

NAVEED ULLAH

Date of Birth: 07 May 1997

Address: Block 5-A Qrt 5-H fc area Karachi.

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44

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Objective: To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Résumé Summary:

Professional qualification ICMA Completed
Academic qualification Bachelors of Commerce

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Cost and management accountant (CMA)	ICMAP	Strategic Management Accounting, Strategic Financial accounting	2019
2	Bachelors of Commerce	University of Karachi		2020
3	Intermediate (Pre- engineering)	Lahore board		2014
4	Matriculation (Science)	Karachi board		2012

Experience

Designation	Organization	From - To
Internal Auditor	Siddiqsons limited	February-19 to till now

Responsibilities

Lead, plan, and perform financial and operational audits.

Produced monetary recovery by identifying errors in contract billings.

Performed work on complex or high risk audit areas as assigned.

Reviewed work papers as completed by staff, validating exceptions and the feasibility of suggested resolutions.

Develop working papers evidencing performance of all audit work.

Knowledge of computer hardware and applicable software. Proficient in Microsoft Office Suite Access, Microsoft Outlook, and Internet

Strong proficiency in basic PC applications (Excel .word etc.)

Audit of import and export bills and bills of clearing agents and identifying risk areas.

Taking part with management in fraud cases and assessing them in decision making.

Designation	Organization	From - To
Account assistant	Naveed Naseem enterprises	May-17 to June-18

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level
1	Ms excel	Good
2	Ms word	Good
3	Power point	Good
4	Email and internet	Excellent

Professional Development

Workshop on Sales Tax	2019
Workshop on Income Tax for Salary Person	2019

Leisure Activities

Sr.	Description of Activities
1	Reading Books
2	Playing snooker

Personal Information

Registration no.	s-20143187
Father name	Ghayas ud din
Marital Status	: Single
CNIC No.	: 71201-1222957-1
Religion	: Islam
Language Competency	: English , Urdu, Punjabi & shina
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