed my articles with **HUSAIN RAHMAN** (formerly **KHALID MAJID HUSAIN RAHMAN**), Chartered Accountants, Lahore, a member firm of **Deloitte Touche Tohmatsu** (a world wide leading firm of Chartered Accountancy) in March 2001 with expertise in providing services in Audit, Consultancy, Tax and Corporate & secretarial practices sections for various local and multinational organizations.

1. Audit

1.1 Statutory Audit

Reporting directly to Partner, I was responsible for conducting all facets of audit i.e.

Studying the system of internal control, assessment of engagement and control

risk, development of expectations and performing of analytical review, planning the audit on the basis of risk assessed in Deloitte Touche Tohmatsu special computerized Audit system 2 [AS/2].

Preparing audit summary memorandum, drafting management letters and reports, ensuring the reasonableness of financial statements and their compliance with applicable financial reporting framework i.e. in the light of companies ordinance 1984, International Accounting Standards and International Auditing Standards, while making best use of available human and time resources.

I was engaged on audit in the following lines of business;

- Power generation
- Manufacturing [Sugar, Rice]
- Distribution of goods and services
- Banks

1.2 Special assignments

Evaluation of operational and financial aspects of various projects of United Nations Development Programs [UNDP] and Foreign donations receiving NGOs'. Audits of staff provident fund of various organizations.

Loan loss review of various national and multinational banks in light of the prudential regulations laid down by the State Bank of Pakistan

Audit of the loans received from international loaning agencies like JEXIM bank, IFC, etc.

Assessment of compliance with the principles of effective banking supervision for various multinational bank

1.4 System Audit

The scope of the assignment was to study the operational policies of the organization, identifying the potential weak areas, and reporting there on by assessing the existence and effectiveness of internal control policies adopted by the management. Organisation covered are

Civil Aviation Authority.

Mashreq Bank.

Deutsche Bank.

2. Consultancy

During my stay in the firm, I assisted my Partner in the following assignments;

- Sui Northern Gas Pipeline Limited [SNGPL]

The assignment involved the review of Company's budgets, evaluation of budget preparation tools, review of internal control system and MIS also made recommendations for improvements thereafter.

- Golden Textile Mills Limited
- Evernew Knitwear [Pvt.] Limited

The assignment involved restructuring of financial liabilities of the companies by considering the requirements of SBP prudential regulations and to determine how the companies can meet the prescribed criteria. To examine all possible options involved in the finances of the companies by keeping in light

the company's cash flow.

- Evernew Knitwear [Pvt.] Limited

The assignment involved the development of financial and operational system of internal control for the company.

3. Income tax

I was responsible for preparing and filing of income tax returns of individuals. Reviewing various statements required to be filed with the tax authorities under different provisions of Income Tax Ordinance, 1979.

4. Corporate and Secretarial matters

I was responsible for preparing documents for incorporating companies, drafting minutes of meetings of shareholders & directors, resolutions, corporate forms and returns of various companies as required under different provisions of Companies Ordinance, 1984.

I was also involved in the process of conversion of PTC vouchers in to PTCL shares. My job amongst other things included to ensure that all the prescribed procedures laid down by the Companies' Ordinance 1984 and by the company's registrar is complied with.

Seminars Attended I have also attended the following seminars

- "Islamic Banking" by Institute of Chartered Accountants of Pakistan (ICAP).
- "IT for all and all for IT" by SAFA, ICAP and Institute of Cost and Management Accountant of Pakistan (ICMAP).
- "Corporate Governance" by ICMAP.

Education	October 2009 – to date	M. Phill (B.A) (Completed)	Superier University
	March 2006	MBA (Banking & Finance)	Punjab University (CGPA 3.78) (1st, in Finance ; 3rd, in University)
	Dec. 2001	PE 1 (Referred)	Institute of Chartered Accountant of Pakistan
	1999	MBA (Marketing)	Premier College
	Dec. 1996	BAC {formerly known as C.A (Inter)}	Institute of Chartered Accountant of Pakistan
	1993	Bachelor of Science	University of the Punjab (1 st ,Division)
	1991	F.sc (Pre- Engg.)	Cathedral Higher Secondary School (1 st ,Division; Grade "B")
	1989	Matric (Science)	Cathedral Higher Secondary School (1 st ,Division; Grade "A")
	2002	Post Graduate Diploma	Institute of Islamic Banking

**in Islamic Banking and and Insurance (UK).
Insurance.**

Computer proficiency Working knowledge of Microsoft Excel, Word and Audit System 2 (AS/2)

Interests Reading, music, cricket

Personal Date of birth: May 1974