** Ali**

Sharjah, UAE

Ali-397288@gulfjobseeker.com

Valid UAE Driving License

**PROFESSIONAL EXPERIENCE**

**in Dubai, UAE**

Corporate Internal Auditor Jan 2016 - Oct 2019

* Prepared RBIA (Risk Based Internal Audit Plan) in conjunction with Head of Audit.
* Reviewed processes with respect to governance structure and internal controls to ensure compliance with established policies and procedures.
* Surprise Petty cash audit of different projects.
* Internal Audit of various areas like Administration, Stores & Transportation etc.
* Framed corporate wise Delegation of Authority.
* Involved in preparation of Corporate Governance Report.
* Developed and maintained ongoing reporting to the Head of Audit as requested and deemed necessary.

Executive Secretary Dec 2014 – Dec 2015

* Provided administrative support to Internal Audit department.
* Scheduled meetings and arranged conference rooms.
* Prepared minutes of meeting (MOM) for monthly department meetings.
* Generated and maintained a traceable record of documents.
* Processed and reconciled business expense claims and invoices.
* Coordinated travel desk for business tours and maintained all travel records.
* Prepared and presented monthly variance analysis to Department Head.

**Speed of Light General Trading – Dubai, UAE**

Administrative Officer Feb 2013 – Aug 2014

* Monitored and validated departmental expenses to ensure that all the activities undertaken are in line with the policy standards.
* Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
* Administered the petty cash system and ensured appropriate record keeping.
* Managed branding & marketing activities related to social media and social networks.
* Monitored inventory of office supplies and the purchasing of new material with attention to constraints.
* Managed phone calls and correspondence (e-mail, letters, packages etc.)
* Reconciled records of bank transactions.

**Tradekey Private Limited – Karachi, Pakistan**

Administrative Assistant Dec 2009 – Dec 2011

* Organized business travel, itineraries and accommodation for CEO.
* Monitored inventory, office stock and ordering supplies as necessary.
* Setting up and coordinated meetings, Training programs & conferences.
* Updating, processing and filing of all documents.
* Recording, compiling, transcribing and distributing the minutes of meetings.
* Raised purchase orders and chased outstanding accounts.

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| **PROFESSIONAL EXPERIENCE** | **Continued…** |
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| **Artistic Milliners Denim – Karachi, Pakistan** |  |
| R & D Incharge | Dec 2003 – Dec 2009 |

* Responsible for identifying and developing product/process improvement in R&D Department.
* Give technical advice to plant production personnel in formulation related issues.
* Performed different types of fabric testing in Quality Control Laboratory.
* Performed online testing of Hydro & Indigo chemicals in Dyeing Processing Laboratory.
* Made various denim washing recipes & assign to Production floor.
* Performed fabric strength tests like tear & Grab test on regular basis for consistent quality.
* Approved new shades for Levis 512 & Sarp Denim.

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| **ACADEMIC QUALIFICATIONS** |  |  |
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| Masters in Business Administration | Virtual University of Pakistan | 2009 |
| BSc (Hons) in Textile Science | Textile Institute of Pakistan | 2003 |

**CERTIFICATION & WORKSHOPS**

Certified Internal Auditor |Institute of Internal Auditor (IIA) |In progress Employee Team Management |Dale Carnegie Training Institute| Dubai, UAE|2013

Training Week|Dubai Knowledge Village| Dubai, UAE|2012

Guerrila Selling|Ashraf Chaudhry Institute|Karachi, PAKISTAN |2011

Sales Maniac |Ashraf Chaudhry Institute|Karachi, PAKISTAN | 2010

Internship |Swiss Specialty Chemicals (Pvt) LTD| Karachi, Pakistan |2001

Internship|Muhammad Farooq Textile Mill| Karachi, Pakistan |2000

**SKILLS AND ABILITIES**

* Reporting Skills
* Project Management
* Managing Processes
* Customer Service & Satisfaction
* High-Impact Presentations
* Negotiation
* Inventory Control

**ACHIEVEMENTS**

* Business tied up with UAE top structural cabling companies.
* Continuously achieved diamond ranking in TradeKey.
* Master of Ceremony for various events, seminars and conferences. Hosted various talk shows, workshops and seminars in academic life.
* Promoted from Executive Secretary to Corporate Internal Auditor within in a year; shows strong commitment towards job responsibilities, inclination towards learning & growth and recognition of effort by the management.