

MUHAMMAD FAIZAN ALI

Accountant, Internal Audit and Administration.

E +971 501492045 mfaizan.ali992@gmail.com
in/muhammad-faizan-ali-5118a327a e Abu Dhabi

SUMMARY

A professional equipped with high level of analytical skills and professional skepticism, having more than 6 years of experience in **BPO, Retail & Warehouse** industry and an educational background which have shaped me as a valuable resource with convincing track record.

EXPERIENCE

Internal Audit Executive 03/2021 - 01/2023

AK Marketing (Landmark, Aldo, Mango. Splash) Karachi-Pakistan

The Retail arm of AL-KARAM GROUP OF COMPANIES. Deal in fashion and lifestyle products which aim to provide the best global brands and retail experience to customers. My responsibilities were:

- Performed operational audits of outlets and warehouses, ensuring adherence to SOPs and best practices in order to minimize the chances of error or hoax chances.
- Performed end-to-end audits of the purchase cycle, effectively identifying and addressing process issues.
- Conducting monthly inventory audits and reconciling physical inventory with system records.
- Carry through cash counts for retail outlets and reconciling on-hand cash with system records.
- Analyzing and investigating STN (Stock Transfer Note) reports to ensure timely receipt of internal stock transfers with minimal deviations.

Internal Audit Officer 02/2020 - 03/2021

Chase-up (Retail Supermarket) Karachi-Pakistan

Chase Up is one of the pioneers in modern departmental store that laid its stepping stone by providing a wide range of quality and affordable products and services that customers can afford to pay. My responsibilities were:

- Conducting thorough audits of purchase-related documents to ensure adherence to SOPs and proper purchasing practices.
- Efficiently manage and organize critical documents, including product catalogs, vendor agreements, and compliance records, using a robust document management system tailored to the retail sector.
- Conducting sample-based vendor balance reconciliations with internal system records, promptly identifying and addressing any issues.
- Executing cash counts and preparing cash audit reports, effectively highlighting discrepancies in branch cash operations.

Assistant Accountant 06/2017 - 02/2020

Faisal Siddique Chartered Accounting Firm/Accounting Bookkeepers Karachi, Pakistan

A team of professional accountants, offering high quality outsource services in a much delegated way.

- Providing bookkeeping for multiple businesses and ongoing client support in understanding accounting needs.
- Assisting the team lead in implementing Xero and QuickBooks accounting software for clients
- Providing clients with guidance in preparing financial reports to facilitate informed financial decision-making
- Participated in the month-end closing process, including journal entries, account reconciliations, and accruals.
- Managed the employee travel and expense reimbursements, ensuring compliance with company policies.
- Support in safeguarding the integrity of financial data within accounting software, maintaining uniformity and accuracy.



SKILLS

Microsoft Excel & Word ·

MS Dynamics. Xero Accounting ·

QuickBooks Wave accounting

EDUCATION

Bachelors in Commerce

University of Karachi(Pakistan)

2014 - 2016

Foundation In Accountancy

ACCA (Pakistan)

2012

High School/Intermediate

Karachi Board (Pakistan)

2009 - 2011

LANGUAGES

English Proficient ●●●●◆

Urdu Native ●●●●●

PASSIONS

- Passionate about administration, keen on optimizing processes, coordinating tasks, and fostering a productive work environment.