

Uzair Ullah Sheikh

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Date of birth: 20th Dec 1995.
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I am looking forward to have a career opportunity where I could enhance myself as a professional and could acquire knowledge and expertise which would make me to play a vital role in the organization, I may serve.

Experience:

Fluid Technology International (10thSep2020 as on) 5 months

I have been working in fluid technology international as an internal audit executive and have performed the following tasks.

- Restructuring Internal Audit Department with the senior and CFO.
- Preparation of Annual Master Audit Plan (In Monthly Break Up) with the assistance of the senior and the CFO.
- Payroll Audit
- Preparation of SOP's & Checklists of each department in the Organization.
- Audit of project budget and investigating for variances and finding proper justification for such.
- Audit of Annually & Monthly Departmental budgets.
- Analysis of Production Report of Vey Water and finding out variances with proper justification.
- Monthly & surprise Cash Count of the departments which are assigned with Petty cash Funds.
- Audit of Purchase invoices and cross verification of them with their supporting documents.
- Conducting of special audit activity as per the instructions of Upper management.

Chase up shopping city (22ndNov2018 till 9thSep2020) 1 year 10 months

I have been working in chase up shopping city which is a chain of retail store and is one of the biggest retail business in Pakistan, as an internal audit officer where I have been delegated with diverse and

Challenging tasks such as,

- Good, received notes Management, ensuring timely closing of all (GRN's) and resolution of any issue arising in the process.
- Preparation of Stock Valuation Report.
- Preparation of Stock Transfer out Report.
- Preparation of Good Received Notes Report.
- Performance of cash count & preparation of cash count report.
- Physical verification of fixed assets.
- Vendor Balance reconciliation.
- Visa reconciliation.
- Branch Operations Audit and Preparation of Audit Report.
- Preparation of SOPs for I.T department.
- Vendor Account Opening in software after ensuring the fulfillment of all stated SOPs.

Skills:

Microsoft office:



Xero Accounting software:



Fourgen



Communication



Team leadership



- Audit of P.O's & invoices of Engineering dept., I.T dept. & Administration while following all the SOPs.
- Vehicle diesel audit.
- Comparison of sales and stock maintained of all items and conveying any alerting observation found, to the higher management and the concern parties.

Faisal Siddique Chartered Accounting Firm (1stDec2017 to 28thFeb2018)

I have worked in Faisal Siddique chartered accounting firm as an accountant where I had been delegated with the following task

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| <ul style="list-style-type: none"> ➤ Bookkeeping of various businesses ➤ Assisted in feasibility reporting. ➤ Assisted in Xero software implementation. | <ul style="list-style-type: none"> ➤ Assisted in building up financial for various businesses. ➤ Assisted in building up SOPs for small businesses. ➤ Bank reconciliation. |
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Projects: Was deputed on a fixed asset assignment at TPL Corporation where my responsibility was to enter fixed asset into oracle and to depreciate them and retire them while doing continuous Reconciliation. (As being employee of Faisal Siddique chartered accounting firm)

Education:

CERTIFICATION: -

Association of Chartered Certified Accountants (ACCA) in progress (Expected 2023)

Applied skill **(In progress)**

Certified Management Accountant CMA (USA) Qualified

Part 1 (Financial reporting, Planning, Performance & Control)

- Financial reporting.
- Strategic planning & budgeting.
- Performance analysis.
- Costing.
- Internal controls.

Part 2 (Financial Decision Making)

- Financial statement analysis.
- Corporate finance.
- Decision analysis.
- Risk management.
- Investment decision.
- Professional ethics.

Academic Records

Degree	Institute	Major	Status
Masters	University of Karachi (In progress)	M.A Economics	Expected 2022
Bachelor's	University of Karachi (2019)	Commerce	Completed
Intermediate	Johar degree boy's college (2014)	Commerce	Completed
Matriculation	Ghazi Foundation School (2012)	Computer Science	Completed

Language:

English

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Urdu

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Hobbies:

Football

Singing

Swimming

Poetry