



**Sheeja Abdu**

**Address for Correspondence:**

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Complex,  
New Al Falah ,  
Abu Dhabi, UAE

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**Personal Details:**

Date of Birth : 01st June 1981  
Nationality : Indian  
Marital Status : Married  
Passport# : S4676544  
Religion : Islam

**Qualification:**

CA Intermediate + Bachelor in  
Commerce

**Languages known:**

English, Malayalam

**Achievements:**

- STAR (Best performer award) for executing Internal Audits
- Executive member for process improvement
- Executive member for audit planning

**Area of Interest:**

- Internal Audit
- Financial analysis and Reporting
- Accounting and Book Keeping
- Internal Control and Administration

**Executive Summation:**

- Expertise in planning and executing risk based audits
- Expertise in defining Materiality, Impact, Risk Rating of audit units
- Expertise in arriving critical observations/findings and frame audit recommendation
- Expertise in reporting observations to management which details the observations, risk associated, impact, root cause and recommendations
- Expertise in remediating the audit observations, ensure the timely closure of observations and control effectiveness review
- Expert in Accounting activities, settlement, reconciliation, follow-up
- Expertise in collating the data base, summarizes and analyzes any type of information and provide MIS files to the management
- Expertise in fraud monitoring analysis & reporting
- Expertise in reviewing the Risk register and Risk Identification, Assessment & Risk Based Audits
- Prioritize the risks and regularly monitor the related control measures
- Devise and perform control adequacy tests and publish results

**Professional Experience:**

**Associate Manager - Internal Audit, UAE Exchange LLC, Abu Dhabi**

**June 2019 till date**

- Participate in key audit committee meetings to contribute new process improvements and other significant initiatives across the audit
- Design and implementation of Internal audit plans and audit programs for Branches and Departments
- Presentation of Audit Findings and recommendations with the respective Auditee's and submission of detailed Reports to the Management.
- Co-ordinate with external agencies like External Auditors, Consultants etc.
- Review the Risk Register and ensure control effectiveness.
- Collate the data base, summarizes and analyzes any type of information and provide MIS files to the management.
- Perform fraud monitoring & reporting analysis.
- To monitor, analyze, interpret and report on impacts of deficiencies related to operational risk programs and requirements and overall effectiveness of controls; recommend mitigating solutions and actions.
- Designing and implementing control measures and monitoring plans for compliance and operational risks.

**Assistant Manager - Internal Audit, UAE Exchange LLC, Abu Dhabi**

**April 2011 – May 2019**

**Responsibility:**

- Review and ensure compliance with the policies and procedures
- Carrying out individual internal audit assignments independently covering key areas like process review, internal controls testing, Anti Money Laundering, expenditure analysis, reconciliation, and settlement of advances, routine checks like safety and security, cash related controls, expenditure analysis etc.
- Presenting audit observations in an appropriate way for different audiences. E.g. to the Group Risk Committee on the most significant risks.

-Risk Register and its effectiveness

- Close interaction with Head of Audit units, Country Heads & Branch Heads.
- To conduct risk assessment for the whole department to identify risks and issues and suggest/implement action plans in order to mitigate the operational risks impacting the business.
- To Act in an independent capacity, monitoring operational risk management & regulatory compliance.
- To record, report and analyze operational losses incurred on account of fraud.
- Train new joinees on the scope and expectations of the work and develop them to be future auditors.
- Single point of contact to address any incident that require expert knowledge in the operating system and ledger accounts
- Conducting risk based audits on risk register, policy and compliance to standards.
- Reviewing policies & procedure prepared by other departments like Human Resources, Anti-money Laundering etc.

**Senior Associate - Internal Audit, UAE Exchange LLC, Abu Dhabi**

**March 2009 – March 2011**

- Carrying out individual internal audit assignments independently covering key areas like process review, internal controls testing, compliance standards, routine checks etc.
- Presentation of Audit Findings and recommendations with the respective Auditee's and submission of detailed Reports to the Management.
- Co-ordinate with external agencies like Central Bank Auditors/ External Auditors etc.
- Close interaction with Audit units, Country Heads & Branch Heads.

**Senior Executive – Accounts Payable, IBM Daksh Business Process LTD, Bangalore**

**March 2007 –January 2009**

**Responsibility:**

- Processing of Vendor invoices in SAP.
- Reconciliation of outstanding payable invoices on monthly basis and reporting to management..
- Manual posting of invoices in SAP on urgent basis.
- Training and supervising junior level staffs as and when required.
- Performing Quality Check of invoices processed by other Team members on regular basis.
- Age-wise analysis of outstanding Vendor payments and processing on priority basis as per the client requirements
- Manual posting of urgent invoices and follow up of the same as and when the client requires.

**Accountant and Office Administrator, Kalima Collections, Kerala**

**November 2005 to October 2006**

**Responsibility:**

- SPOC for maintaining the books of accounts up to date for the whole organization
- Develop, maintain and implement pack to analyze financial liquidity position

indicators and internal mismatch.

- Day to day Analysis of Fund Position and circulate it to the top management.
- Perform periodic reviews/surprise audits of Cashiers and check the effectiveness of the controls put on place
- Comparison of Out Standing Amount with Customers as well as Employees
- Internal Control of the Organization
- Reconciliation of Debtors of the Organization
- Monthly Reconciliation of Bank Accounts
- Updating of Books of Accounts including entries relating to Income Tax, provisioning & Accounting Estimates.
- Recording & Summarizing the financial information
- Office Administration

**Article Clerk, Warriar & Warriar Chartered Accountants, Kerala  
September 2001 – October 2004**

**Responsibility:**

- Statutory & Tax audit of Proprietary Concerns
- Internal Audit of Companies, Firms & Proprietary Concerns
- Successfully Handled Finalization of Accounts of Companies & Big sized Firms
- Preparation of Projected Balance Sheet of Companies to acquire the Working Capital as well as term loans from Financial Institutions.
- Handled the Tax computations of Companies, Firms & individuals
- Transactional analysis of various financial aspects, through verification of ledgers, journals & other accounting records of Companies, Hospitals, Educational Institutions, and Partnership
- Firms & Proprietary concerns etc and visited the premises of the concerned Organization on a periodical basis.
- Verification of ledgers, journals & other financial records relating to auditing.
- Passing of final journal entries relating to Tax, & Accounting estimates.
- Checked the financial Statements are in line with the mandatory statutory requirements as well as Accounting Standards.

**Academic Record:**

- CA intermediate (Institute of Chartered Accountant of India)
- Graduate in B.com (Calicut University)

**Skills:**

- Data Analytics
- Solid understanding of the internal audit process and ensure internal control
- Excellent critical thinking and problem-solving skills
- Strong organizational and project management skills
- Knowledge of accounting best practices
- Ability to learn industry standards
- Great team player and self-motivated personal

**Declaration:**

I hereby declare that all information given above is true to my best of my Knowledge.