

	<p align="center">Farzana Munaf, FCA</p>	<p>Cell # 0335-3058284 Res # 021-34130106 Email: fmunafca@gmail.com Flat A-1, Ground Floor, Feroza Heights Plot No. 15/56, Block 3, Bihar Muslim Cooperative Housing Society, Karachi</p>
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QUALIFICATIONS & CERTIFICATIONS:

- SSC, 1977.
- HSC, 1979.
- B.Com, 1983.
- C.A. Inter, 1984.
- C.A. Final, 1988.

PROFESSIONAL JOURNEY:

➤ **THE INSTITTUE OF CHARTERED ACCOUNTANTS OF PAKISTAN APRIL 2016 – DECEMBER 2022**

Executive Director Legal Corporate and Membership Affairs deals reporting to Chief Operating Officer & Secretary ICAP and Chairmen of various Committees.

Responsible for assisting the Secretary in formulation of the departmental strategic plan and its implementation thereof in addition to core responsibilities of providing oversight to membership investigation and legal functions. responsible to formulate an annual operational plan and subsequent budget for the department, oversee the management of council meetings, render support to Secretary in undertaking everyday operations, lead the team in analysis and effective disposal of all investigation and legal claims, supervise the execution of membership related functions.

➤ **PAKISTAN REINSURANCE COMPANY LIMITED OCT 2007 – MARCH 2015**

- **Chief Financial Officer** reporting to the Chairman/CEO, Audit Committee, Investment Committee and Board of Directors with an overall responsibility of Finance Department. my responsibilities include:

1. Investment

Overall responsible for

- Managing portfolio of around Rs.7 billion including equity and non-equity instruments.
- Active trading in the Capital Markets to earn profit through trading portfolio.
- Monitoring of PIBs and T-Bills auctions and their secondary market for investment of surplus funds.

2. Finance Wing

Overall responsible for

- For all kinds of payments including for capital and non-capital projects.
- Payroll handling, other employees related payments including employees loans, reimbursements etc.
- Corporate Taxation and compliance with withholding tax requirements.
- Coordination for external audit and audit carried by government auditors (AGPR Audit).

3. Retirement Funds

Overall responsible for

- Management of employees' pension scheme and provident fund scheme.
- Investment of funds for retirement funds scheme.

4. Technical Wing

Overall responsible for

- Payment and receipts to all local insurance companies and foreign underwriters.
- Reconciliation of account balance positions and resolution of differences to ceding companies as well as foreign underwriters.
- Evaluation of various proposals for foreign reinsurance proposals.

➤ INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI OCT 2004 -SEPT.2007

- A world-class business school for leadership and innovation in management established in 1955 as a USAID finance project appointed by Governor House, as a gazetted officer.
- As Director Finance reporting to the Director / Audit & Finance Committee and Board of Governors with an overall responsibility of Finance Department.

➤ HOUSE BUILDING FINANCE CORPORATION OCT 2002 -OCT 2004

- A leading non-banking financial institution that provides housing finance has country wide presence through 11 zonal & 58 district offices.
- As Chief Internal Auditor reporting to the BOD's Audit Committee with an overall responsibility of the Internal Audit Division.

➤ FIRST WOMEN BANK LIMITED AUG 2001-OCT 2002

- FWB with 38 branches and an asset base of over Rs.6 billion during my period of association went through a restructuring phase to develop it into a dynamic banking institution.
- As Chief Internal Auditor, reporting to the BOD's Audit Committee. In addition, participation in ALCO meetings and secretary to the BOD's Committee on Business Planning.

➤ NATIONAL INVESTMENT TRUST LIMITED AUG 1998 -AUG 2001

- With NITL, the largest open-ended Mutual Fund in Pakistan. Fund size Rs. 19 billion, 65,000 Unit Holders served through a network of 24 branches. The experience in NITL included as Head of Accounts, Deputy Head of Finance and Head of Internal Control, Audit and Compliance.

➤ PAKLAND GROUP 1997 -1998

- Worked as Group Financial Controller

➤ **FORD, RHODES, ROBSON, MORROW (FRRM) 1983-1997**

Associated with FRRM, one of the largest professional firms of Chartered Accountants, in various positions reporting directly to the Senior Managing Partner.

1. **AUDIT.....** as Senior Manager my portfolio included leasing companies, banks, PIA, PTCL, Pharma, Hotels, Insurance, Cement Companies, etc.
2. **MANAGEMENT CONSULTANCY.....** as Head of MCS my assignments were:
 - Company formation, acquisition and public floatation.
 - Advise on corporate laws, exchange controls and banking regulations.
 - Due - diligence studies, feasibility studies.
 - Review of systems and internal controls.
 - Corporate plan and Budgets for Habib Bank Limited.
 - Inspection of National Modarba.
 - Liquidation of former BCCI.
 - Internal audit system for Security Leasing.
 - Special audits of NDLC for SBP and IFC.
 - Special report on American Express Bank for travel and Consumer Banking Services.
 - Amalgamation of Pakistan Jute with THAL Jute.
 - Public floatation of Shahtaj Textile.
 - Recommendations for delegation of powers for NDFC.
 - Review of cash and bank system of Sui Southern Gas Company Ltd.
 - Feasibility study for Bahria Foundation.
 - Studies for Privatization Commission.
 - Proprietary audit of Banks and DFIs.
 - Privatization of PTCL. .. Worked with foreign consultants.
 - Special studies of NGOs for USAID.
 - Procedural manual for Duty Free Shops.
 - System development for Hub Power.

PROFESSIONAL ASSOCIATIONS:

Remained associated with Education Committee and Technical Services of ICAP in past.

OTHER INTERESTS:

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| • All Pakistan Memon Forum (APMF) | - Ex-Member Ladies wing |
| • United Memon Jamat (UMJ) | - Ex-Member Ladies Wing |
| • Chartered Accountants Women Forum | - Ex-Member Management Committee |
| • Junior Chamber International (ICI) | - Ex-Advisor to the Board of ICI spring |
| • Memon Professional Forum (MPF) | - Ex-Hon. General Secretary Management Committee |