

ADEEL MIRZA

Kuwait

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CAREER OBJECTIVE

To seek a career oriented position in a progressive and dynamic organization, where expansion of knowledge, talent and professional growth is provided.

PROFESSIONAL EXPERIENCE

- Working as auditor in the Internal Audit Services Department of Moore Stephens International Al-Nisf & Partners (Kuwait) since February 2006.
 - Since joining I have been actively providing services in the following areas:
 - ▶ Conducted High Level Internal Control Review of major banks of Kuwait i.e. Kuwait Finance House (Kuwait & Bahrain), Gulf Bank (Kuwait), Al Ahli Bank of Kuwait (Kuwait) and Boubyan Bank (Kuwait).
 - ▶ Conducted Internal Audit Review of banks and investment companies established in Kuwait.
 - ▶ Providing services to Banks and Investment Companies in Kuwait for preparing policies and procedures, implementation, training and monitoring regarding Anti-Money Laundering Compliance Guidelines issued by the Central Bank of Kuwait.
- Worked in Audit & Compliance Department of Meezan Bank Limited (Pakistan), April 2004 - January 2006.
 - My primary responsibilities were:
 - ▶ To assist Head of Compliance in achieving the following objectives:
 - ✓ To ensure compliance of KYC and Antimony Laundering Guidelines issued by State Bank of Pakistan (Central Bank of Pakistan).
 - ✓ To ensure accuracy and timely submission of regulatory reporting.
 - ✓ Analyze branch data to identify suspicious and unusual transactions.
 - ✓ To identify, document and assess the compliance risks associated with the Bank's activities.
 - ✓ To assess the appropriateness of the Bank's compliance procedures and guidelines, promptly follow up any deficiencies identified and, where necessary, formulate proposals for amendments.
 - ✓ To assist Management and line managers in educating staff on compliance issues, and act as a contact point within the Bank for compliance-related queries from staff members.
 - ✓ To monitor compliance by performing sufficient and representative compliance risk assessment and testing - including performing spot checks to test compliance with policies and procedures, conducting inquiries into deficiencies and/or infringements, and carrying out investigations.
 - ✓ In cooperation with the Legal Service and relevant business units, to provide guidance and advice to staff on the appropriate implementation of the relevant laws, rules and standards through internal policies and procedures.
 - ✓ Ensuring the various internal and external regulations i.e. SBP circulars, policies & procedures etc. have reached to the concerned office and follow-up for implementation of these regulations.
 - ✓ Correspondence with State Bank of Pakistan (Central Bank of Pakistan), Local and Foreign Banks on regulatory and compliance issues.
 - ▶ To assist Manager Audit in achieving the following objectives:
 - ✓ Preparation of Audit Planning Memorandum & Minutes of planning meetings.
 - ✓ Preparation of Audit Programs.
 - ✓ Execution of audit assignments of bank's branches and departments.
 - ▶ Other Achievements
 - ✓ Actively assisted and participated in preparing a comprehensive Audit & Compliance Manual (First manual of Meezan Bank Limited) covering formats and checklists for review of different modes of Islamic Financings.
- About eight months internship (from 15th June 2003 to 30th March 2004) from, M/s. Avais Hyder Zaman Rizwani, (Chartered Accountants) (Pakistan) a correspondent firm of RSM International.

PROFESSIONAL QUALIFICATIONS

Institute of Cost & Management Accountants of Pakistan

INTERMEDIATE

- (Studying) 1 Paper (-Quantitative Methods)
- Passed 3 Papers (-Cost Accounting -Management Science Application And -Business Communication & Report Writing).

FOUNDATION

- (Studying) 1 Paper (-Financial Accounting).
- Passed 6 Papers (- Principles of Accounting, - Computer Systems, - Economics, -Business English -Industrial & Commercial Law and -Management Information System).

Institute of Bankers in Pakistan

- Studying in Part I

ACADEMIC QUALIFICATIONS

Bachelors of Commerce

University Of Karachi
Govt. City College

High School

Board Of Intermediate Education, Karachi.
Govt. City College

Matriculation

Board of Secondary Education, Karachi.
Govt. Delhi Boys Secondary School.

TECHNICAL QUALIFICATIONS

Proficient in all types of application software used in offices.

SHORT COURSES & SEMINARS ATTENDED

- Short Courses
 - Treasury Operations & Risk Management (Institute of Bankers in Pakistan)
 - KYC & Anti-Money Laundering (Institute of Bankers in Pakistan)
 - Prudential Regulations for Corporate & Commercial Banking (Institute of Bankers in Pakistan)
 - Compliance Management (Institute of Bankers in Pakistan)
 - Retail Islamic Banking Products (Meezan Bank Limited, Pakistan)
- Seminars
 - Anti-Money Laundering and Combating the Financing of Terrorism Seminar (7-8/11/2006) (Central Bank of Kuwait)
 - Implementing State Bank of Pakistan guidelines Using COSO Framework on Internal Control (Institute of Chartered Accountant of Pakistan)

PERSONAL INFORMATION

- Father's name : Sagheer Ahmed Mirza
- Date of birth : 12th November 1978
- Religion : Islam
- Nationality : Pakistan
- N.I.C. No. : 42101-9529983-1
- Marital Status : Married