

Mr.Sana Ullah Khan

Father's name: Aman Ullah Khan
Date Of Birth: 03/03/1984

Current Address & Home Address.

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Personal Information

Nationality: Pakistani

NIC #: 12101-2213510-7

Language: English, Urdu, Punjabi. &Saraiki

EDUCATIONAL RECORD

| EXAM | MARKS | YEAR | BOARD/UNIVERSITY |
|-------|-----------|------|-----------------------------------|
| SSC | 496/850 | 2000 | BISE, Bannu (KPK) |
| D.COM | 741/1400 | 2002 | BTE.Peshwar (KPK) |
| B.COM | 771/1400 | 2006 | Gomal University Dera Ismail Khan |
| M.COM | 1402/2100 | 2008 | Gomal University Dera Ismail Khan |

EXPERIENCE RECORD

- ➡ Worked as an **Asstt: Audit Officer** in **Chashma Sugar Mills Ltd**, since 22/11/2008 to 01/03/2013.
- ➡ Worked as a **Sr Audit Officer** in **Niagara Textiles Mills FSD**, since 15/03/2013 to 17/08/2013.
- ➡ Worked as **Sr Internal Audit Officer** in **Abdullah Sugar Mills Ltd** Sargodha. Since 13-08-2013 to 30-04-2016.
- ➡ Worked as **AM Internal Audit Haseeb Waqas Sugar Mills Ali Pur Jatoi** since 01-05-2016 to 01-09-2016.
- ➡ Worked as **AM Internal Audit Oriental Fruits Pvt Ltd A Project Of HWGC** since 25-09-2016 to 20-08-2017.
- ➡ Worked with **ADAM SUGAR MILS Ltd Chishtian** as a **DM Internal Audit** since 01-09-2017- to 10-10-2020.
- ➡ Worked with **ASHRAF SUGAR MILS Ltd Bahawalpur** as a **DM Internal Audit** since 21-10-2020- to 25-11-2021.
- ➡ Currently working with **Premier Sugar Mills & Distillery & Co Ltd Mardan (A project Of Premier Group Of Companies)** as a **Dy Manager Internal Audit/Site Head**.
- ➡ I have worked with various sugars Mills & Other Dept.: under the Internal Audit Department. My responsibilities as under



- ➡ Full payment authentication at site for all Payments voucher.
- ➡ All the Bank payment Voucher and Cash Voucher checking and verify the Authority of signing.
- ➡ Daily cash book checking closing and report to Management.
- ➡ Monthly Audit of salary of Admin and Prod Mill House and all the Shift work in production.
- ➡ Daily over Time of worker and Full and Final payment Resignations, Leave in casement, Gratuity, checking with Actual data and Attendance Sheet
- ➡ Audit of Monthly Bank Reconciliation compare Figure with Bank statement and Ledger.
- ➡ Audit of Monthly Debtor & Creditor Reconciliation with party and Ledger Amount.
- ➡ Audit of Cane Purchase, Cane Survey, Grower Pass Book, Supply of Cane, and Data Feeding in computer relating to approved Rate.
- ➡ Audit of Cane Purchase Receipt, Bank payment Scroll Sheet Zonal wise, Gate wise, LP wise Depot wise.
- ➡ Audit of Cane Cess, PTPT, TPT, Subsidy, Rent of PC & LP, FARM Exp, POL&R/M Cane Vehicles with Approved Limits,
- ➡ Audit of Grower Payable, Loan against Cane Development.
- ➡ Audit of During Crushing Season Financial Control, Operational Control, Legal formality.
- ➡ To Review According to Company Standard the Cost of production, Sugar Can Crushed, Sugar Made, Molasses Extracted, Recovery %, By Product Clarification Process.
- ➡ Audit of Store Purchase, Journal, Local, Consumption, Valuation, Bin Card Comparison with Physical Stock and Check issued, Receipt in Store Software.
- ➡ Monthly Store demand Checking and its timing of signing authority complete process of reached in Purchase department.
- ➡ Audit of Closing Depot, Deduction against short supply Cane form Depot, Monthly, Rent payment of Depot, Detail of Opening depot against survey cane Dept.
- ➡ Check the Cost of Cane, Rate, Area Wise increase, Decrease with the Impact of Recovery.
- ➡ Over all control on ELP system (Cane procurement)/Development.

SPECIAL TARGETS.

Documentation & Evaluation of all systems from Gate to Gate.

- Development & implementation of Internal Control checks.
- Development of Internal Network of Intelligence for immediate & accurate information from different sections of the companies.
- Development & implementation of GROUP wide POLICIES of Fuel & Maintenance, Traveling & conveyance, Entertainment, Staff Loans & Advances, & Medical Expenses etc.
- 100% Post -Audit of all Payments, Payable & Receipts & Receivables.
- Recommendations for modification of Systems according to requirements.
- Confidential Reports to TOP MANAGEMENT regarding efficiency & productivity of different departments of the Joint companies.
- Special (Planned & Sudden) Audits of different reports produced by different departments for Top Management.
- Sudden Stock Takes & cash Counts of different stores & regional offices.

Especially complete knowledge about HR & Admin & Labor polices, EOBI, Social Security.

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Individual strengths

- Creative and positive thinking
- Ability to handle difficult and challenging work Capable of working quickly and accurately under limited supervision
- Good interpersonal skills to work as a team member to achieve shared goals.
- Complete Knowledge & working Experience under following Area
- Finance, Accounts Dept, Purchase Dept, Wages Dept, Marketing Sale Section, H.R Dept , , Can Accounts, Cane Procurement and Developments, Production Dept. , Matter,

COMPUTER SKILLS

- Microsoft office
- Window 98,XP
- Net surfing
- Study Computer as a Subject for 1 year during my B.com
- Information of all types of software and hardware systems

REFERENCE

Reference will be furnished on demand