Hina Aslam

Contact #	0333-6107452
Email:	hinasheikh031@gmail.com
Address	House # 333, St #27,
	Zikriya Town Bosan Road, Multan.

CAREER OBJECTIVE:

To be a part of a competitive and challenging work environment that contributes to professional growth as well as organizational success. To add on to my current technical knowledge and experience so as to better contribute to the achievement of the organization's goals.

PROFESSIONAL EXPERIENCE:

Organization:	**Allied Bank Limited**
Tenure:	**November 2016 – Till Date**
Designation:	**Senior Officer/Team Leader Internal Audit**
	(Branch/Management/Thematic & Investigations)

Responsibilities

- Lead Team in the conduct of Branch audit, Off- site continues audit, Management Audit, Thematic Audit and investigations as per Annual Audit Plan.

- Performed audit tests prescribed in the BAC, on sample selected for testing.

- Prepare and send preliminary report of potential fraud and forgery cases detected during the audit.

- Recommended new audit tests and exceptions for inclusion in the BAC.

- Drafted Audit Report of audit activities performed.

- Carried out inspections, investigations, examinations assigned by line management.

ACADEMIC EDUCATION:

	EXAMINING BODY:	**YEAR**
- ACCA (Member)	ACCA UK	2014
- Graduation (B. Com)	Bahauddin Zakariya University Multan	2010

COMMUNICATION, INTERPERSONAL & COMPUTER SKILLS:

- Hands-on experience in eAudit software.
- Excellent grip on Microsoft excel and word.
- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.

PERSONAL INFORMATION:

Father's Name:	Muhammad Aslam Shahab
Date of Birth:	18-12-1990
Religion:	Islam
CNIC #	36302-9437186-8

REFERENCES:

Appropriate references will be furnished upon request.