



Muhammad Mujtaba

INVENTORY AUDIT PROFESSIONAL

Experienced Inventory Audit professional with a demonstrated history of working in the retail industry. Skilled in Inventory Management, Internal Audit, Microsoft Excel, System Stock Vs Actual Stock Reconciliation. Believes in making a difference by working in a professional and challenging environment which improves my knowledge and experience while meeting organizational short term and long-term objectives

Contact

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Address

House No 5407 Mohalla New
Kashmiri Inside Kohati Gate
Peshawar Pakistan

Education

(Jan 2013)

(Jan 2015)

Matriculation in Computer Science,

AL MUSTAFA SCHOOL SYSTEM

(Sep 2015)

(Sep 2018)

Intermediate

GOVT. College Raiwind Road Lahore

(2024) (Continue)

Graduation (Bcom)

Allama Iqbal Open University

Expertise

- Microsoft Dynamics AX R12 Retail Management System
- Microsoft Dynamics 365D Retail Management System
- Connect (HRMS)
- Microsoft Office
- Communication
- Leadership
- Decision Making
- Creativity
- Motivation
- Internal Controls
- Stock Reconciliation
- People Management
- Loss Prevention Management

Language

English

Urdu

Experience

Dec 2022- PRESENT

AL Fatah Retail Shopping Mall

Working as Member in Operation Team (Audit Executive, Receiving, Back Office, Loss Prevention department

- Regionally visits branches & franchises and check out operation regarding audit, receiving area management, back office working, loss prevention officer working regarding damages and expires feedback from companies. And align quarterly working plans for future

Key responsibilities

- Development of inventory audit plan of all over the organization including warehouse & Franchises
- Identify loopholes and implemented better & lowest cost saving ideas to improve inventory accuracy
- Implementation of Regular Audit & Cycle Count Process in all over the organization
- Identification of reason's Inventory disorder and suggest way of inventory improvements
- Investigation through item movement analyses in case of theft

Jan 2021 - Nov 2022

AL Fatah Retail Shopping Mall

STOCK AUDIT SUPERVISOR

Lahore

Key responsibilities

- To Conduct annual audit of Retail Outlets using a detailed audit programmed template assenting and reviewing internal control surrounding the operation, security and safety of indivial shops and stores.
- To work with local staff to develop and agree specific recommendations to help address and rectify any shortfalls identified during audit
- To provide clear summary report of audit findings and recommendation to store managers and area manager after each audit assignment with appropriate actions and timescales
- To check daily Incomings & outgoings Expiry

Sep 2018 - Dec 2020

AL Fatah Retail Shopping Mall

STOCK AUDIT OFFICER

Lahore

Key responsibilities

- Review requisition orders for accuracy and verify that Stock, equipment and stock are not available from current inventories
- Compile inventory reports, recording the quantity, type and value of materials, equipment and stock on hand, using manual or computerized inventory systems
- Reconcile physical inventories with computer counts.

AWARDS AND HONOURS

2023 - 2024

Best Stock Audit Executive

REFERENCE

Available on Request