

Muhammad Adnan

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Career Objective

Results-driven finance and audit professional with 10+ years of experience in internal audit, accounting, and business management. Seeking a dynamic role to contribute strategic financial insight, ensure regulatory compliance, and drive business growth through strong decision-making and financial control.

Professional Summary

- 10+ years of progressive experience across internal auditing, financial reporting, budgeting, and inventory management
- CMA (Inter) and B.Com qualified
- Proven track record in implementing internal controls, audit planning, and process improvement
- Expertise in Tally ERP 9, QuickBooks, Oracle Financial, and advanced MS Excel
- Strong leadership in team management, cost optimization, and customer/vendor relationships

Core Competencies

- Financial Reporting
- Internal Auditing & Compliance
- Budgeting & Forecasting
- Inventory & Cost Management
- VAT Compliance (UAE)
- Team Leadership & Training
- Financial Analysis
- Supplier Negotiation & Procurement
- Decision-Making & Problem Solving

Professional Experience

Business Manager

Approxclothing – Pakistan | Mar 2019 – Present

- Managed full-cycle business operations including procurement, sales, inventory & accounting
- Developed pricing strategies based on market trends and cost structures
- Handled supplier negotiations, improving cost efficiency by 15%
- Prepared monthly financial reports and finalized accounts

General Accountant

Al Hadeer Plaster & Tiles – UAE | Feb 2017 – Feb 2019

- Implemented accounting systems and ensured VAT compliance in UAE
- Handled bank reconciliations, debtors, creditors, and payroll processing
- Prepared monthly budgets and conducted variance analysis using Tally ERP

Senior Internal Auditor

Al-Moiz Industries Ltd. – Pakistan | Dec 2015 – Jan 2017

- Led internal audit reviews, surprise checks, and compliance audits
- Assessed operational risks and ensured adherence to SOPs and controls
- Reported audit findings and made recommendations for corrective actions

Internal Audit Officer

Rupali Polyester Ltd. – Pakistan | Jan 2013 – Dec 2015

- Conducted pre/post audits of payrolls, taxes, and inventory
- Monitored process improvements and compliance with regulatory standards
- Reviewed internal control systems and presented findings to management

Internal Audit Officer

Chughtai Lab – Pakistan | Jul 2012 – Dec 2012

- Executed internal audits to verify financial integrity
- Assisted in developing audit frameworks and controls

Education

- CMA (Inter) – Institute of Cost and Management Accountants of Pakistan (ICMAP)
- Bachelor of Commerce (B.Com) – Bahauddin Zakariya University, Multan

Technical Skills

Tally ERP 9 | QuickBooks | Oracle Financial | Peach Tree | MS Excel (Advanced) | Nexus Pro | MS Word | MS PowerPoint | POS Systems

Languages

English, Urdu, Punjabi, Hindi

Personal Details

Date of Birth: 16 April 1989

CNIC: 32203-5727277-5

Marital Status: Married