



RIZKY RIZVI

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SUMMARY

As an experienced Audit Supervisor, I have more than two years of audit expertise from Ernst & Young Sri Lanka. Concurrently, I am an ACCA Part Qualified (Strategic Professional Level Candidate). Additionally, I have accumulated six months of experience as an Accounts Assistant at Sapumal Industries (Pvt) Ltd. Throughout my career, I have navigated diverse industries, including hospitality, the service sector, manufacturing, and construction. My strengths lie in auditing, critical thinking, analytical skills, and financial reporting, making me an invaluable addition to any organization seeking a dedicated and results-oriented professional.

WORK EXPERIENCE

Audit Supervisor, Baker Tilly - Sri Lanka

Jun 2024 - Present

- Lead and conduct audit engagements in compliance with established procedures and standards.
- Review and evaluate clients' financial statements, internal controls and accounting systems.
- Identify and communicate audit findings to clients, offering valuable recommendations for improvement.
- Supervise and guide audit teams, providing support and feedback throughout the process.
- Collaborate with clients to address queries and ensure the smooth flow of audit activities.
- Stay updated with changes in auditing regulations and best practices.
- Assist in the development of the audit plans and strategies.
- Play a key role in enhancing the efficiency and the effectiveness of audit processes.

Senior Audit Associate, Ernst & Young - Sri Lanka

Oct 2023 - Apr 2024

- Collaborated with senior team members to complete audits for larger clients while independently managing smaller audits.
- Coordinated team activities to assure that review objectives are achieved of the audit plan.
- Directed fieldwork daily, informed the status of the audit to supervisors and managed staff performance. Demonstrated a thorough understanding complex accounting and auditing concepts and applied them to client situations.
- Fostered an efficient, innovative, and team-oriented work environment. Contributed ideas/opinions to the audit teams and listened/responded to other team members' views.
- Reviewed and finalized working papers, resolving simple queries independently and referring complex issues to senior staff.

Audit Senior, Ernst & Young - Sri Lanka

Mar 2023 - Oct 2023

- Worked in diverse business sectors including manufacturing, service, retail, and non-profit organizations.
- Managed time effectively to meet project deadlines and budget constraints recognizing and addressing any issues promptly.
- Developed understanding of market trends and processes.
- Supported planning, led fieldwork, managed performance, and updated engagement leaders.
- Analyzed financial statement data for accuracy and fairness.
- Completed audit processes and documented higher-risk areas to enhance technical and business skills.

Audit Trainee, Ernst & Young - Sri Lanka

Feb 2022 - Feb 2023

- Arranging and correcting audit working papers.
- Carrying out audit exercises and reconciliation statements.
- Developing detailed test procedures.
- Interpreting and evaluating audit evidence.
- Documenting work with logical conclusions and evidence.
- Working under audit senior instruction.
- Supporting audit team in archiving audit deadlines.

- Enter financial transactions accurately into company accounting and ERP systems.
- Provide support to the Accounting and Finance Departments.
- Check all financial transactions for accuracy and ensure payment records are correct.
- Complete day-to-day tasks promptly and without delays.
- Maintain readiness of all accounts for access at any time.
- Demonstrate attention to detail, proficiency in financial systems, and adherence to company policies and procedures.
- Possess strong communication skills, professionalism, and ability to work collaboratively within a team.

EDUCATION

- **Strategic Professional Level Candidate, Association of Chartered Certified Accountants (ACCA), UK.**
- **Successfully completed Advanced Diploma in Accounting and Business - JUNE - 2024, (ACCA), UK.**
- **Successfully completed Diploma in Accounting and Business - MAR 2021, (ACCA), UK.**
- **Diploma in IFRS, Association of Chartered Certified Accountants (ACCA), UK - Reading.**
- **Successfully completed Diploma in English, BCAS Campus.**
- **Successfully completed Diploma in Financial Technology, Level 4, London School of Business and Social Science, UK.**
- **G.C.E Advanced Level (2018) Zahira College Mawanella.**
- **G.C.E Ordinary Level (2015) Zahira College Mawanella.**

ADDITIONAL INFORMATION

- **Personal Skills:** Attentive to Deadlines, Analytical Skills, Multi Tasking, Presentation Skills, Team Player, Target Oriented, Good Communication, Creative Thinking, Leadership, Problem Solving, Decision Making
- **Languages:** English, Tamil, Sinhala.
- **Extra-Curricular Activities:** Member of School Board Of Prefects, Vice- Captain Of Inter House Sports Competition, participated in Singer League Rugby From 2014 – 2017, Participated in All-island Inter School Rugby Tournament

NON RELATED REFEREES

- References are available upon request.