

MUZAMMIL KHAN

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OBJECTIVE

As a dedicated and results-driven Senior Audit Executive with a proven track record in Process Audit, Inventory Audit & Inventory management. I am seeking a challenging role where I can leverage my expertise to contribute to organizational success. Committed to driving operational efficiency and compliance, I aim to apply my comprehensive auditing skills and strategic approach to enhance internal controls, optimize processes, and deliver sustainable improvements. Eager to join a dynamic team where my analytical abilities and leadership experience can be utilized to achieve excellence in audit and operational excellence.

EXPERIENCE

DVAGO Pharmacy & Wellness Experts - Nova Care (Pvt) Ltd

Sr.Executive – Internal Audit

July 2023 – Present



Process Audit:

Looked after various operations of the department, observed, and assisted the seniors.

- Gathered and analyzed data and performed detailed audit testing.
- Gained an in-depth understanding of audit processes to develop knowledge.
- Verification of loans & Full & Final Settlements of employees (FnFs).
- Audit of Cash Voucher Purchases.
- Conducted comprehensive audits of DVAGO branches to ensure adherence to Standard Operating Procedures (SOPs) and regulatory compliance.
- Executed audits of petty cash at both branch and Head Office levels, ensuring compliance with company policies and reconciling discrepancies.
- Assisted Senior Associate in Internal Audit and Business Process improvement engagements with key responsibilities including, but not limited to, the following.
 - ✓ Prepared the Audit Program and executed it as per the approved internal audit plan.
 - ✓ Liaised with the auditees for audit-related queries.
 - ✓ Discussed the audit findings with the Head of Internal Audit (HIA);
 - ✓ Prepared the final audit report after receiving the response from the auditee.
 - ✓ Inquired about the cases reported on whistleblowing.
 - ✓ Presented the whistle-blowing policy to educate new joiners.
 - ✓ Any other task assigned by the HIA.

Executive – Internal Audit

Aug 2022 – June 2023

Inventory Audit:

- Proficiently conducted stock counting and analysis.
- Identified and rectified stock discrepancies effectively.
- Implemented strategies to optimize inventory levels.
- Managed and coordinated teams for streamlined stock control.
- Scheduled and organized tasks across multiple branches efficiently.
- Organized and led weekly meetings to discuss observations and progress.
- Prepared comprehensive reports for review by HIA and directors.
- Presented findings and recommendations in a clear and concise manner.
- Reconciled cash and card sales accurately to identify discrepancies.
- Analyzed data to identify root causes and implement strategic solutions.
- Made critical decisions ensuring efficient stock management and compliance.
- Adapted problem-solving strategies to meet specific challenges effectively.

Liberty Textile Mills Ltd

ERP Inventory Officer – Procurement

Aug 2020 – Aug 2022



Job responsibilities included but not limited to:

- Monitored inventory levels to ensure product availability and accuracy of inventory records.
- Responsible for entering and maintaining inventory-related data in the ERP system. This includes updating stock records, recording receipts and shipments.
- Conducting regular inventory audits and reconciling any discrepancies.
- Overseeing the procurement process, including placing orders, tracking shipments, and managing vendor relationships.

HAMD & Co. Chartered Accountant (Unregistered)

Internee – Audit

Dec 2019 – Aug 2020



- Conducted financial audits for various clients, ensuring compliance with regulatory standards and internal control procedures. Such as,
- Rising Star Private Limited.
- Sky Pak private limited.
- Golden Globe Private Limited.

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

QUALIFICATION	INSTITUTE/BOARD	YEAR
BBA (In Progress)	Sindh Madres Atul Islam University	2023
Bachelor of Commerce	Karachi University	2020
Chartered Accountant (In Progress)	The Institute of Chartered Accountants of Pakistan	2017
Intermediate (ICS)	Board of Intermediate Education Karachi	2016
Matriculation (Science)	Board of Secondary Education Karachi	2014

ACHIEVEMENT & CERTIFICATE

- **Operational Excellence Award** by DVAGO Pharmacy and Wellness Experts
- **Above and Beyond Performance Certificate** by DVAGO Pharmacy and Wellness Experts

COMPUTER SKILLS

- SAP Business One (B1)
- Prism – Retail Pro
- Microsoft Office
- Diploma in Information Technology
- Hardware and Software Installation
- Internet Browsing and Mailing

PERSONAL ATTRIBUTES

- Confident at communicating and presenting, as well as organizational skills.
- Highly developed sense of ownership and responsibility and a good team player.