

To whom it may concern

Dear Sir / Madam,

I trust this finds you in good health.

Through this letter, I would like to introduce myself. I am a Chartered Accountant from the Institute of Chartered Accountants of Pakistan (ICAP) with mandatory four years audit training completed from A F Ferguson & Co. - PWC Pakistan. In terms of work experience, as you can see from my work experience grid mentioned below, I possess more than fourteen years working experience in the field of Internal Audit.

Work area	Company	Position	Timeline	Years
Internal Audit	Sindh Engro Coal Mining	Head	Mar 17 to date	3.5
	Engro Powergen Qadirpur	Head	Mar 14 – Feb 17	3.0
	Al Meezan Investments	Head	Mar 08 - Feb 14	6.0
	ORIX Leasing Pakistan	Senior Officer	Mar 04 – Jul 05	1.5
Finance	Pakistan State Oil	Manager	Apr 06 – Feb 08	2.0
	ORIX Leasing Pakistan	Assistant Manager	Aug 05 – Mar 06	0.5
Taxation	A F Ferguson PWC Pak	Supervisor	Aug 02 - Feb 04	1.5
External Audit	A F Ferguson PWC Pak	Trainee	Mar 98 - Apr 02	4.0

Furthermore, in my current job, I have established internal audit function of one of the largest Public Private Partnership projects in Pakistan. I have also established Internal Audit function from scratch in a financial services company with a previous employer.

I believe that Internal Audit is my particular field of interest and I have gained valuable experience in this area that will surely help me in achieving my goal of not only working in an illustrious organization but also adding value to it through facilitating Corporate Governance.

Looking forward to hearing from you.

Best Regards,

Jaseem Ahmed Khan

Encls: Resume

Jaseem Ahmed Khan - FCA, CISA

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CAREER GOAL

To work in an illustrious organization, to add value to it through facilitating Corporate Governance.

QUALIFICATIONS / CERTIFICATIONS

- **Chartered Accountant** (Institute of Chartered Accountants of Pakistan, 2006)
- **Certified Information Systems Auditor** (Information Systems Audit & Control Association, 2012)
- **Claritus Investment Certificate** (CFA Institute, 2013)

PROFESSIONAL EXPERIENCE

Sindh Engro Coal Mining Company Limited | Head of Internal Audit | March 2017 to date

SECMC is a Joint Venture between Government of Sindh and the Engro Group for development, construction, & operations of an open cast lignite mine in Block-II of Thar Coal Field, Sindh with project cost of USD 700 Million (Approx.). SECMC is a Public Sector Company within the definition of Public Sector Governance Rules, thus being subject to similar Corporate Governance rules as are applicable to Listed Companies in Pakistan. The Company has commenced commercial operations in July 2019. My achievements / responsibilities at SECMC include:

- Established the internal audit function from scratch. Reporting being done on a quarterly basis to the Board Audit Committee (BAC) consisting of Directors from both Government as well as Private sector.
- JD includes subsidiaries of SECMC i.e. Thar Power Company & Thar Foundation (A non-profit organization)
- Specific tasks handled to date include:
 - Preparation & execution of Internal Audit Plan as approved by the BAC.
 - Creating awareness & ensuring compliance with Engro's Code of Conduct.
 - Handling of all Whistle blower and Speakout Complaints.
 - Advising Management on new projects / initiatives.
 - Carrying out pre-audit of payments.

Engro Powergen Qadirpur Limited | Head of Internal Audit | March 2014 - February 2017

EPQL is listed on the Pakistan Stock Exchange with its primary objective being power generation and sale. The Company has a 217 MW combined cycle power plant & commenced commercial operations in 2010.

Working as Audit Manager of EPQL, I was also responsible for Internal Audit Function of Engro's entire Power Business Group. The group included EPQL itself, Coal Mining & Power generation projects in Thar with a combined project value of USD 2 Billion and international operations of Engro Energy Limited.

Tasks handled at EPQL were mostly the same as for SECMC.

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Al Meezan Investments | Internal Audit & Compliance Head | March 2008 - Feb 2014

Al Meezan is one of the largest & the only Shariah compliant, asset management company in Pakistan managing ten funds with funds size being US\$ 500 Million approx. (Year-2013). Tasks included:

- Initially worked as Compliance Officer, being responsible for liaison with internal auditors.
- In Sep'09, appointed as Internal Audit Head by Audit Committee (AC) to establish internal audit function in-house for Al Meezan & its funds. Thereafter reported to AC in line with Audit Plan.
- In Oct'10, established formal compliance reporting structure in the Company whereby periodic reporting initiated to the CEO as well as department heads in respect of compliance with applicable rules and regulations.
- Facilitated SECP's on-site inspections. Also executed fraud related investigations.

Pakistan State Oil Company Limited | Manager - Finance | April 2006 - February 2008

Pakistan State Oil is a Listed Company. Tasks included:

- Managed cards section having Rs.800 Mil monthly turnover with 4,500 customers & 700 dealers.
- Implemented payment mechanism whereby payments to PSO dealers was made through their receivables' accounts in SAP.
- Liaised with high profile companies for implementing new business alliances.
- Managed staff strength of eleven including managerial & non-managerial cadre.

ORIX Leasing Pakistan Limited | AM - Finance & Accounts | Aug 05 – Mar 06

ORIX is a Listed Company & a subsidiary of ORIX Corporation, Japan. Job responsibilities included:

- Compliance with rules & regulations and handling secretarial activities.
- Compliance with the various requirements of Taxation Authority.

ORIX Leasing Pakistan Limited | Senior Officer - Internal Audit | March 2004 - July 2005

Working in the Internal Audit Department of the Company, my job responsibilities included:

- Reporting to the BAC & ORIX Corporation, Japan on quarterly basis, in respect of compliance with Code of Corporate Governance, Prudential Regulations & Company's policies & procedures.
- Conducted branch audits including physical verification of assets.
- Pre-audit of all Corporate & Auto Lease & Consumer Financing cases.

A F Ferguson PWC Pakistan | Supervisor - Taxation and Legal Services | Aug 02 – Feb 04

The Firm is the largest professional services firm in Pakistan. Job responsibilities included:

- Preparation & filing of returns & statements with the Taxation Authority.
- Modification of salary structure in line with the new Income Tax Ordinance.
- Advising clients on specific taxation issues in light of the relevant applicable laws.

A F Ferguson PWC Pakistan | Audit Trainee | Mar 98 - Apr 02

Completed four years training from the firm that is mandatory for attaining ICAP Membership.