

NAVEED IRSHAD

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CAREER OBJECTIVE

I want to contribute towards the growth and development of a dynamic organisation where ample opportunities to grow professionally are available. And want to further develop and enhance my skills across different areas to maximise my expertise with a reputable and well established organization.

EXPERIENCE PROFILE

INTERNAL AUDITOR: LOGICTOSS SOLUTIONS(UK), ISLAMABAD
JAN 2018 – TO DATE

INTERNAL AUDIT SENIOR: KHAWAJA GROUP OF COMPANIES, LAHORE, PAKISTAN
NOV 2017 – JAN 2018

- Co-ordinate with the staff for smooth implementation of the assignments.
- Gather adequate, reliable, related and useful evidence to authenticate audit findings and to maintain the evidence as record.
- Complete the 3-way match of the Purchase order, Goods Receipt Note and Invoice prior to recording any invoice on the ERP. Verify items billed against items ordered and received and reconcile differences through investigation and follow-up with the supplier and/or other employees.
- Ensure data accuracy and posting to the correct codes in the published Chart of Accounts, of the invoices posted in the system to ensure accurate accounting and subsequent payment.
- Identify, investigate and rectify routine errors and anomalies in input data in order to ensure accuracy of financial information.
- Analyze ledgers and accounts to allow the reconciliation of vendor accounts on weekly and monthly basis.
- Account payable reconciliation.
- Report major problems and areas of non-compliance to the hierarchy.
- Ensure 100% reconciliation of Supplier and company accounts and investigate and correct discrepancies, if any.
- Prepare accurate and timely reports as required.
- Identify and highlight processes and controls that warrant auditing.
- Verification of invoices and purchase bills.
- Verification of purchases before cheque voucher/ voucher issuance.
- Approval of payment to suppliers.
- Reconciliation of vendor purchases and credit notes on a monthly basis, particularly Coco Cola beverages Pakistan and Nestle Pakistan.
- Stock audit.
- Payroll audit on a monthly basis, collaboration with HR and Accounts department regarding any issues pointed out during the audit.
- Check if all new comers have been entered in the system.
- Check the final dues for leavers or transferred employees in accordance with Group's policies and procedures.
- Conformation of payroll payments and balances.
- Check the accuracy of information in final payroll report.

INTERNAL AUDIT OFFICER:**KHAWAJA GROUP OF COMPANIES, LAHORE, PAKISTAN**

Oct 2016 – NOV 2017

HR & ADMIN MANAGER:**KHAWAJA GROUP OF COMPANIES, LAHORE, PAKISTAN**

Jul 2016 –Oct 2016

Recruitment and Selection initialization:

- Identifying the recruitment needs and selecting viable and reliable source of attracting the competitive pool of applicants, short listing of the applications and coordinating with the line managers to ensure the effective selection.
- Conducting initial interviews and short listing suitable resume for second interview.
- To assist interview team during staff interview.
- Assisting in development /review of job descriptions for current and new positions in collaboration with direct supervision of managers as per manpower plans.

Payroll & Performance Management:

- Capturing data of attendance on daily basis and at the end of month comparing it with the monthly time received from the various projects to make sure the transparency of payroll and to safeguard the rights of employee and employers as well
- Maintenance of employee's files and ensuring the integrity of personal data.
- Processing the leave pay, retroactive payments , overtimes ,salary adjustments and advance requests

Administration

- Ordering office supplies and handling incoming and outgoing mail
- Maintaining copiers/printers
- Electronic and hard copy filing
- Type transmittals, letters, meeting minutes, reports
- Experience with Microsoft Office Outlook, Word, and Excel
- Assist in preparation of Purchase Orders and Purchase Order Requests
- Prepare documents
- Arrange for transportation
- Any other non-routine admin works

Accounts Assistant/Audit junior: *BRINDLEY'S CHARTERED ACCOUNTANTS, BIRMINGHAM, UK*

