MUHAMMAD KHALID
(Internal Auditor)

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Pakistan.

SUMMARY

I am Interested to join an organization where i can use my Managerial Skills. I got my Degree Major in Commerce from Pakistan prestigious University of Punjab. I am Positive that i can Achieve my goals and work of success of my Organization. You will find me honest team oriented and hard working.

EDUCATION

DEGREE	UNIVERSITY/BOARD	DIVISON
M.COM	PU LAHORE	1st
B.COM	PU LAHORE	2nd
INTERMEDIATE	BISE LAHORE	1st
MATRIC	BISE LAHORE	1st

WORK EXPERIENCE

The University of Lahore and Teaching Hospital
Internal Audit Officer

(2020 to Ongoing)

- Great Knowledge of Internal Audit.
- Knowledge of Purchase to Pay Cycle.
- Pre-Audit of purchase order by ensuring the policy and Procedures.
- Pre-Audit of Final settlement and PF Loan.
- Ensure the pre-audit of various financial activities as per the company policy (including vendors payment).
- SOP Implementation (Governance , internal Control)
- Perform assigned physical stock audits.
- I have Strong Familiarity with SAP Implementation methodologies.
- Through Understanding of SAP system from Business Process Procure to pay Cycle.

- Reviews and Analyzes , Documents, Records, Reports and University Operation.
- Performed Purchasing Activities for Equipment, Material & Services Implementing cost Saving strategies and Performance Management.
- Analyzed and Evaluated quotes to Determing   vendor selection, Maintained Quotations for Audit and Future Reference.
- All the Other Tasks Assigned by Management.

SKILLS

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	SAP (ERP)	Good	Currently Using
2	MS Office	Good	Currently Using
3	Time Management	Good	Previous Using
4	Decision Making	Good	Previous Using
5	Team Work	Good	Previous Using
6	Hard Work	Good	Previous Using

CERTIFICATE

Computer Application And Office Professional	Gov.t Vocational Traning Institute	1st

MY TIME

Playing Hockey, Family and Friends, Travelling , News Paper