

CURRICULUM VITAE

HAMZA HABIB

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OBJECTIVE

Seeking a challenging role in a reputed esteem of organization and interested in demonstrating my skills and knowledge and to be a part of professional team.

ACADEMIC QUALIFICATION

- Bachelor of Commerce from Karachi University in 2012.
- Intermediate (Science) from BIEK in 2010.
- Matriculation from BSEK in 2008.
- ACCA (Part 1) Cleared.
- ACCA (Part II) in process.

EXPERIENCE

Ziauddin Enterprises (Hiba Life (Pvt.) Ltd & East River (Pvt.) Ltd) (Jun 2019 – Present)

Hiba Life (Pvt) Ltd is a food industry and deals in herbal medicines, whereas East River (Pvt) Ltd is a social media advertising company.

❖ Senior Officer – Internal Audit

Key Responsibilities

Internal Audit has always been my area of interest since I started my professional journey. The most fundamental reason behind this is because of the role of Internal Audit of adding value to the organization via assisting in achieving its strategic objectives. Major weaknesses in procedures different departments identified and controls implemented, Following are key responsibilities which come under my domain:

- Check, Monitor and verify Internal Control Requirements.
- Physically Verify the goods purchased, its requirement and authorization.
- Make Internal Audit Control Procedures.
- Repots to CEO on issues Relates to Internal Audit Procedures.
- Audit of Payroll – OT sheets, Loan, arrears, advances and Hiring of employees.
- Verify all the general purchases, rent, routine bills and its payment procedures.
- Make Reports for the Management on Identification of any Internal Control Weakness.
- Verify all the social media payments related to PR, production, media buying, and web development via approved budgeted plan.
- Prepare annual audit plans based upon risk assessment and risk rating.
- Carry out audits of various functions of the management as per audit programs and IIA Standards; and
- Liaison with Board Audit Committee every month to present the overall status of progress on observations.

Lucky Textile Mills (Pvt.) Ltd (Jan 2015 – Jun 2019)

❖ Executive – Internal Audit

On Basis of performance promoted as **Audit Executive** and add value to the organization via identifying major weaknesses in inventory system and implementing controls to counter identified weaknesses. Achieve in implementing controls for contractor payments. My major responsibilities were as follow;

Key Responsibilities

- Verify all the payments related to Construction, Contractors and Piece Rate Payments
- Check, Monitor and verify Internal Control Requirements
- Make Reports for the Management on Identification of any Internal Control Weakness
- Make Internal Audit Control Procedures
- Audit of Payroll – OT sheets, Loan, arrears, advances and Hiring of employees
- Reconcile outgoing and receiving of Goods and Material
- Repots DGM Audit on issues Relates to Internal Audit Procedures
- Conduct quarterly stock taking store and spare, fabric warehouse and finished goods of 8 diverse stores & warehouses as per IAS 2.
- Ensure compliance of IAS, law, SOPs, and other regulation.
- For audits and internal control assignments evaluated internal controls through understanding of the design and structure of controls, identifying control deficiencies making appropriate recommendations to the management for the deficiencies identified and ensuring there implementation accordingly to cater to organizational goals.

Lucky Textile Mills (Pvt.) Ltd (Oct 2014 – Dec 2014)

❖ Management Trainee – Internal Audit

Key Responsibilities

- Verifying Purchase Orders with complete support.
- Verifying Credit Bills and all related Payments.
- Physical Stock count of all the Stores of stitching and Processing.
- Audit of Monthly Payroll and attendance of Staff.
- Reports to Manager audit relates to Internal audit procedures

KEY STRENGTH

- Ability to identify and implement effective solution.
- Strong negotiation skills.
- Disciplined with nature outlook and well organized in work habits with ability to function pressure situations.

PERSONAL INFORMATION

Father's Name:	Muhammad Farooque Habib
Date of Birth:	10 th April, 1992
Marital Status:	Married
Domicile:	Karachi (Sindh)
Country of Origin:	Pakistan

COMPUTER SKILLS

- MS Office.
- Oracle / ERP.
- Quick Book.

ACTIVITIES

- Reading Books
- Watching News
- Playing and Watching Cricket

PROJECT DETAIL

I have been consistently rated as a 'High Performer' in all of the assignments by my managers as per the company's internal Performance Coaching and Development program and was rewarded promotion from Management Trainee to Executive instead of officer in three months instead of one year.