**Hafiz**

**B.COM, M.COM**

**Dubai**

**Visit**

**Internal Audit officer**

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Nationality Pakistani

**PROFESSIONAL SUMMARY:**

I have a master degree holder (M.Com) in Accounting and Finance from a well know university in Pakistan Named as University of Lahore in Lahore, Moreover I have also a work experience in FMCG more than 5 Years in Pharmaceutical Concern as **Internal Audit officer, Accounts officer and Inventory Management Accountant** .I have ability to docile my work independently and prove yourself as a good team leader or member and dam against fraud. I have done all my previous work on Latest Accounting software.

**COMPUTER &SOFTWARE SKILLS:**

I have working experience on ERP (SAP)Tally ERP 9, Accounting Plus, Inventory Plus, Pinnacle and Micro Soft Excel (M.S office)and Quick book.

**WORKING EXPEREINCES:**

**Star Laboratories Pvt. Ltd (Pharmaceutical)**

Star Laboratories is a pharmaceutical FMCG Manufacturing concern Exporter Located in Lahore Pakistan and having 1/3rd Sale of Veterinary Division in Pakistan.

**Internal Audit Officer` (FromJan 2016–Jan-17) Reporting to Chief Auditor**

**Key Responsibilities:**

* Prepared reports on results and made recommendation for control and operational improvement to management about all departments on Monthly basis
* Implement effective internal control after finding weak areas of work
* Verify Monthly Profit & Loss A/c (Sales Department.)
* Verify Monthly Sales analysis (Sales Promotion officer)
* Conducted Comprehensive inventory (perpetual) in stores while coaching managers on how to correct and prevent errors of stores
* Verify all types of vouchers and other documentation prepared in Accounts departments.

**Accounts officer (From Apr-13-Dec 2015 Reporting to Accounts Mangers**

**Key Responsibilities**:

* Posts customer payments by recording cash, checks, and credit card transactions.
* Posts revenues by verifying and entering transactions form lock box and local deposits.
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers
* Prepare working of sales tax return on input and output on monthly basis
* Prepare Monthly Profit and Loss a/c to Sales department
* Prepare Monthly Profit and Loss a/c to Sales Promotion officer.
* Resolves valid or authorized deductions by entering adjusting entries.
* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
* Protects organization's value by keeping information confidential.
* Accomplishes accounting and organization mission by completing related results as needed.
* Review and verify invoices and check requestsand sort, code and match invoices.
* Prepare and process electronic transfers and payments and perform check run
* Post transactions to journals, ledgers and other records and reconcile payable transaction
* Monitor accounts to ensure payments are up to date and resolve invoice discrepancies and issues
* Maintain vendor filescorrespond with vendors and respond to inquiries
* Produce monthly reportsassist with month end closing
* Provide supporting documentation for audits
* Accomplishes accounting and organization mission by completing related results as needed.
* Prepare Monthly Sales analysis of Sales promotion officer
* Prepare Monthly Expense Summary of Marketing Department after reviewing the company policy

**TainzyInternational (Pvt) Ltd.**

Pharmaceutical Distributor Located in Lahore Pakistan

**Inventory Management Accountant** **(Jan 2011-March-2013) (Reporting to M.D)**

**Job Description**

* Preparing and Posting all types of vouchers on Pinnacle Software.
* Prepared Delivery order after assigning the order from Marketing and selling department
* All work perform on computerized environment
* Make sure the Stock is available in Store
* Prepared Inward and outward after complete checking of stock
* To maintain First in First out system during issuing of stock
* Having concept of Cost and NRV about Stock
* Prepare delivery to Production store note after expire, leakage and breakage.
* Prepare daily stock Report after dispatch orders
* Maintain Perpetual inventory system
* Conducted stock taking on monthly basis
* Weekly meeting with production manager about stock regarding matters and flaws and give suggestion how we overcome this.
* Weekly meeting with supply chain manager about market flows regarding product and give him suggestion how to control on overproduction
* Prepare sampling report for sales promotion officer
* Coordination with suppliers and customers and handling matters arising day to day operation.
* Coordination with Accounts department for recovery if discrepancies made about stock
* Coordination with internal and external auditor during audit
* Creating a good environment among store team

**EDUCATION AND QUALIFICATION:**

**M.COM (Master of Commerce) University of Lahore Pakistan 2011**

**B.Com (Bachelor of Commerce) Islamia University, Pakistan 2008**

**REFERENCES:**

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