



MUHAMMED SHINAS H M

INTERNAL AUDIT EXECUTIVE

PROFILE SUMMARY

Experienced Internal Audit Executive with a strong background in auditing, financial analysis, and compliance. Holds a CAT - Certificate in Accounting Technicians and a Bachelor's degree in Commerce (Finance). Skilled in identifying process improvements, assessing risk, and implementing effective control measures to ensure accurate financial reporting.

KEY SKILLS

Audit Reporting

Work Ethic

Internal Auditing

Leadership Quality

Operational Evaluation

Time Management

Cost Management

Problem Solving Ability

Hardworking

Data Verification

Team Work

WORK EXPERIENCE

INTERNAL AUDIT EXECUTIVE | July 2023 – June 2024

MYG INDIA PVT LTD., KERALA, INDIA

INTERNAL AUDIT TRAINEE | Nov 2022 – June 2023

MYG INDIA PVT LTD., KERALA, INDIA

KEY RESPONSIBILITIES

- Conduct comprehensive internal audits across branches to evaluate controls, financial accuracy, and compliance.
- Implement company policies and projects.
- Provide independent evaluations of operational activities.
- Examine and analyse company records and documents.
- Identify compliance concerns, risks, fraud, and data inaccuracies.
- Verify stock levels.
- Offer advice and early warnings on issues like cost over-runs, excessive charges, and potential penalties.
- Prepare detailed audit reports with findings, recommendations, and action plans for management review.
- Support the purchase team as needed.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED SHINAS H M

CONTACT

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EDUCATION

**CAT- CERTIFICATE IN ACCOUNTING
TECHNICIANS | 2022**

- ICAI

**BACHELOR OF COMMERCE-
FINANCE | 2018-2021**

- Calicut university

COMPUTER PROFICIENCY

Tally ★ ★ ★ ★

MS Office ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

LANGUAGES KNOWN

English 100%

Malayalam 100%

Tamil 100%

Hindi 85%

Arabic 60%

PASSPORT DETAILS

Passport no : X3522833

Date of Expiry : 06/03/2034

INTERESTS



Songs



Travelling



Football