

MUHAMMAD AJMAL

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Address: Swat, Pakistan
Field of Study: Accounts & Finance, Audit and Management

CAREER OBJECTIVE

I am accounting professional having more than Fourteen years' experience of working in auditing, accounting and finance related position. I am seeking for continuous professional growth and applying the knowledge of accountancy, audit and finance in combination with strong strategic and critical thinking skills towards meeting challenging growth and quality benchmarks set out by the regulators/organizations and industry.

PROFESSIONAL EXPERIENCE

1. University of Veterinary & Animal Sciences (UVAS), Assistant Auditor BPS-17	Swat Pakistan From March-2023 till date
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UVAS, Swat is the first government chartered Veterinary University in the Khyber Pakhtunkhwa Province. Currently I am working as Assistant Auditor (BPS-17) in the University. My Job descriptions were:

- As Head of the Audit section examine all the payments & Receipts of the University
- Develop and implement audit plans to assess the effectiveness of internal controls, risk management, and governance.
- Perform audits of financial statements, accounts, records, and operational performance, identifying potential inconsistencies, inaccuracies, and irregularities.
- Assess compliance with regulations and policies, as well as identify areas that require further improvement.
- Conduct interviews, review documentation, and communicate with stakeholders to gather essential information required for analysis.
- Provide recommendations for corrective actions to address identified issues.
- Monitor and report on the implementation of corrective actions to ensure compliance with recommendations.
- Advise management on risks, control weaknesses, and other significant matters.

2. Isra University Accounts Officer	Islamabad Pakistan Nov-2016 till March-2023
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Isra University is one of the reputed universities in Islamabad. It also has a medical college Al-Nafees medical college, Al-Nafees Hospital and institute for physical therapy.

I worked as Account Officer in Isra University Islamabad. A brief review of responsibilities is

- Oversee preparation of Payment vouchers and recheck them
- Maintain details of fixed assets of university
- Bank Reconciliation
- Parties Tax
- Report any discrepancies to Director Finance.
- Any other special task given by Director Finance.

**3. Royal Builders and Construction Co.
Audit Officer**

Swat Pakistan
Feb 2013- Jan 2016

I worked as Audit officer in Royal Builders and Construction Co, a contracting company. My job responsibilities were;

- Verify project cost reports, budgets, and expenditures against contracts.
- Audit invoices, purchase orders, and payment vouchers for accuracy.
- Detect fraud, waste, or mismanagement in procurement and subcontractor payments.
- Ensure adherence to company policies, tax laws, and industry regulations Review compliance with labor laws, safety standards, and environmental guidelines.
- Monitor inventory management at construction sites.
- Assess variation orders and change orders for legitimacy.
- Identify financial and operational risks (e.g., cost overruns, delays).
- Recommend corrective actions to mitigate risks.
- Prepare audit reports with findings and actionable recommendations.
- Present findings to senior management and stakeholders.

**4. Ali Associates (chartered Accountants firm)
Internee/Junior Auditor**

Peshawar Pakistan
April 2009-Dec 2012

Ali Associates is a well-known auditing firm operating with many offices in Pakistan and Afghanistan. It was established back in 1986. A brief review of my responsibilities in this position is as follows;

- Being involved in the planning stage of audit assignment and designing audit procedures taking into account the risk and nature of business of the client
- Prepare clear and concise working papers that have precise conclusions and follow documentation standards
- Check accuracy of trial balance and financial statements prepared by the management
- Auditing companies' books and financial records for verification, which ensured compliance with corporate governance, government standards as well as IFRS and other reporting requirements
- Performing analytical review of audit documents.

QUALIFICATIONS

ACCA

Association of Chartered Certified Accountants, United Kingdom

Certified Accounting Technician (CAT)

Association of Chartered Certified Accountants, United Kingdom

FSc (Pre-Medical)

Swat Public School and College Swat

SSc (Science)

Swat Public School and College Swat

SKILLS PROFILE

- Strong knowledge of International Standards on Auditing (ISA's) and International Financial Reporting Standards (IFRS's)
- Proficient with the software suite **MS Office** (Particularly Excel and Word)
- **Fluency in English, Urdu and Pashto**
- Proficiency in Financial English, Report writing and typing

WORKSHOPS/SEMINARS

I have attended various seminars and workshops on accounting standards, auditing standards, business ethics, risk management and other finance and business related topics.

HOBBIES

- Playing and Watching Cricket (I support team Pakistan)
- Bowling and Table Tennis (College Champion)

PERSONAL INFO

D.O.B: 17th November, 1987

Thank you for taking time to review my resume.