**Muhammad Yousuf**

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Korangi, Karachi, Pakistan

**Objective**:

I am an aspiring, imaginative person looking to broaden my horizons by gaining exposure in the field of accounting and finance. I feel that I can offer creativity, strong public relation skills, and ability to handle challenges in unstructured situations.

**Academic Qualification:**

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| --- | --- | --- | --- |
| **Name of Degree** | **Institution** | **CGPA** | **Year of Passing** |
| M.Com (Finance) | University of Karachi | 2.65 | 2015 |
| B.Com | Aisha Bawany College | 54% | 2013 |

**Experience:**

Internal Audit Executive at **Feroze1888 Mills Ltd** (Nov-2018 to till date)

**Responsibilities:**

* Monthly Physical Audit of Raw material, work in process, finished goods & Store.
* Make report on different process on monthly Consumption, production & Wastage.
* Conduct audit on sample basis
* Conduct physical Audit to verify Fixed Assets.
* Prepare monthly reports of audit conducted during the month.
* Financial audit.

Audit Officer at **Alpha Containers Industries (Pvt.) Ltd** (Nov 2016 Nov-2018 date)

**Responsibilities:**

* Monthly Physical Audit of Raw material, work in process, finished goods & Store.
* Calculate Consumptions of Materials.
* Monthly Stock Valuation.
* Standard and actual wastage.
* **Payroll Audit**.

Check & Verify Implementation of HR Polices.

Check & Verify Government Polices. (SESSI, EOBI).

Dept wise Cost Analysis.

Production wise Cost Analysis.

* Petty cash Audit.
* Bank Reconciliation.
* Reporting.

Assistant Accountant in **Haque Planters International** (June 2013 to Nov 2016)

**Responsibilities:**

* Book keeping.
* Accounts Receivable.
* Accounts Payable
* Ledgers, verify vouchers.
* Payments by cash and bank.
* End of the month summarize cash inflows and out flows summarize expenses of the month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | Microsoft Excel | Excellent | Currently Using |
| 2 | Microsoft Word | Excellent | Currently Using |
| 3 | Soft Presentation | Above Average | During Study |
| 4 | Accounting Software | Good | Currently Using |
| 5 | Internet Expertise | Excellent | Currently Using |

**Projects during University:**

**1. Entrepreneurship Project:**

Online Grocery Business

**2. Business Research**

Micro Finance Banking

**3. Feasibility Report**

Plastic Chair Manufacturing

**4. Strategic Management**

Zulfiqar Industries (Pvt.) Ltd

**Reference:** willbe furnished upon request**.**