

Aamir Amin

✉ Flat 402, Plot 715/5/1, Al-Madina Pride,
Fatima Jinnah Colony, Jamshed Road, Karachi - PAKISTAN
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Objective

Seeking challenging position in growing organization with the aim to contribute positively towards the objectives of the organization to the best of my capabilities, and focusing not only on problems solving but also improving or changing the concepts and ideas which have always been considered adequate or even excellent

Professional and Academic Profile

- Qualified as **Chartered Accountant** from the **Institute of Chartered Accountants of Pakistan (ICAP)** in December 2001
- Member of **Information Systems Audit and Control Association (ISACA)** since 2001 and passed the **Certified Information Systems Auditor (CISA)** examination in June 2005
- Completed Bachelor of Commerce from University of Karachi in 1996 with 1st Division

Work Experience

KHANANI & KALIA INTERNATIONAL (PVT.) LIMITED

[First ISO 9001:2000 Certified Exchange Company in Pakistan]

Head of Finance & Company Secretary April 2003 - June 2006

KALSOFT (PVT) LIMITED [ISO 9001:2000 Certified & CMMI Level 3 Compliant] &
LIVE SECURITIES (PVT) LIMITED [Corporate Brokerage House]

Financial Consultant April 2003 - Present

Mainly responsible for supervision of finance and accounts departments of an exchange company which comprises ten (10) branches and Thirty one (31) franchisees located all over the country including Head office. Additionally, Information Security Officer Occasionally, financial matters of other group companies as mentioned above are also looked after. Specific job responsibilities for an exchange company included:

- Establishment of system of internal control for all the divisions of the Company and participating in preparing operations, finance and internal audit manuals
- Reviewing risk assessment and risk treatment plan for the Company
- Playing major role in implementing ERP software
- Coordinating with Information Systems Auditor for Information Systems (IS) Audit and responsible for lining up the best practices implementation and monitoring its implementation
- Acting as Company Representative for obtaining and maintaining Information Security Management Certification ISO 17799
- Acting as **Information Security Manager** for:
 - ensuring that security activities are executed in compliance with the information security Policy
 - identifying how to handle non-compliances
 - approving methodologies and processes for information security, e.g. risk assessment, information classification
 - identifying significant threat changes and exposure of information and information processing facilities to threats
 - assessing the adequacy and co-ordinate the implementation of information security controls
 - effectively promoting information security education, training and awareness throughout the organization
 - evaluating information received from the monitoring and reviewing of information security incidents, and recommend appropriate actions in response to identified information security incidents
- Analyzing financial data and extracting and defining relevant information; interpreting data for the purpose of determining past financial performance and/or projecting financial probability
- Generating management information reports for Board and other senior management for effective decision making

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- Preparing branch-wise budget and monitor its effectiveness
- Ensuring the compliance of State Bank of Pakistan (SBP) rules and regulations and timely submission of SBP returns
- Liaison with SBP inspection team/department and implementing their recommendations at company level
- Acting as Management Representative for implementing ISO 9001:2000 plan and getting ISO 9001 Certificate
- Performing secretarial work
- Coordinating with external auditors for statutory audit and different special assignments and reviews; and
- Applying the working knowledge of applicable laws and regulations; verifying the documents for completeness and compliance with different government agencies

LAFAYETTE INDUSTRIES SYNTHETICS LIMITED

[Previously group company of Gatron (Industries) Limited]

Deputy Manager Accounts

February 2002 - March 2003

Mainly responsible for supervision of accounts and finance departments and also:

- Preparing and maintaining monthly management accounts including variance analyses to give a true picture of results
- Performing product costing as per industry standards and preparing class-wise contribution margin statement
- As member Audit committee, coordinating with Manager internal audit and suggesting and implementing improvements ideas
- Preparing monthly forecasted cash flow statement and monitoring the deviation
- Preparing annual budgets and plans
- Working with local banking and financial institutions to maximize returns on surplus cash flow
- Dealing with local tax and other regulatory issues
- Coordinating with Sales tax auditors for their audit and attending hearings in the office of Assistant collector and Collector sales tax; and
- Coordinating with External auditors for Statutory audit and different special assignments and reviews

FORD, RHODES, ROBSON, MORROW (CHARTERED ACCOUNTANTS)

[a member firm of Ernst & Young Global]

Supervising senior

August 2001 - February 2002

Audit trainee

June 1997 - July 2001

Tax assistant

January 1997 - May 1997

Mainly responsible for:

- Planning, supervision and review of the audit engagements and assessment of business and audit risks of clients
- Liaison with the clients at planning and execution stages of the engagements
- Provision for assistance to the clients in accounting functions and the preparation of financial statements in the light of statutory requirements, International Accounting Standards and current practices
- Assisting the clients in the Reporting of Financial and Accounting Information to their foreign groups
- Preparation of financial statements of Foreign based companies according to Statutory requirements of Pakistan; and
- Review of Internal Control systems, identifying weaknesses and development of suggestions, methods and procedures for improvement

Highlights of tenure with the Audit Firm

During my association with the firm, I have been actively involved in audits and assignments of various sectors including Manufacturing, Insurance and Financial Institutions. As part of the audit team at various companies, I have participated at various levels of the team hierarchy and delivered highly motivated and effective

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performance in all areas of management.

EXPERIENCE AT NON-FINANCIAL SERVICES INDUSTRY CLIENTS

Some of the major clients that I have worked on are:

- Statutory audit of **Agriauto Industries Limited** and **Allwin Engineering Industries Limited**
- Review of post employment benefits plans audits including provident funds and certification of royalty remittances
- Sales tax audit of **Fazal Textile Mills Limited** & **Essatex Industries** under Sales Tax Act, 1990
- Carried out the special assignment for **ITIM Associates (Private) Limited**
- Compiled, analyzed and summarized the financial information of **Eli Lilly Scientific Office** in the form of Balance sheet and Profit & Loss account. Financial Accounting and Reporting process flow was followed as suggested by **Siemens** in their SAP project

EXPERIENCE AT FINANCIAL SERVICES INDUSTRY CLIENTS

- Performed branch audit of **United Bank Limited**. In addition, reviewed and reported on the **non-performing loans and advances** of the bank in accordance with Prudential Regulations
- Conducted the statutory audit of **International General Insurance Company of Pakistan Limited**
- Conducted the statutory audit of **National Development Leasing Corporation**

Continuing Education Program

- Attended various seminars/courses organized by the Institute of Chartered Accountants of Pakistan and Ford, Rhodes, Robson, Morrow including courses on Ernst & Young computer assisted audit analytical tools, Information System audits, International Standards of accounting and auditing, corporate and taxation matters

Computer Skills

- Proficient in the use of Microsoft Office, Networking and Internet related applications
- Working knowledge of EYI audit analytic tools (Audit Command Language and Financial Statement Analyzer)

Hobbies and Interests

My leisure activities include collecting stamps and writing articles of professional interests. I also enjoy company of good friends and eager to meet new people and make new friends

Personal Information

- Father's name: Mohammed Amin
- Date of Birth: August 21, 1976
- Marital Status: Married
- Religion: Islam
- Nationality: Pakistani