



MOHSIN ALI

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OBJECTIVE:

Add value to an organization with a potential of growth by utilizing my practical experience and my tenacious nature regarding getting highest education in relevant field of studies and to secure a position within growing organization where my skills, education, and experience can effectively be utilized and developed.

Career Summary:

Organization: **District & Sessions Judge, Okara**

Designation: **Audit Officer**

Period: **March 2020 – to date**

Key Responsibilities:

- To deal with audit and inspection reports/audit Paras holding of DAC/SDAC meeting in respect of Sessions Division, Okara;
- To deal with TA/DA cases of the Hon'ble Judges and Staff of Sessions Division, Okara
- To conduct internal audit of accounts of Sessions Division, Okara;
- Follow up of audit and inspection reports and annotation;
- Preparation of working papers;
- Preparation of minutes and circulation thereof amongst the quarters;
- To deal with pension cases of retiring Judicial Officers and staff;
- To deal with cases Ex-post Facto Sanction of the whole establishment;
- To prepare monthly as well as quarterly progress report for transmission to the Hon'ble Lahore High Court, Lahore.

Organization: **District & Sessions Judge, Okara**

Designation: **Assistant Audit Officer**

Period: **March 2017 – March 2020**

Key Responsibilities:

- To deal with audit and inspection reports/audit Paras holding of DAC/SDAC meeting in respect of Sessions Division, Okara;
- To deal with TA/DA cases of the Hon'ble Judges and Staff of Sessions Division, Okara
- To conduct internal audit of accounts of Sessions Division, Okara;
- Follow up of audit and inspection reports and annotation;
- Preparation of working papers;
- Preparation of minutes and circulation thereof amongst the quarters;
- To deal with pension cases of retiring Judicial Officers and staff;
- To deal with cases Ex-post Facto Sanction of the whole establishment;
- To prepare monthly as well as quarterly progress report for transmission to the Hon'ble Lahore High Court, Lahore.

Organization: **District & Sessions Judge, Okara**

Designation: **Senior Auditor**

Period: **Jan 2017 – March 2017**

Key Responsibilities:

- To deal with audit and inspection reports/audit Paras holding of DAC/SDAC meeting in respect of Sessions Division, Okara;
- To deal with TA/DA cases of the Hon'ble Judges and Staff of Sessions Division, Okara
- To conduct internal audit of accounts of Sessions Division, Okara;
- Follow up of audit and inspection reports and annotation;
- Preparation of working papers;
- Preparation of minutes and circulation thereof amongst the quarters;
- To deal with pension cases of retiring Judicial Officers and staff;
- To deal with cases Ex-post Facto Sanction of the whole establishment;
- To prepare monthly as well as quarterly progress report for transmission to the Hon'ble Lahore High Court, Lahore.

Organization: **District & Sessions Judge, Okara**
Designation: **Budget & Accounts Examiner**
Period: **Feb 2009 - Jan 2017**

Key Responsibilities

- To maintain all book of accounts;
- To ensure timely reconciliation of expenditure and revenue receipts with the District Accounts Officer;
- Submission of all types of reports as provided in the computerized budget and accounting system to District & Sessions Judge;
- Ensure all other activities relating to accounting and book keeping are carried out as per rules and regulations and computerized budgeting and accounting system.
- To manage the taxation matters
- Management of internal control and internal audit.
- Process payments, contingent bills, voices, vouchers, payrolls and salaries;
- Budget estimates of expenditure and revenue of District & Sessions Courts.
- Preparation of 1st and 2nd Statement of Excesses & Surrenders in respect of District & Sessions Courts;
- Preparing periodical financial statements and financial reporting;
- Revised budget estimates of expenditure and revenue;
- Fresh and continued SNE of District & Sessions Courts;
- Proposal of re-appropriation of funds.
- Assistance in strengthen of internal control and audit.
- Deal with the Audit objections;
- To carry out any other activity regarding management of the official affairs assigned by the competent authority.

