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| **MUHAMM****ED LAEEQ** c | Address | House # R-639/1 Sharifabad Federal B Area Block # 1 Karachi, Pakistan |
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| **Career Summary** I have over 8 years of internal & external financial audit experience in a wide-range of local and international business firms in both manufacturing as well as service sector. With APA qualification from PIPFA, I hold strong grip over end-to-end business process of a number of industry verticals from audit perspective. My working experience ranges from sophisticated ERP & accounting systems such as Oracle Financials to a number of customized ERP, Inventory, WMS and accountings systems. | | |
| **Professional and Academic Education** | | |
| **Particulars** | **Year** | **Institute** |
| **Professional Qualification**  **CMA (Graduation in progress)**  **PIPFA – Member (APA)**  **Academic Qualification**  **Masters of Commerce**  **Bachelor of Commerce** | 2018  2012  2015 2009 | Institute of Cost & Management Accountants (ICMAP)  Pakistan Institute of Public Finance Accountants (PIPFA)  Federal Urdu University of Science and Technology University of Karachi |

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| **Professional Experience** |
| **Nov 2016 – Present** |
| Currently working in **RADIUS HOLDINGS PVT LTD** as a **“Team Lead – Internal Audit”.** Radius Holdings is a newly established organization in E-commerce industry with the commercial name of: goto.com.pk. I’m assigned following tasks:   * Monthly reconciliation of Purchase and Sales * Monthly reconciliation of Payable & Account receivables. * Monthly reconcile Cost of Goods Sold & Inventory. * Reconcile Fortnightly Prepaid Order Receipts & Prepaid Refund to Customer with Bank. * Recalculate & verify shipping income charged over the Order. * Review monthly Bank & Cash reconciliations of the Company * Review Inventory management Cycle & Perform Quarterly Stock Count. * Monthly reconcile WMS Inventory with Oracle Inventory. * Monthly review & recalculate Fixed Assets Asset schedule and depreciation. * Quarterly reconcile Employee Assets HRMS with Fixed Assets Register. * Reconciled Goto-self & 3rd Party Logistic receipts & shipping charges charged by TCS, LCS etc. Involved in Implementation of Oracle Fusion Financials and Warehouse Management System in * Radius Holdings. * Review of weekly cash flow forecast to manage the liquidity position of the Company. * Maintain Order trail from order placement (**Backend)** to till delivered. (**Oracle** **Fusion**) * Reconcile & resolve all Software issues & discrepancies. (Magento, Backend. Oracle Fusion etc.). * To make monthly Per Order Cost of Goto-self Riders. |
| **April 2015 – October 2016** |
| I worked in **AMSONS TEXTILE MILL PVT LTD** as an **Accounts & ERP In-charge**. AMSONS is a vertical integrated textile mill in Pakistan was founded in 1988 his core business are processing of Dyeing, Printing, and Panel Printing further, it is involved process Fabric, Bed Linen, and Home Textiles to Exporter. Below were the tasks performed by me,   * Prepare daily Bank’s position. * Reconcile monthly all Banks Accounts. * Reconcile all DR/CR ledger in liaising with parties. * Reconcile inter parties ledger ATM export, weaving & processing. * Reconcile monthly Accounts sale’s with sales department billing. * Review & record monthly closing entries. * To reconcile monthly all store receiving with purchases. * To ensure inventory closing by physical stock tacking on monthly. * To assist in making sale tax & I. tax withholding summary for E-filling. * To involve in making reports and adjustments of software implementation. * To coordinate with IT personnel and other department for resolving IT discrepancies. * Review and finalized monthly payroll & overtime. * To involve in making Financial Statement. * Involved in execution of ERP in AMSON’S for financial & Warehouse. |
| **July 2012 to April 2015** |
| **Gul Ahmed Textile Mills Limited** I worked at GATML, one of the leading composite textile industry of Pakistan as an **Accounts Officer** and look after greige processing of Local and Export production from intimating of marketing demand order with whole process issuing of greige till making finished product. My job responsibilities to perform and execute following task:-   * Monitoring and controlling of GREIGE with marketing intimation with processing. * Controlling and reviewing of GREIGE activity in Oracle E-Business Suite ERP. * Reconciliation of GREIGE issuance with In-house/Outside processing activities. * Monitoring & calculating of grey processing to finished of Local, Export and CMT. * Reconciliation of GODOWN and folding activity. * Team member of development and implementation of different Oracle Financial reports and screens. * Analyze work in process on daily basis. * Preparation work in process activity on monthly basis with physical stock. * Make reconciliation with grey issuance with processing as compare to folding. * Verification of Elongation/Shrinkage with folding and packing process. |
| As well as doing responsibilities as an **Audit officer**, where I performed various responsibilities regarding reconciliation audit in all units of GATML to adjust the inventory and stock physically, while by the instruction of management I was performing different assignment for evaluating and analyze the internal controls developed by the management.  Where my major responsibilities are:-   * Reconciliation of store inventory. * Supervise and execute physical audit of store and warehouses on monthly basis. * Maintain and analyzing of aging of inventory on quarterly. * Make analyzing report on store “EOQ” on quarterly basis. * Perform forensic audit of “Thread” fraud in stitching unit. * Verification of store purchases. * Control & Involve obsolete item and department returns stock for safeguarding against theft and misuse. |
| **1st SEP, 2008 to JUL19th, 2012** |
| **Hyder Bhimji & Co., Chartered Accountants** **A member firm of KRESTON INTERNATIONAL** |
| My training period as stipulated by ICAP, In HYDER BHIMJI & CO. was completed on December 31, 2011. As **a Senior Audit team member in the HYDER BHIMJI & CO**, my key responsibilities were planning and execution of audit, preparation of financial statements, reporting of significant issues to the management and developing good working relationships with the client to deliver engagement expectations. I was also responsible for engagement management, review of work performed and developing the audit strategy including designing and application of audit procedures for various clients. |

