**MOHSIN** 

**C/o-Contact No:** +971504973598

**DOB:** 1st March 1987

**Email:** [**mohsin.341151@2freemail.com**](mailto:mohsin.341151@2freemail.com)

**Marital Status:** Single

**Nationality:** Pakistani

**Religion:** Islam

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| **PERSONAL STATEMENT** | |
| I am confidant, enthusiastic and an energetic person with an ability to learn and to adapt quickly to changing circumstances, accepting challenges and to tackle them even in situations under pressure. I have methodological approach, focusing on organization’s objectives and to develop & deploy strategies to achieve its goals as far as possible within available resources. I possess good communication skills, which enable me to work effectively either on my own or as a part of the team.   |  | | --- | | **PROFESSIONAL VISION STATEMENT** | | To be part of a prestigious organization where I could apply my knowledge & expertise of Business,Marketing, Finance, and Administration to enhance the image and goodwill of the organization and to satisfy my instincts for professional and career development and to build and nurture long lasting relationship with employer. | | |
| **WORK EXPERIENCE** | |

**Kitchen Cuisine (PVT) LTD. **

**September 2015 To January 2017**

Working as **Regional Assistant Manager Internal Audit** (Warehousing).

Main responsibilities included:

* Reporting to Manager of internal audit department.
* Design, evaluation, implementation and monitoring of internal controls.
* Dealing with all the inventory issues of company.
* Compliance of Standard Operating procedures of company.
* Pre and post audit of financial transaction with third parties.
* Designing and implementation of different methods for stock take of FMCG and regular inventory.
* Evaluation and analysis of reports like item balance report, Consumption report and payable ageing reports.
* Reconciling and supervising cash count with Accounts department and with Shops on weekly or monthly basis.
* Assist the management on designing different policies of the company.
* During Post Audit of Financial Statements, ensured that identified objectives were followed by concerned department.
* Implementation and monitoring of the internal controls.

**Green Valley Premium Hyper Market, Bahria Town. **

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| **August 2014 to August 2015**  Worked as **Audit Officer** in the Internal Audit.  Main responsibilities included:   * Reporting to Assistant Manager of internal audit department. * Ensure that inventory control framework is adequate. * Policy of cyclical and periodical counts was followed. * Pre and post audit of financial transaction with third parties. * Supervising stock take of different sections of warehouse and regular inventory. * Analysing various kinds of reports like stock valuation, Sales report and purchase reports etc. * Review and analysing of monthly reports of various section of the store. * Supervising the surprise cash count in the cash room and cash tills. * Conducting the surprise stock take of different sections of the store. * Assist the management on designing different policies of the company. * Ensure the adherence of company’s policies for financial reporting and conduct of its operations. * Analysing of the payable and receivable aging reports of the Store. |

**ZONG (SARTAJ Communications) **

**August 2013 to August 2014**

Worked as **Accounts Officer** in the Franchise.

Main Responsibilities included:

* Reporting to Branch Manager of franchise.
* Collection of cash from all the agents and maintaining Petty cash record.
* Maintaining record of assets held by the franchise.
* Preparing and presenting sale report with respect to area and agent.
* Dealing with all recovery issues of the franchise.
* Assisting with promotional activities and frequent visits to customer shops.
* Dealing directly with customer in special circumstances.

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| **Honours and Awards** |

**Best Auditor of the month award 2014/15**

Green Valley Premium Hyper Market

August 2014/15

**Received best employee of the month award in December 2014, February 2015 and July 2015**

**Best Performance Award**

Kitchen Cuisne Pvt Limited

August 2016

**Promoted as Regional Asst. Manager of internal Audit Department**

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| **ITSKILLS** |
| - Proficient user in all components of the **Microsoft Office**, specially Word, Excel, PowerPoint and Visio  - Professional level grip on the following Accounting packages:   * **Fourgen** Accounting System. * **SARP** Accounting System. * **GBMS**Management/Accounting System. |

**Trainings**

* + - Code Of Conduct▪Internal Audit Controls
    - Accounting Treatment▪Relationship With Customer

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| **PROFESSIONAL QUALIFICATION** |
| Association of Chartered Certified Accountants – **ACCA – 2014** |

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| **ACADEMICQUALIFICATION** | | | |
| **Particulars** | **Institute** | **Year** | **Highlights** |
| BSc (Hons) in Applied Accounting | ACCA/Oxford Brookes University, UK | 2014 | 2nd Division |
| A Levels | University Of Cambridge, UK | 2007 | 1st Division |
| O Levels | University Of Cambridge, UK | 2005 | 1st Division |

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| **EXTRA QUALIFICATION** |
| **ILETS TEST CLEAR** (AEO) 7.0 BANDS 2014 |

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| **EXTRA-CURRICULAR** | |
| Extra-curricular activities | Represented my college in Basket Ball competitions. Like to play badminton, table tennis and reading books. |
| **LANGUAGES** | |

* ENGLISH
* URDU
* HINDI

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| **REFERENCES**  Reference will beprovided on demand | |
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