Organization: **National MNCH Program, Punjab, District MCH Cell Okara**
Designation: **Accounts Assistant**
Period: **January 2008 - February 2009**

Key Responsibilities

- Maintenance of cash book, handling of cash receipts/payments and bills under the project.
- Reconciliation of accounts with AGPR
- Preparation of budget /NIS.
- Prepare Annual Budget Reports.
- Prepare the Excess & Surrender Reports.
- Prepare the Budget Appropriation Statements
- Maintain the stock register.
- Assist to recruitment activities in Project at District Level.
- Any other duty assigned by the Project Director.

TRAININGS & WORKSHOPS:

- Completed one week training course on “how to be an effective Nazir/Budget & Accounts Examiner”, held from 19th to 24th May, 2014, at Federal Judicial Academy, Islamabad;
- Completed three days workshop for Superintendents/Clerk of Courts/Accountants & Nazirs of Office Administration & Management/Work of various sections/Proper Maintenance of Record, held from 30th October to 1st November, 2014, at Punjab Judicial Academy, Lahore.

SKILLS:

- Leadership skills;
- Good planning and organizing skills;
- Better written and spoken communication skills;
- Excellent computer knowledge: MS Office; accounting software, Internet surfing & Email etc

DISTINCTIONS/AWARDS:

- Got gold medal standing first position in DBA annual examination, 2004 in all private collages Sahiwal;
- Stood at 2nd Position in annual debate competition in the college.
- Worked in Free eye Camp held at Darul Hikmat known as Darul Shifa Darul Ahsan (Salarwala) Faisalabad from 1st March to 31st March, 2014.

ACADEMIC EDUCATION:

Degree/Certificate: **LL.M**
Year of completion: **2020**
Major Subjects: **ADR, Criminology, Islamic Laws.**
CGPA/Grade: **3.59 Out of 4**
University: **The University of Lahore, Pakistan**

Degree/Certificate: **LL.B**
Year of completion: **2016**
Major Subjects: **Taxation Laws, Banking Laws.**
Division/Grade: **2nd**
University: **Bahauddin Zakariya University, Multan, Pakistan**

Degree/Certificate: **Master of Commerce (M.Com)**
Year of completion: **2010**
Major Subjects: **Finance (Financial Management, Project Management, Investment Analysis and Portfolio Management)**
Division/Grade: **2nd**
University: **Bahauddin Zakariya University, Multan, Pakistan.**

Degree/Certificate: **Bachelor of Commerce (B.Com)**
Year of completion: **2006**
Major Subjects: **Auditing, Financial Accounting, Cost Accounting, Business Taxation, Compute Application, Business Communication.**
Division/Grade: **1st**
University: **Bahauddin Zakariya University, Multan, Pakistan.**

Degree/Certificate: **Diploma in Business Administration (DBA)**
Year of completion: **2004**
Major Subjects: **Business Administration.**
Division/Grade: **C**
Institution: **Ideal College of Commerce, Sahiwal, Punab, Pakistan.**

Degree/Certificate: **Matriculation**
Year of completion: **1995**
Major Subjects: **Science**
Division/Grade: **1st**
University: **Board of Intermediate & Secondary Education, Lahore, Pakistan.**

PARAMEDICAL EDUCATION/CERTIFICATE:

Degree/Certificate: **Dispenser/Medical Assistant**
Year of completion: **2002**
Marks Obtained: **184/300**
Faculty : **Punjab Medical Faculty, Lahore**

Degree/Certificate: **Operation Theatre Assistant (O.T.A)**
Year of completion: **2003**
Marks Obtained: **115/200**
Faculty : **Punjab Medical Faculty, Lahore**

PERSONAL INFORMATION:

Father's Name: **Noor Ahmad**
Date of Birth: **May 15, 1980**
CNIC No.: **35302-2961841-9**

Domicile:	<u>Okara (Punjab)</u>
Nationality:	<u>Pakistani</u>
Passport No.	VC1818412
Languages:	<u>Punjabi, Urdu, English,</u>