**CLIENTS PORTFOLIO**

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| **Sector** | **Client Portfolio** | |
| **Textile & Garments Industry** | * **GUL AHMED TEXTILE MILLS**   Annual Audit (2010 , 2011 , 2012 Stock) Interim Audit (2011 & 2012) |  |
| **INSURANCE**  **SUGAR INDUSTRIES**  **SERVICES**  **NGO & FOUNDATION**  **EDUCATIONAL INSTITUTES & UNIVERSITIES**  **OTHERS** | * **EFU GENERAL INSURANCE** Annual Audit ( 2009 & 2010, 2012) * MIRPURKHAS SUGAR MILLS LTD Cost Audit (2010) * **FECTO SUGAR MILLS LTD** Interim Audit (2011) * **NATIONAL DATA CONSULTANT** Annual Audit (2008) * **FALCON-I (PVT) LTD** Annual Audit (2011) * **INFAQ FOUNDATION**   Annual Audit both (2009 & 2010)   * **FAST (NATIONAL UNIVERSITY)** Annual Audit (2010 & 2011) * **HAJI DOSSA LTD** Annual Audit (2008 & 2009) * **DOSSA COTTON PVT LTD** Annual Audit (2008 & 2009) | * **EXCEL INSURANCE LTD** Interim Audit (2008)      * **EURO CENTRA INTERNATIONAL** Annual Audit ( 2009) * **IMDAD FOUNDATION** Annual Audit both (2009 & 2010) * **NATIONAL REFINERY LTD**   **(PROVIDENT FUND)** PF Audit2009 |
| **Physical Stock Count & Other assignment companies** | * **Gul Ahmed Textile Mills** 2010 to 2012 * **gatron industries ltd**   2009   * **SANGHAR SUGAR MILLS LTD (FIXED ASSETS REGISTER MAINTAINING)** Assignment 2012 | |
| **IT & Other Proficiency** | * Oracle Fusion Financials Cloud * Oracle Warehouse Management System Cloud * UNIWARE – Warehouse Management system * Oracle EBS Release 12 (Used in Gul Ahmed Textile Mills) * Oracle 10g * GTEX- Warehouse Management System (Gul Ahmed Textile) * Customized SQL-based ERP (AMSONS Textile Mills Ltd) * ATS Accounting software * MS Office WRD, XL, PPT * Certification in Sale Tax & Income Tax * CCPT (PIPFA recommend computer certification) | |

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