**FAREED UDDIN**Contact No: **+92-332-3041773**

**Address:** Sector 7-D/3, North Karachi **Email:** [fareeduddin4@gmail.com](mailto:fareeduddin4@gmail.com)

**Profile**

Internal auditor with a diverse experience of working in different sectors equipped with concept of finance & accounting interested in furthering a career in an organization that would offer opportunities to enhance my skills. I will invest all my skills to contribute towards the success and growth of the organization I work for.

**Academic & Professional Qualification**

**ICMA-Level 3 (2019-In Progress) Managerial Lvl 2**

Institute of Cost and Management Accountants of Pakistan

**Master in Business Administration (MBA)**

Finance and Accounting, 2016, (CGPA 3.6)

**Mohammad Ali Jinnah University**-Karachi Sindh

**Bachelor of Commerce**

Accounting and Economics, 2013, 2nd division

**University of Karachi** – Karachi, Sindh

**PROFESSIONAL EXPERIENCE**

# Bays International (Pvt.) Ltd. – Street 7, P.E.C.H.S Block 2, Karachi

**Jr. Internal Audit officer,** March 2019- current

* Preparation of monthly audit report which consist of all retail outlets of Pakistan
* Preparation of Audit report based on the field work activities and observation noted during the audit
* Conduct distribution audits
* Reconcile physical inventories with system inventory
* Monitor and reconcile general ledgers accounts on monthly basis and investigate discrepancies when identified
* Execution of monthly audit plan like ( HR & Administrative activities)
* Assist with month-end and year-end closings
* Review of compliance with organizational policies & procedures and internal controls.
* Assist with special research projects as assigned and compile reports for management as directed

# Saifee Hospital – St 1 Block F, Karachi

**Assistant Internal Auditor,** October 2017- February 2019

* Responsible for verifying invoices and GRN and ensures timely and accurate payments
* Inspect patient billing procedures and make sure its according to the hospital policy
* Verifies assets and liabilities by comparing items to documentation
* Verified that bills are prepared properly according to visit charges of doctors, medicine, room rent, etc.
* Assisted in audit of Stock and stores of medicines, clothing, consumables, etc.
* Supervise processing the monthly payroll for personnel

### Landmark Capital – Clifton Karachi Research Analyst, October 2016-March 2017

* Catalogued data and research into database
* Analyzing financial information to produce forecasts
* Mainly Focused on equity based research
* Collected data on competitors , consumers and market place to form reports
* Uploaded news on daily basis from different sources.
* To resolve queries of customers

# Skills and Abilities

* Internal Control Management
* MS Office
* Experienced in working on ORACLE, ERP( Bizztraxx, Efro, Power BI)
* flexible thinking and ability to adapt to change
* Strong research skill
* Team Player
* Analytical thinking and attention to detail

# Personal Profile

* Father's Name : Fasih Uddin
* Languages : Urdu & English
* Religion : Islam
* Nationality : Pakistani
* D.O.B : 25 july, 1990
* Marital Status : Single