

Muhammad Ubeer Ashraf

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PROFESSIONAL OBJECTIVE PROFESSIONAL EXPERIENCE

To become a winning team member, who are eager to pursue career growth, accept challenging working environment and effective utilization of Professional knowledge and skills.

SB Group Of Companies.

SADIQ Poultry (Pvt) Ltd,

48-C, Near Chandni Chowk, Satellite Town, Murree Road, Rawalpindi, Punjab, PAKISTAN.

Internal Auditor

October 15, 2018 To July 24, 2020

Reporting Relationship:

Manager (Internal Audit)

Responsibilities Includes:

- Initial planning of Audit work & identifying risky areas during the process.
- Highlighted weaknesses/risks associated with processes identified during audit process & suggest mitigating controls.
- Conducted Surprised audit visits of different department to ensure policy & procedure must be followed by staff.
- Supervised audit team, assigned and review the task to fulfill the audit plan.
- Preparation and verification of working papers and ledgers.
- Verification of physical stock by stock taking with ledgers.
- Maintains audit files by documenting the audit procedures used and each of the audit reports completed.
- Submission of comprehensive audit reports with discrepancies identified during audit.
- Detect errors in the accounting records during auditing, Liaison with concerned departmental HOD's.
- Post-Audit and verifications of Cash Payment Vouchers, Cash Receipt Vouchers, Bank Payment Vouchers, Bank Receipt Vouchers, Purchase Receipt Vouchers, Journal Vouchers, Sales Vouchers, Sales Return Vouchers, Debit Notes, Credit Notes, Inventory Consumption Vouchers, Stock Adjustment Vouchers, Inter-Branch Adjustment Vouchers.
- Post-Audit of Income & expense statement received from sites.
- Preparation of weekly voucher's pendency report submitted to Accounts Department.
- Preparation of monthly reconciliation of received & dispatched and production report.
- Preparation of sales reconciliation report and verification of sales recovery reports prepared by accounts department.
- Verification of bank reconciliation reports prepared by accounts department.
- Verification of monthly payroll sheets, bonuses and other incentives.
- Coordinate with unit's management for production to resolve any discrepancies.
- Audited final settlement cases received from provident fund department.
- Verification of existence of company assets and assured proper safeguards are maintained to protect them from losses.
- Assist to the External Auditors to cut off stock taking during site visits.
- General duties of Internal Auditor and responsible for all training programs conduct by Audit Department.

SOS Pakistan (Pvt) Ltd,

9th Floor, Office # 902, Green Trust Tower, Jinnah Avenue, Islamabad, PAKISTAN.

Assistant (Internal Audit)

March 03, 2017 To September 29, 2018

Reporting Relationship:

General Manager (Internal Audit)

Responsibilities includes:

- Audited and verification of ERP Generated payroll, attendances, in/out timing of security guards.
- Audited monthly HR department audit.
- Submit comprehensive Audit Reports relating to concerned departments.
- Audited payments and receipts and verify the same in ERP, Auditing of Accounting Records.
- Verification of cash transactions and ERP generated cash book and daily vouchers.
- Pre-audited and verification of invoices and Bills before payments.
- Recovery updates from Co-ordination department.
- Review and Processing of invoices for payments to coordination department.
- Audit of Sanctions and Approvals of different vouchers and bills claimed by employees.
- Maintain E-Filling of Audit Reports on ERP System.

NOVA Synpac (Pvt) Ltd,

16-KM Taxila, Haripur Road, Industrial Estate, Hattar, Haripur, KPK, PAKISTAN.

Junior Account Officer (Temporary Appointment)

December 21, 2015 To April 18, 2016

Reporting Relationship:

Assistant Manager (Finance)

Responsibilities includes:

- Supervise all bank relations and bank account activities. Facilitate and co-ordinate with Excise & Taxation Office.
- Preparation of monthly bank reconciliations and daily cash reconciliation statements.
- Preparation of Cash Payment Vouchers, Cash Receipt Vouchers, Bank Payment Vouchers, Bank Receipt Vouchers.
- Preparation of Journal Vouchers (For Vendors). Preparation of daily purchase bills.
- Preparation and disbursement of cash wages of staff, Prepare Employee's advance reports for management.

PROFESSIONAL QUALIFICATION	Masters of Business Administration Finance (3.5 Years) 18 Years Education	(2011 - 2015)	From COMSATS Institute Of Information Technology, Wah Cantt (PAKISTAN).
ACADAMICS	Bachelor of Commerce - IT	(2006 - 2008)	From Jinnah College of Commerce Wah Cantt. University Of The Punjab, Lahore (PAKISTAN).
	Faculty of Sciences - Pre.Engineering	(2003 - 2005)	From Vision International College Of Management And Computer Sciences, Wah Cantt. FBISE, Islamabad (PAKISTAN).
	Matriculation - Science	(2001 - 2003)	From F.G. Boys High School # 6, Wah Cantt. FBISE, Islamabad (PAKISTAN).
COMPUTER SKILLS	Sidat Hyder Financials - GL SAP, ERP MS-Excel, MS-Word, MS-Power Point SPSS (Quantitative Research And Analysis Tool)		To frequently dealt with Sidat Hyder Financial-GL (Accounting Software), SAP, ERP, MS-Excel, MS-Word & MS-Power Point, SPSS.
WORKSHOPS / TRAININGS	Stepping In Career Workshop.	Sep-14 To Dec-14	Organized by “ COMSATS Institute of Information Technology ”, Wah Cantt (PAKISTAN)
PERSONAL INFORMATION	Father’s Name : Date of Birth : National Identity Card # Marital Status : Nationality :		MUHAMMAD ASHRAF APRIL 12 th , 1987 37406-1260898-1 Married (1 Daughter) PAKISTANI
REFERENCES	References will be furnished, if required.		