


RESUME

<u>AZHAR ABBAS</u> Assistant Manager (Internal Audit) <u>Contact Number</u> (+92) 313-3554000 (+92) 333-8055145	E-mail: haapcc@gmail.com azhar@pioneercement.com <u>Mailing Address:</u> H.N. 112, Block No.19 Jauharabad.	
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CAREER OBJECTIVE:

Meticulous internal auditor with understanding of the internal workings of the organization and provides valuable solutions to meeting organizational goals and promoting optimum company practices. Superb at collecting, analyzing and examining company records. Specialize in providing company feedback and developing auditing plans

<u>14 YEARS PROFESSIONAL EXPERIENCE</u>	
SKILL PROFILE	Looking for a professional and challenging position in a professionally managed organization that can fulfill my need for continuous professional development and provide an opportunity for accelerated career growth.
COMPANY DESIGNATION TIME PERIOD	<u>PIONEER CEMENT LIMITED – PAKISTAN</u> <u>Assistant Manager (Internal Audit)</u> August 2010 to date
JOB DESCRIPTIONS	MAIN RESPONSIBILITIES : <ul style="list-style-type: none"> • Risk Management (Assist in the Performing audits across the organization to identify areas of non-compliance and recommend improvement actions) • Governance and Control Environment (checking compliance with policies, procedures, SOPs, and authority matrix) • Monitor purchase audit system and make amendment in purchase system as per audit committee requirement time to time • Verification of purchase order from indent to place of an order. • Supervision of finance, accounts, store and verification of monthly closing of all departments according to the Company policies.



PIONEER
CEMENT LTD.

JOB DESCRIPTIONS	<ul style="list-style-type: none"> • Pre Audit of salary, bonus, medical (Executive, Staff, Workers, Daily wages). • Post audit of JV, BPV, CPV, Petty cash. • Verification of full& final dues with labor laws. • Verification of employees personal files with data provided in system. • Audit annual appraisal of all employees at site after approval of MD/CEO. • Verification of medical bills reimbursement as per entitlement of company to their staff, office & executives s per SOP. • Post audit of sale of dead stock, scrape sale and brustage of bags. • Monthly Stock Taking as per management instructions or concurrent audit, Quarterly & Annual Audit. • HR department audit on quarterly basis. • Analysis on DPR (Daily Production Report) and report any abnormity to CIA. • Verification of Coal supplies with their PO's and charge penalty as per QC report. • Weighbridge daily log sheet audit & reconcile with cement dispatch report. • Monitor burst age PP bag Paper bag with their daily production report & stock. • Company Hired vehicle audit monthly and its diesel consumption verification according to limit approved by administration department. • Verification of Diesel as per company SOP and report to CIA any short/excess receipt. • Work on various tasks other than store stocks & plant related task by the instruction of CIA. • Other Assignments by seniors.
COMPANY DESIGNATION TIME PERIOD	<u>ZONG PAKISTAN</u> Account Officer June 2008 to August 2010 
JOB DESCRIPTIONS	MAIN RESPONSIBILITIES : <ul style="list-style-type: none"> • Cash receipt • Payment verifications • Bank reconciliations • Annual accounts closing • Salaries & wages and miscellaneous expenses • Quarterly audit with external auditors.

PROFESSIONAL TRAINING AND MEMBERSHIP	<p>PROFESSIONAL TRAINING:</p> <ul style="list-style-type: none"> TUA Astira bureau of inspection and certification Pvt Ltd. Integrated Management System(ISO:9001:2015 ISO14001:2015 ISO:45001:2018) Accounts Officer from 2008 to 20, August 2010. Finance Sectary of Al-Qasim welfare Society.
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> Problem Solving Critical Thinking Flexibility Communication Teamwork Organization Skills Creativity Emotional Intelligence Attention to Detail Responsibility
EDUCATIONAL RECORD	<p><u>M.B.A (Banking & Finance)</u> University of the Central Punjab 2008</p> <p><u>B.COM</u> Punjab University of Pakistan in 2005</p> <p><u>D.COM</u> BISE Sargodha in 2003</p> <p><u>Metric</u> Federal Board Islamabad in 2001.</p>
PERSONAL INFORMATION	<p>Father Name : Manzoor Hussain</p> <p>Date of Birth : 15 Sep 1984</p> <p>CNIC No. : 38201-4731542-7</p> <p>Marital Status : Married</p>
COMPUTER AWARENESS	<p><u>Having the sound knowledge of computer software like:</u></p> <ul style="list-style-type: none"> Ms Office (Ms Word, Ms Excel, Ms PowerPoint, Data Analysis Ms Outlook E-mail <p><u>Accounting Software frequently used & Operate :</u></p> <ul style="list-style-type: none"> ERP ((Currently working) Oracle Financial (Currently working)
REFERENCE	Will be furnished on demand