Oct 2008 - Dec 2009

- Undertaking audit under the supervision of senior managers.
- Bookkeeping for different types of businesses using SAGE LINE 50, SAGE ACCOUNTING SYSTEMS, and EXCEL.
- Recording and dealing with clients inter-company receivables, inter-company payables, payments and receipts, etc.
- Preparation of Bank reconciliations statements.
- Preparation of Purchase ledgers.
- Preparation of Sales ledgers.
- Preparation of notes to the accounts.
- Preparation of law society reports for law firms.
- Dealing with Companies House matters including the submission of annual returns.
- Preparation of different accounting schedules for management.
- Preparing quarterly and annual (VAT) Value Added Tax returns and submission to HMRC.
- Dealing with any queries from HMRC regarding VAT or any submitted financial reports.
- Developing strong relationships with clients.
- Liaising extensively with senior management and clients, as the role involves working to tight deadlines.

Legal executive:***CLAIM TODAY SOLICITORS, BIRMINGHAM, UK***

May 2008 - Sep 2008

- First point of contact for clients calling, who were involved in a certain incident and wanted to claim damages.
- Assessing the details provided by a potential claimant in order to ascertain if a claim can be filed against the insurance company or the concerned council.

- Obtaining the insurers details from the claimant.
- Obtain all the details of an incident from the client using CMS software.
- If a claim is valid, assigning a lawyer and sending the case file to the lawyer to proceed with the case.
- Sending case documentation to the client by post to be filled by the client and returned back to CTS.
- Arranging a car for the client if a client makes a request.
- Sending the case documentation to the insurer if a claim is deemed to be valid by the assigned lawyer.
- Call up the clients to keep them up to date with the progress of the claim filed on their behalf.
- Arranging a legal team to visit clients home if a certain client demands so.
- Dealing with queries from the clients regarding their claims.
- Updating details of existing cases on daily basis.
- Closing any case files which did not meet the bench mark and were rejected by the assigned lawyer.
- Sending daily report to the practices director detailing new cases and any redundant cases and a progress report on each case.
- Numbering and Sorting out hard copies of the case files and updating their documentation.
- Discarding old case files which were resolved or closed.

Accounts Assistant:

E.F.S ACCOUNTANTS, BIRMINGHAM, UK

Sep 2007 - Feb 2008

- Liaising extensively with senior management, as this role involves working to tight deadlines.
- Preparation of VAT returns on annual and quarterly basis.
- Preparation of Purchase ledgers.
- Preparation of Sales ledgers.
- Bank reconciliations and routine office work.

MISC EXPERIENCE:

- Worked for **RGIS (UK)** as **Stock Auditor**. (Stock audits for Debenhams, Selfridges, House of Fraser, Sainsbury's, Tesco, Waitrose, Morrisons and other large retailers and Brands on regular basis.)
- Worked for **Instrumentation Concept (UK)** Customer services/Telesales executive.

PROFESSIONAL QUALIFICATION

ACCA (FINALIST)	Association of Chartered Certified Accountants Kaplan financial, Birmingham, United Kingdom
ACCA (2012)	Advanced Diploma in Accounting and Business,
ACCA (2006)	Level 4 Certificate in Accounting
CAT (2003)	Certified Accounting Technician Skans School of Accountancy, Islamabad

ACADEMIC QUALIFICATION

Matriculation	Asian International private school Ruwais, UAE
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SOFTWARE / (PC) PROFICIENCY

- Excellent computer proficiency.
- Proficient user of, **Microsoft Excel, Microsoft Word, Microsoft PowerPoint** And other **MS Office Suites**.
- Other software: **ERP (Oracle), Sage line 50, Sage accounting Systems, IRIS**.

LANGUAGES

- Native English Speaker.
- Excellent ability of communicating in Arabic (writing/reading), with moderate ability of speaking Arabic.
- Urdu, Punjabi, Pushto, Kashmiri.

OTHER ATTRIBUTES

- Able to undertake positions of responsibility as well as working under an appointed leader.
- Develop and maintain a vision for quality and continuous improvement.
- Demonstrate an ability to learn system skills and adapt to a technical environment.
- Confident in position of responsibility and can cope well with stressful situations.