



Professional Training Solutions

Workshop on Excel for Auditing and Management Reporting

Karachi 19th & 20th February 2014 at Royal Rodale

Islamabad 12th & 13th March 2014 at Le - Royal

Facilitator: Mr. Atif Malik

Course Objectives

This is a two dimensional Training program, Focusing on 1) Auditing & 2) Reporting, with the help of basic and advanced tools of Microsoft Excel 2007 & 2010.

It is designed to help you and make your Audit & Reporting life easier by unleashing excel utilities to review , analyze and audit Financial models, Data, and information quickly and more analytically for auditing purposes, performing audit testing, preparing reports with more speed and accuracy, and saving time by converting hard work into smart work.

Course has been designed with the aim of providing participants hands on instant training of the concepts and techniques learned with the help of real life practical examples and case studies aided with Excel sheets.

Course Contents

- Excel ABC.
- Best Practices of Financial Modeling.
- Auditing Financial Models.
- Managing Name Manager.
- Auditing with Name Manager.
- Sampling with Excel.
- Introduction to Data Tables.
- Data tables From Basic to Advanced level.
- Use of Data Tables for Auditing.
- Excel with the Touch of Buttons.
- Sensitivity analysis with Excel.
- Generating frequency distribution with Excel.
- Precedent, Dependent relationships.
- Auditing complex formulas through Excel.
- Outliers – Whistle blowers.
- Ceiling, Floor, Upper & Lower etc.
- Data Extraction.
- Reconciliation with Excel.
- Advanced Filtration & Sorting.
- Bye Bye Complex IFs, Welcome Powerful Look ups.
- Beyond Look ups, Unleashing power of Index and Match.
- Reporting with the power of Pivot tables.
- Linking & consolidating huge data.
- Using Excel to analyze Risk and relative Risk.
- Conditional formatting for smart auditing and executive reporting.
- Getting wild with Excel-Wild card searches.
- Controls with Data Validation.
- Mixing Data Validation with Look up family
- Magic of Helper Columns.
- Quick Reporting with Database Functions
- Use of Text & String Functions for smart Auditing & Reporting.
- SUMPRODUCT – Magical Reporting and Auditing Function
- Comprehensive study of SumIf & Family
- Goal Seek
- Working with multiple sheets



About the Speaker

Mr. Atif Malik is among the leading trainers of Financial Modeling and Microsoft Excel in Pakistan. He is qualified member of Chartered Institute of Management Accountants-UK (CIMA), Institute of Cost & Management Accountants of Pakistan (ICMAP) and is in Final stage of his Masters from Institute of Business Administration, Karachi (IBA).

His experience of almost a decade is spread over a wide spectrum of Finance, covering one of the largest national and multinational organizations of the country in Oil & Gas and Pharmaceutical industry. He is an expert in developing Excel and VBA based applications, and has wide experience of designing complex financial models and providing business solutions.

Who Should Attend

- CFO's
- Internal & External auditors.
- Accountants.
- Financial & Business Analysts.
- Finance Managers.
- Budget Makers.
- Financial Modelers.
- Risk Managers.
- Investment Bankers.
- Treasury Managers.
- HR Executives.

- Two Days Workshop
- Personalized consulting opportunities throughout the workshop
- Detailed course material
- Lunch & Refreshments

In the event of unforeseen circumstances, PTS reserves the right to cancel the event.

Please confirm your registration to the address / number listed below

Program & Fee Includes

- To guarantee your participation / registration, full payment must be received one week before the date of the workshop
- **Participation Fee: Rs. 16,000/ participant**
- **Multiple Registrations – 10 %** discount on three or more participants of the same organization.
- **Cancellation** received in writing Upto 7 working days prior to the workshop will be subject to service charge at 20% of the Programme Fee. The full fee remains payable on and after this date. Substitutions are welcome at any time before the day of workshop.
- For reservation, please contact Mr. Umair Yousuf – Ms. Shazia Ahmer (0331-3750145), (0333-2439540) (0312-8252538), (0333-3201003)
- Payment to be made by Cheque or Payorder payable to **"Professional Training Solutions"**