NAVEED UMER KHAN

Finance & Audit (CIA, CFE, CPA, CMA 1st Module)

CONTACT

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EDUCATION

FORENSIC AUDIT
Institute of Forensic Auditors of Pakistan
2018

Global Certified Internal Auditor
Institute of Internal Auditors of Pakistan
2017

Certified Public Accountant
Institute of Certified public Accountants of Pakistan

2020

PROFILE

I strive to assist business achieve its objectives by providing audit assurance and Financial advisory services through recommending better controls.

Having worked in both developed and unstable, volatile environments gives me an edge when executing in-depth risk assessment and establishing advanced audit functions and procedures. My goal is simple: I not only conduct extensive audit activity to identify process weaknesses but also recommend design change for immediate risk control measures.

EXPERIENCE

INTERNAL AUDITOR

Ayub Teaching Hospital **|** PAK **|** *2018-2020*

Checking the exchange documents before payment to ensure that the approval of the exchange is correct in accordance with the authorities and their compliance with the approved laws, and regulations. Auditing and approving payments for transactions with financial impact issued by the Human Resources and accounts Department with regard to employee benefits and other related transaction. Checking bank guarantees and guarantees for contractors and consultants after ensuring that the department's rights are fulfilled in accordance with the laws, regulations, instructions and orders. Participating in preparing the data mentioned in the final account and matching it with what was stated in the documents and records. Performing a sudden surprise inventory count of checks and financial receipts, as well as supervising the actual inventory process for it at the end of the fiscal year and submitting observations on the inventory process to the direct head. Objectively review an organization's business processes. Evaluate the efficacy of risk management procedures that are currently in place. Protect against fraud and theft of the organization's assets. Ensure that the organization is complying with relevant laws and statutes. Make recommendations on how to improve internal controls and governance processes. Assess whether an

Certified Management Accountant
Institute of Management Accountants (US)
2018 (1st Module)

organization is meeting the goals and objectives set forth by the board of directors. If the organization is not meeting its stated goals, my core responsibilities are to identify process shortfalls and make suggestions for improvement to the board of directors.

Accounts Payables
Al Ahli Holding Group ▎UAE ▎ *2014-2017*

Help Senior Accountants directly to complete daily tasks, or may work indirectly, keying in data, compiling information during the course of their work

Booking supplier invoices, Processing Suppliers payment, Utilities – DEWA, Etisalat, etc. Vehicle related – Fuel, SALIK, Other admin related expenses. Verify purchase requisitions obtain necessary approvals before preparing LPO. Ensure proper filing of invoices and payment vouchers. Month end accrual entries posting for all expenses. Amortization prepayments. Take over responsibilities of Payable Accountant and Receivable Accountant during their absence. Book invoices & payments - Cash Salary, EOS payments, legal petty cash replenishment, visa expenses, group payments, Ejari payments. Book entries for maintenance cost allocation - AR & AP. Book entries for recovery of payments made for managed properties. Intercompany reconciliation and entries. Bank letter preparation for telegraphic transfer. Track cheque folder for approvals and distribution to various sections for delivery. Book bank charges and interests. Prepare bank deposit slips for cash, current dated cheques and PDCs. Log accrual entries. Take over responsibilities of GL account team during their absence. Any other ad hoc administrative duties assigned by the Line Manager.

Overseeing routine department activities, such as disbursing checks & processing payments to creditors, to ensure that all the payments and checks are made accurately & on time. Maintaining accurate & complete records of employee, & creditor's record. Compiling & analyzing financial information and reports to the higher management on timely manner. Developing, implementing & improving department controls to increase accuracy and efficiency. Building & maintain professional relationships with employee, clients, & vendors.

MBA (Executive)
Virtual University Of Pakistan
Finalist

Purchase Officer
Fitness First Land Mark Group ▎UAE ▎ *2011-2013*

Preparation and issue of purchase orders based on requisition rose from all branches of FF clubs. Issue purchase orders to supplier's distributors and manufacturers. Ensure that orders received are accurate Ensure that goods received are not damaged, and handle goods throughout the purchasing process. Work closely with relevant departments such as accounts payables to ensure products purchased are in line with the needs of the company. Coordinating with vendors regarding deliveries and payments. Maintaining current awareness of industry market trends, Conduct competitor analysis to identify popular products, Keep accurate records of purchases made during the period.

Bank Teller

National Bank of Pakistan **I** ATD **I** *2008-2011*

Worked as cash teller in national bank of Pakistan

As Bank tellers I was responsible for handling customer financial transactions like deposits, withdrawals, transfers, money orders, and checking. Knowledge of Essential components of ins and outs of the bank's systems and policies. Sometimes, asked to promote the bank's services, like a special savings account or an additional checking account to customers. Duties also included counting cash, answering phones, filing deposit slips and paperwork, managing ATM deposits, and balancing numbers at the end of the day.

References can be furbished upon request