



Muhammad Haris Niaz

Passport: CB9914363 **Work permit:** Bahraini **Nationality:** Pakistani

Date of birth: 22/12/1988 **Place of birth:** Rawalpindi, Pakistan **Gender:** Male

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Home: Al- Hidd, Muharraq, 101 Al- Hidd, Muharraq (Bahrain)

ABOUT MYSELF

Self-motivated and detail-oriented finance professional with over 12 years of experience in **Financial Accounting, Auditing, and Financial Management**. Known for strong analytical skills, sound judgment, and a solid educational background in Finance and Audit. Demonstrated ability to improve Financial controls, ensure compliance, and support strategic decision making. Seeking a challenging role in a reputable and progressive organization where I can leverage my expertise and interpersonal skills to contribute effectively and add long term value.

WORK EXPERIENCE

AXIPRO TECHNOLOGY – Al- Hidd, Muharraq, Bahrain

City: Al- Hidd, Muharraq | Country: Bahrain

Accounts and Audit officer

[03/03/2025 – Current]

1. Maintain accurate and complete financial records for all transactions, including payments, receipts, journal entries, and adjustments.
2. Record day-to-day accounting activities in compliance with International Financial Reporting Standards (IFRS) and company policies.
3. Ensure that all vouchers, invoices, and supporting documents are properly authorized, filed, and stored for audit and compliance purposes.
4. Assist with internal audit activities: review of existing controls, test procedures, identify risk areas.
5. Monitor compliance with organizational policies, financial regulations, and accounting standards.
6. Review and verify all supplier invoices, purchase orders, and delivery notes before processing payments..
7. Maintain vendor accounts and reconcile statements regularly and monthly .
8. Generate invoices and ensure timely collection of payments from customers or clients.
9. Record incoming payments accurately and reconcile them against invoices.
10. Assist in developing departmental and organizational budgets.
11. Monitor expenditures and ensure they remain within approved limits.
12. Support Internal Auditors during Financial Audits.
13. Provide necessary documentation, reconciliations, and explanations for Audit queries.
14. Conduct periodic verification of assets and ensure proper tagging and documentation.
15. Reconcile inventory balances between physical counts and accounting records.
16. Implement and maintain effective internal control systems to ensure accuracy, completeness, and security of financial data.
17. Identify potential risks in financial processes and propose risk mitigation strategies.

Fauji Foundation – Islamabad, Pakistan

City: Islamabad | Country: Pakistan

Senior Internal Auditor

[21/01/2014 – 28/02/2025]

1. Ensure Audit scope includes Compliance with IFRS, internal policies, and regulatory frameworks. Perform the Pre and Post Audit of the organization as per approved rules and Sops.
2. Planning and performing Financial, Operational and Compliance Audits across departments and organization multiple projects.
3. Review financial statements and disclosures for Compliance with IFRS requirements.
4. Review the systems established to ensure compliance with those policies, plans, procedures, laws. and regulations which could have a significant impact on operations and reports
5. Apply appropriate Audit Methodologies and ensure all audit evidence is relevant, sufficient, and supports the Audit conclusions.
6. Maintain an effective Quality Assurance and Improvement Program (**QAIP**) for continuous enhancement of audit activities
7. Conduct forensic reviews and special Audits when discrepancies are identified in Financial data or operational activity.
8. Monitor implementation of audit recommendations proposed by Internal Audit, as well as external Auditors, to ensure corrective actions have been implemented to mitigate risks.
9. Prepare and present clear, accurate, and actionable Audit Reports to senior management and the Audit Committee. Include detailed findings on IFRS non-compliance, control weaknesses, and risk exposures.
10. Integrate Audit management software and data analytics tools to perform efficient, high-coverage Audits. Automate Audit tests for recurring high-risk areas such as Inventory valuation, Asset capitalization, and Expense recognition
11. Scrutiny of Tax calculation of Income Tax, Sales Tax (GST & PST) on monthly basis.

HS Traders – Rawalpindi, Pakistan

City: Rawalpindi | Country: Pakistan

Accounts officer

[01/01/2012 – 31/12/2013]

1. Prepare accurate and timely Financial statements (Income Statement, Balance Sheet) in accordance with IFRS or local GAAP.
2. Oversee the maintenance of the general ledger and ensure all entries are properly classified and reconciled.
3. Monitor chart of accounts to ensure it reflects current business operations and complies with relevant accounting frameworks.
4. Supervise processing of payables and receivables, ensuring proper documentation, classification, and timely posting.
5. Coordinate the preparation of Annual Budgets and rolling forecasts.
6. Analyze budget variances and provide insights to support business decisions, ensuring alignment with financial planning standards.
7. Ensure compliance with local tax laws, including income tax, sales tax/VAT, and withholding taxes.
8. Prepare tax calculations, returns, and reconciliations in accordance Income Taxes.
9. Implement and monitor internal control procedures to safeguard company assets and ensure integrity of financial reporting.
10. Liaise with External Auditors to facilitate timely completion of audits and resolution of queries.
11. Prepare and review audit schedules and support documentation, ensuring compliance with IFRS requirements and disclosure notes.
12. Ensure cash transactions and bank reconciliations comply with organizational policies and accounting standards.
13. Lead and mentor junior accounting staff, providing training on IFRS compliance, reporting accuracy, and accounting systems.
14. Review team performance and ensure task execution aligns with professional standards and ethical practices.

