

SHEIKH ABDUR RAFEE

MEMBER ACCA, ICAEW (FINALIST), 5 YEARS OF EXPERIENCE



Profile

Member of Associate Chartered Certified Accountant (ACCA) and Institute of Chartered Accountants (ICAEW) finalist with 5 years of practical working experience with Hyphen consultancy private limited, Khurram Aziz & Co (KAC) and A.F.Ferguson & Co. (PWC).

Working Experience

- Dec 2015 Present** - **Hyphen Consultancy Private Limited**
Assistant Manager Assurance & Advisory , Islamabad
Successfully executed various assurance, IFRS transition, Internal audit, budgeting & forecasting and business research assignment(s) as a supervisor and team lead.
- Aug 2015 - Dec 2015** **Khurram Aziz and Co. Chartered Accountants**
Audit Trainee, Islamabad
Successfully executed various assurance assignments as per the applicable reporting framework including IFRS and Companies Act as a supervisor and team lead.
- Oct 2014 - May 2015** **A.F.Ferguson & Co. Chartered Accountants (PWC)**
Audit Trainee, Islamabad
Worked on various statutory audits and assignments as a team member.

Education

- 2017 - Present** **ICAEW - Finalist**
Institute of Chartered Accounts of England & Wales , UK
- 2011 - 2014** **ACCA**
Associate Chartered Certified Accountant, Islamabad
- 2011 - 2014** **BSc. Honorus**
Oxford Brookes University, United Kingdom
- 2009 - 2011** **Intermediate in Commerce**
Federal Board of Intermediate & Secondary Education, Islamabad

Skills

Professional Skills

IFRS	●●●●●
Reporting	●●●●●
P&P manual	●●●●●
Budgeting and forecasting	●●●●●
Research	●●●●●

Technical Skills

MS Excel	●●●●●
MS Word	●●●●●
MS Visio	●●●●●
Quickbooks	●●●●●
Xero	●●●●●

Soft Skills

Communication	●●●●●
Team management	●●●●●
Presentation	●●●●●

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WORKING EXPERIENCE AT HYPHEN CONSULTANCY

Saba Aslam
Education and
Welfare Trust

Internal Audit, Pakistan

- Developed policies and procedures manuals of the Trust
- Evaluate processes, risks and controls to perform operational, compliance and financial audits
- Draft internal audit reports, highlighting observations, potential risks & impact, and provide recommendations for improving control environment
- Review, assess and test internal control system
- Provide guidance and training to operational staff of the Trust

Saudi Arabia -
ATU,
BTA, and
Havas

IFRS Transition and implementation, Saudi Arabia

Worked as a team lead on IFRS transition

- Reviewed IFRS diagnostic report of companies
- Prepared IFRS compliant accounting policies and procedures
- Liaison with companies management to assist them in resolving accounting and reporting issues
- Assisted management in resolving audit issues raised by the auditors in compliance with IFRS reporting
- Prepared IFRS compliant Financial Statements

Saudi Arabia -
Gandour,
MMG, and
Binzagr

IFRS Transition and implementation, Saudi Arabia

Worked as a team member on IFRS transition

- Performed detailed IFRS vs SOCPA gap analysis
- Recommended IFRS based on diagnostic review
- Prepared IFRS compliant accounting policies and procedures
- Prepared IFRS compliant Financial Statements
- Performed detailed IFRS for SMEs vs SOCPA gap analysis

Honda Avenue
(Private)
Limited

Internal Audit, Pakistan

Worked as a team lead on internal audit

- Performed test of internal controls to ensure effectiveness
- Drafted Internal audit reports
- Prepared management reports on audit findings (such as matters related to misstatement of financial information or severe control deficiencies)
- Reviewed clients' responses to ensure that recommendations are implemented
- Developed departmental budgeting and forecasting method for the company
- Documented internal controls, policies and procedures of the company
- Identified risk and suggested internal control to overcome the deficiencies in the process

Farabi
Petrochemicals

IFRS Transition, Saudi Arabia

- Reviewed diagnostic report issued by PWC for IFRS transition
- Identified and suggested additional gap based on the diagnostic report

OMV and
Ocean
Pakistan Pty
Limited

Non - operator Audit, Pakistan

Worked as a team member on non-operator audit

- Review of the Operator Processes specifically related to Inventory & Fixed Assets
- Performed a detailed analysis to ensure that the costs incurred and charged are for the benefit of the Joint Operations
- Ensured that the expenditure incurred as per the approved work programs, Authority for Expenditure (AFE) and budgets
- Ensured that the overheads / common costs allocated to the Concession are fair, equitable and Justifiable to the Concession
- Management and identify areas of control weaknesses

Vistra Funds

● **Financial Services, Singapore / Pakistan**

Worked as team lead, responsible ;

- to assign role and establish Job description to the staff members of the company
- to ensure monthly management reporting to a foreign parent company
- to perform monthly reconciliation of reports

**OPTP
Franchise**

● **Internal Audit, Rawalpindi**

- Evaluation of Operational, Financial and Inventory controls at OPTP
- Ensure compliance with the franchise agreement
- Suggestion of controls for operational Effectiveness
- Preparation of Annual accounts

**TMS Pakistan
Private
Limited**

● **Financial services, Islamabad**

Working as a project manager on regular basis, responsible;

- to develop and update policies and procedures for the company's departments
- to assign role and establish Job description to the staff members of the company
- to ensure monthly management reporting to a foreign parent company
- to perform monthly reconciliation of reports
- for implementation of accounting software and training of staff
- to ensure legal and regulatory compliance
- to manage payroll of the company
- to manage AP/AR of the company
- to liaison with the UK parent company, named TMS Global

WORKING EXPERIENCE WITH KHURRAM AZIZ & CO. (KAC)

**PECT
Technologies ,
PECT Private
limited and
Pakistan
Atomic Energy
Commission
Foundation**

● **External Audit, Pakistan**

Worked as team lead on external audits

- Performed planning and execution of audit engagements, as per the scope of each assignment
- Draft audit report and audited financial statements
- Finalization of audit engagements
- Conducted external audit as per International Standards on Auditing as applicable in Pakistan.
- Managed teams for site audit

WORKING EXPERIENCE WITH PRICE WATERHOUSE COOPERS (PWC)

**Nokia
Solutions and
Network
(NSN) Private
Limited, Fauji
Fertilizer
Company
(FFC), and
Muslim
Commercial
Bank (MCB).**

● **External Audit, Pakistan**

Worked as team member and team lead on external audits

- Performed planning and execution of audit engagements, as per the scope of each assignment
- Conducted external audit as per International Standards on Auditing and International Financial Reporting Standards (IFRS) as applicable in Pakistan.

**Pakistan
Poverty
Alleviation
Fund (PPAF)**

● **External Audit, Pakistan**

Worked as a team member on external audit

- Ensured disbursement of grant as per World Bank, USAID and UN.
- Ensured proper documentation of project activities
- Performed site visit for the projects
- Ensured compliance of project as per the grant terms and conditions

OTHER EXPERIENCE

**Hyphen
Consultancy
(Private)
Limited**

- **Research and Development**

- Developed learning material for Hyphen Learning Platform as per Code of Corporate Governance
- Developed risk matrix for different Internal control processes and sub processes for development of Internal Audit software developed by Hyphen Consultancy named "Abilite"
- Provided COSO Framework, Excel, Word and other software training to employees of Hyphen consultancy.
- Developed various software and tools designs for Hyphen Consultancy.

