

# EFFECTIVE AUDIT REPORT WRITING

**DATE:** Friday, August 10, 2018

**FEE:** PKR 12,500/- per participant

**VENUE:** Islamabad

**TIMINGS:** 9:00 am to 5:00 pm

**5%**  
DISCOUNT  
on 3-5 nominations

**10%**  
DISCOUNT  
on 6+ nominations

**5%**  
DISCOUNT  
for all member  
Institutions of IBP

**LAST DATE OF REGISTRATION**  
**August 8, 2018**

**COURSE FACILITATOR**  
**Mr. Mudayyar Naqvi**

## COURSE OVERVIEW

Audit is an independent objective consulting activity which helps an organization in accomplishing the objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness & Organization's Risk Mitigation and Management, Internal Controls/Compliance, Audit & Inspection with regard to Governance Process & BPR.

The Course 'Effective Audit Report Writing' highlights the guidelines, for result-oriented technical reports instead of drafting conventional /simple reports. The course also ensures that the relevant participants improve their Audit Report Writing Skills (ARWs), and also learn to organize their thoughts according to the reader of the report and its purpose, before drafting the report.

This course will enable candidates to deliver well-written audit reports so that the risk statement (effect) sells the recommendation to the reader.

# EFFECTIVE AUDIT REPORT WRITING

The Institute  
of Bankers  
Pakistan



## COURSE CONTENTS

- Ultimate Purpose & Scope of 'An Effective Audit Report Writing'
- Fundamental Principles of Audit Report Writing & Legal Implications
- Big 07 Characteristics & Big 03 Documents of ARW
- Effective ARW for Financial, Operational & Investigative Audit
- Classification of Audit Findings - SF, LSF, FF & DF
- Big 05 Attributes of Standard Audit Reports
- Audit Tools & Tips - Reader, Writer & Auditor Mindset
- Top Down & Top Up Audit Report Factors & Formats
- Acronyms & Report and update on Regulators Directives/Circulars
- Case Studies and Learning Exercises for ICCs & FRM & GOP Notifications

## WHO SHOULD ATTEND?

- Internal Auditors
- Internal Controllers
- Compliance Officers
- Bank & Branch Supervisors
- Operations Managers
- Field Inspectors

## FACILITATOR

### Mr. MUDAYYAR H. NAQVI

Mr. Mudayyar H. Naqvi is Vice President and Member Directing Staff at NBP Staff College, Islamabad. He is a seasoned banker having more than 22 years banking exposure and has served at senior positions in the field of banking as 'Manager' and in Controlling Offices at various supervisory positions. Besides his banking experience, he has served as a Professional Lawyer in a CA firm and pleaded in apex courts for civil, criminal and banking matters. Moreover, he has been serving at National Bank of Pakistan (NBP) as Executive Trainer for the last 12 years and he is visiting faculty member of various Banking Training/Educational Institutes such as NIBAF, FIA, NAB, PMI, APCOMS, BSS etc. His academic qualifications include B.COM. LLB. & MBA and Professional Qualifications include PGD in Banking Laws DIBL, DAIBP (P) & ACMA (P).

### CONTACT DETAILS:

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**NOTE: Payment should be made on or before the course start date in the name of "THE INSTITUTE OF BANKERS PAKISTAN".**  
Please send nominations/requests for participation at least two days before the training date.