EDUCATION AND TRAINING

Master of Science in Management Science (Finance)

Foundation University Islamabad [15/09/2014 – 13/09/2017]

City: Islamabad | Country: Pakistan | Website: <https://www.fui.edu.pk> | Level in EQF: EQF level 7

BBA Hons Finance

University of Engineering and Technology Taxila [18/08/2008 – 03/04/2013]

City: Rawalpindi | Country: Pakistan | Website: <https://web.uettaxila.edu.pk> | Level in EQF: EQF level 6

Certification In Internal Audit

Institute of Certified Internal Auditors Global [15/08/2018 – 30/07/2020]

City: Rawalpindi | Country: Pakistan | Website: <https://iciaglobal.org> | Level in EQF: EQF level 5

Coursera verifiable Courses Certificates (Short Course)

SAP

Website: <https://coursera.org/verify/MXY7L6FGNT3G> | Level in EQF: EQF level 5

Coursera Certificate in Fundamentals of Financial and Management Accounting

University of POLITECHNICON MILANO

Website: <https://coursera.org/verify/Q8VTAZACG2KV> | Level in EQF: EQF level 5

Coursera Certificate in Financial Accounting Foundation

University of ILLINOIS

Website: <https://coursera.org/verify/3ABL3W8TMVQA> | Level in EQF: EQF level 5

Coursera Certificate in Cost Accounting Profit and Loss Calculation

Technische Universitat Munchen (TUM)

Website: <https://coursera.org/verify/75VXEZFRQCJU> | Level in EQF: EQF level 5

Coursera Certificate in Frauds in Financial Statements

Al-faisal University | KLD

Website: <https://coursera.org/verify/K68KHP3ZL2FS> | Level in EQF: EQF level 5

Coursera Certificate in Innovation Demystified: Tools for Finance Professionals

AICPA USA and CMA UK

Website: <https://coursera.org/verify/8D3K5Y55H2A7> | Level in EQF: EQF level 5

Coursera Certificate in Introduction to Data Analytics for Accounting Professionals

AICPA USA and CMA UK

Website: <https://coursera.org/verify/VAWR2S8CRJDS> | Level in EQF: EQF level 5

Coursera Certificate in What is Corruption: Anti-Corruption and Compliance

University of Pennsylvania

Website: <https://coursera.org/verify/4D62XRH3E436> | Level in EQF: EQF level 5

Certificate in Anti Money Laundering

Al-faisal University | KLD

Website: <https://coursera.org/verify/2MSPE83RMSHH> | Level in EQF: EQF level 5

Coursera Certificate in Information Systems Auditing, Controls and Assurance

Hong Kong University of Science and Technology

Website: <https://coursera.org/verify/39TC4FKXMHNH> | Level in EQF: EQF level 5

Diploma in Financial Accounting

European Open University

Level in EQF: EQF level 4

Diploma in Auditing

European Open University

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

SAP / IFRS / IAS / Quick books / Microsoft Office / Microsoft Word / Internal Audit / Forensic Audit / Financial Statements / System Auditing / Operational Audit / Quality Assurance Audit

DRIVING LICENCE

Driving Licence: B

NETWORKS & MEMBERSHIPS

[15/08/2018 – Current]

Members of Internal Audit Association Pakistan

PUBLICATIONS

[2023]

[The Impact of Microfinance on Poverty Alleviation in Rural Areas of Pakistan: A Case of District Zhob](#)

Authors: Muhammad Haris Niaz | **Journal Name:** Research Journal for Societal Issues 5(2):212-231 | **Volume, Issue and Pages:** Vol. 5 No. 2 (2023): RJSI | **Publisher:** DOI:10.56976/rjsi.v5i2.93

[2024]

[Effect of COVID-19 on the Finances & Supply Chain in the Health Sector: A Case of Pakistan](#)

Journal Name: Human Nature Journal of Social Sciences | **Volume, Issue and Pages:** Vol. 5 No. 3 (2024): Human Nature Journal of Social Sciences | **Publisher:** ISSN(online): 2788-5240, ISSN(print):2788-5232

[2025]

[Employee Narcissism and Workplace Performance: Can Supervisor Support Mitigate the Negative Effects?](#)

Journal Name: Physical Education, Health and Social Sciences | **Volume, Issue and Pages:** Vol. 3 No. 1 (2025): Physical Education, Health and Social Sciences (January - March, 2025)

[2025]

Impact of Employee Cynicism on Employee Performance: The Moderating Role of Supervisor Support

Volume, Issue and Pages: Vol. 3 No. 1 (2025): Physical Education, Health and Social Sciences (January - March, 2025)

Physical Education, Health and Social Sciences

HOBBIES AND INTERESTS

Travelling and Singing