



## HAZRAT BILAL

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### Summary

Results-oriented Audit senior with 3-year experience as Finance Manager and over 4 years of experience in public and privately held company's external and internal audit responsible for analyzing data, generating audit reports, preparing financial statements.

### Academics

**Credentials****Institute/University****Year**

Certificate in Accounting and Finance	Institute of Chartered Accountants of Pakistan	2018
Associate Public Finance Accountant	Pakistan Institute of Public Finance Accountant	2020
M.sc Economics	University Of Science and Technology Bannu, KPK	2018
B.A (Arts)	University of Science and Technology Kohat, KPK	2012

### Experience

#### **Audit Officer- October 2022-till date** **Govt of Khyber-Pakhtunkhwa, Pakistan**



I have been associated with *Water and Sanitation Services Peshawar* Since October 2022.

I am working in the capacity of Audit Officer in the Internal Audit Department responsible for pre and post audit of the organization activities. My job description includes;

- Ensuring compliance with the established manuals of the organization and Board of the Directors directives.
- Reviewing the adequacy of the controls established for ensuring compliance with SOPs/Manuals.
- Evaluating the reliability and integrity of the information and the means used to identify, measure, classify and report such information.
- Review and evaluation of internal control systems, identification of significant control weaknesses and making appropriate recommendations.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Close liaison with clients' management, assessment of business risks and co-ordination with professionals of various fields like law, taxation & IT.
- Appraising the use of resources with regard to economy, efficiency, and effectiveness.
- Monitoring and evaluating governance process.
- Reviewing IPC before final payment and marking it to CIA for approval for final payments.
- Reporting significant risk exposures and control issues, including fraud risks.
- Checking control over operating and capital expenditures.
- Providing input to the CIA in preparation of Detail Audit Plan.
- Preparation of work papers for audit procedures performed and compilation of internal audit documentation.

## **Senior Audit Associate - June 2019-October 2022**

***Naveed Zafar Ashfaq Jaffery and Co Chartered Accountants, Islamabad***



I have worked with ***Naveed Zafar Ashfaq Jaffery and Co Chartered Accountants***, From **09<sup>th</sup> June 2019 to 22<sup>nd</sup> October 2022** as a Senior Audit Associate.

My experience in the firm has enabled me to develop a comprehensive understanding of the competitive and regulatory environments of different businesses accounting and internal control systems implemented at various organizations. A brief overview of major responsibilities associated therewith are as follows:

Worked in conjunction with the Audit Manager/Supervisor/Job In charge.

- Planning, execution and finalization of audit (as per requirements of ISAs, Procedures and guidelines).
- Preparation/review of the financial statements in accordance with the IFRS and applicable statutory framework.
- Review and evaluation of internal control systems, identification of significant control weaknesses and making appropriate recommendations.
- Consolidation of financial statements of group companies.
- Close liaison with clients' management, assessment of business risks and co-ordination with professionals of various fields like law, taxation & IT.
- Evaluated operating effectiveness of audit areas using sampling techniques and substantive procedures.
- Prepared working papers, reports and inspect supporting documentation for audit findings.
- Participated in the risk assessment process. Prepared and delivered verbal and written presentations to management detailing audit results.
- Performed Income Estimation assignments of Bank Alfalah for car financing includes visit of business site and the verification of necessary documents and evaluating the result with the help of described benchmarks

## **Finance Manager - April 2016- May 2019**

***APTECH Institute of Information Technology, Peshawar***

I have worked with APTECH Institute of IT from March 2016 to May 2019, my job responsibilities included;

- Monitored, analyzed accounting data
- Overseeing the maintenance of records, books of accounts, and tax filing.
- Interpretation of the organization's financial results to management and recommend improvement in activities.
- Preparation of financial statements.

### **Certificates and Trainings**

- MS Office Certification from APTECH IT Institute in 2017.
- Presentation and Communication Skills Certificate Mandatory requirement of ICAP in 2016.
- Small Medium Practices Audit Skills Enhancement Training (32 CPD Hr) held by ICAP in 2022.
- Professional Values, Ethics and Attitudes Course by ICAP in 2023.
- In-house Internal Audit Training Programs.

### **Key Skills and Proficiency**

- Proficient in Microsoft Office applications, particularly Microsoft Word, Excel, PowerPoint
- In depth understanding and working knowledge of IFRS and IAS and relevant law understanding of Income Tax Ordinance 2001, Companies Act 2017, Sales Tax Act 1990, Code of Corporate Governance and ISA
- Strong analytical intervention
- Business and Income valuation
- Ability to adapt according to Organization Environment and quick at gaining and understanding of any organization and its operations

### **Additional Information**

- Nationality- Pakistan
- Multilingual- Fluent in English, Urdu and Pashto
- Avid reader and hiker
- Volunteer in ‘Act of Kindness’ a kindness drive