

SYED UMAIR ZIA

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Analytical, detail oriented and dedicated Assistant Manager Internal Audit seeking to lead and advance in internal audit functions through expertise in risk-based internal auditing and process improvement to drive excellence and innovation to the organization.

EXPERIENCE

KHAS SOCKS AND KNITWEAR PVT. LTD.

AM Internal Audit

May 2024 - present

Physical Verification of Stocks on monthly basis, verified payment vouchers, payroll verification and all type of bills etc.

AQSA INDUSTRIES

Assistant Manager Internal Audit

November 2022 - April 2024

Assistant Manager Internal Audit
Physical verification of stock and monthly reports generation, Voucher checking, Verification of PO rate, Goods entry authorization, Verification of CMT Bills, Salary sheets

SWENTA CONSULTING

Account Associate

September 2021 - September 2022

External audits, accounting assignments of multiple hospitals and cafe

AIMA MANAGEMENT CONSULTANTS

Senior Auditor

September 2020 - September 2021

Oversight of Management Information System reports, bank reconciliation, sales summary, sales tax reconciliation, and preparation of income tax returns for the company.

AGHA STEEL

Audit Executive

March 2020 - August 2020

Transport bills, fuel bills, and cheque verifications, utilizing SAP software. Monthly physical stock-taking and submission of detailed reports to senior management.

BAHRIA TOWN KARACHI

Internal Audit Officer

April 2019 - January 2020

Encompassing Building Interim Payment Certificates, procurement bills, medical bills, transport bills, and other related invoices verification. Conducted Turnover Certificates (TOCs) across various departments, including finance, HR, admin, sales, purchase, insurance, and public relations

MUNAF YUSUF & CO CHARTERED

Auditor Accountants

January 2015 - March 2019

Worked for different company clients as;

- External Auditor:

Conducted external audits, including TOCs, vouching sheets, and variance analysis.

Verified assets, debtors, and creditors through third-party confirmations, bank statements, and ledger reviews.

Executed comprehensive audit procedures, including testing and validation

- Senior Internal Auditor:

Conducted internal audits and verified SOPs on cash and bank payments Ensured compliance with SOPs for employee-related processes and verified receivables Verified assets' proper invoicing through asset registers and bank statements

- Junior Auditor:

Conducted internal audits and verified sales records, maintaining proper documentation

EDUCATION**MASTER'S IN BUSINESSES ADMINISTRATION (MBA) FINANCE**

Iqra University, Karachi

2015 – 2021

BACHELOR OF COMMERCE (B.COM.)

University of Karachi

2010 – 2012

CERTIFIED IN ACCOUNTING & FINANCE (CAF)

Institute of Chartered Accountancy of Pakistan

2009 - ongoing

RESEARCH PROJECTS

INVESTIGATING THE IMPACT OF EXCHANGE RATES AND EXPORT SUBSIDIES ON PAKISTAN'S TEXTILE COMPANIES

Research project in MBA

THE EFFECT OF EXCHANGE RATES AND FIRM SIZE ON EXPORT AND IMPORT COMPANIES IN PAKISTAN

Comprehensive study from October 2019 to January 2021

EXCHANGE RATE DYNAMICS

A 12,000-word thesis as part of MBA coursework

SKILLS

- Software: Microsoft Office, Accounting Software (QuickBooks), Enterprise Resource Planning (Oracle), SPSS, Smart PLS, Power BI (in progress), SAP software proficiency
 - Operating Systems: Windows, Linux
 - Team Leadership and Management
 - Bookkeeping
 - Exceptional communication
 - Time Management
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