

**MUHAMMAD BILAL IQBAL**

**Shalimar Link Road, Baghpanpura, Lahore, Punjab Pakistan , 05466**

**Status: Married. Religion: Islam**

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**SUMMARY**

Working with an organization where I can significantly contribute my services to achieve the goals of the entity, and which gives me the ability to utilize my potential and develop my career skills.

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Senior Audit Executive offering 4 years of progressive experience in business risk management and mitigation. Motivating leader with strengths in employee training, development, coaching and mentoring to drive productivity and performance.

**SKILLS**

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| * INTERPERSONAL SKILLS: * Willingness to accept responsibilities and face challenges; Ability to listen and understand; * Problem solving; * Good in decision making; * Good in various type of data analysis and report writing; Good in communication skills; * Hard working; * Disciplined; * Effectively use the internet as business productivity and communication tool; Having leadership qualities; * COMPUTER PROFICIENCY: * Proficient in using MS Office and other computer applications; High Typing speed; * Proficient in using Windows XP & Windows 7; * Passed Microsoft Office Diploma and having good hands on the following; MS Word * MS Excel * MS PowerPoint * Expert in operating Windows 98, 2000 and XP; Having basic knowledge of computer hardware; * Decision Making * Audit Preparation * Personnel Recordkeeping Review * Problem-Solving | * Journal Entry Preparation * Asset Utilization Reports * Stock Valuation * Account Reconciliation * Verbal and Written Communication * Inventory Assessment * Processing Checks and Invoices * Cash Analysis * Document Recordkeeping * Financial Statements Review * ERP Software * Payroll Auditing * Fixed Assets Management * Relationship Building * Financial Statements * Accounting Software Systems * Inventory Verification * Monthly and Annual Journal Entries |

**EXPERIENCE**

**AUDIT EXECUTIVE, 11/2019 – Current. Ruba *Digital PVT LTD*, LAHORE, Pakistan**

* Organized and deployed resources to execute audit plans.
* Made recommendations to resolve compliance audit findings.
* Assessed compliance risk, developed audit work plans and documented findings.
* Applied audit fundamentals to identify risks and develop action plans.
* Adhered to audit principles, standards and practices to keep company in good standing.
* Managed and coached teams of up to 9 member individuals on audit projects.
* Developed staff expense and reimbursement tracker to reduce user errors and increase reporting accuracy.
* Assisted clients in determining business strategy and achieving profitability goals.
* Researched changes in laws to maintain adherence to financial regulations.
* Minimized internal accounting department backlogs by updating accounts and generating reports.
* Investigated and resolved billing issues to maximize cash flow and minimize liabilities.
* Updated and managed accounts payable databases, employing access controls to protect data.
* Designed internal control policies to improve audit scores.

**COMPUTER OPERATOR, 01/2019 - 08/*2019. COMPUTER DATA ENTRY*, Lahore, Pakistan**

* Monitored operations of computer systems and hardware.
* Input data from multiple sources and output data to various forms of physical media.
* Verified accuracy and sorted information to prepare source data for computer entry.
* Responded to queries for information and access to relevant files.
* Documented job processing requirements and data flow for applications.
* Assisted with installation of software updates to computer systems.
* Maintained logs and records of system security activities and procedures.
* Managed system backup processes and schedule according to internal standards.
* Reviewed data for deficiencies or errors by correcting incompatibilities and checking output.
* Analyzed and determined source of system errors and malfunctions to determine appropriate resolution tactics.
* Updated automated job schedules to resolve discrepancies or conflicts and to avoid duplication.

**DATA ANALYSIS OPERATOR, 01/2019 - 08/2019 *NEXUS RECRUITMENT GROUP*, LAHORE, Pakistan**

* Used statistical analyses to find patterns from data and identify improvement opportunities.
* Presented data in visually appealing and simple methods for end users to navigate and comprehend.
* Synthesized current business intelligence or trend data to support recommendations for action.
* Identified and analyzed industry or geographic trends with business strategy implications.
* Created or reviewed technical design documentation to drive accuracy of reporting solutions.
* Maintained library of model documents, templates or other reusable knowledge assets.
* Analyzed competitive market strategies through related product, market or share trends.
* Managed timely flow of business intelligence information to users.
* Managed diverse projects for data capture, storage and forecast analysis.
* Generated standard or custom reports summarizing business, financial or economic data.
* Created and designed business intelligence databases, spreadsheets or outputs.
* Maintained or updated business intelligence tools, databases or dashboards.

**BPO CONSULTANT, 04/2018 - 09/*2019. Real Estate, American Co*, Lahore, Pakistan**

* Audited company's legal documents to verify compliant policies and procedures.
* Wrote and submitted reports on industry trends, prompting managers to develop business plans.
* Tracked project schedules and encouraged teams to complete tasks on time while staying on budget.
* Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
* Organized client meetings to provide project updates.

**INVENTORY CONTROLLER & FOREMAN, 10/2016 - 03/*2018. Scandinavian Paper Ind.Co, SCAN Paper FZ, IMPZ*, Sharjah, Dubai, UAE**

* Managed inventory by performing physical counts, identifying variances and reconciling records.
* Received incoming goods, checked paperwork and reviewed merchandise for accuracy against documentation.
* Researched inventory-related discrepancies and made appropriate adjustments in inventory system.
* Pulled damaged and recalled products for return or disposal.
* Investigated and resolved variances with inventory records.
* Researched inventory-related discrepancies and made appropriate adjustments in system.
* Performed cycle counts on daily basis to immediately spot errors and apply remedies.
* Entered information into system to update status reports.
* Reviewed shipping and received documents for accuracy.
* Transported items using equipment like forklifts and hand trucks.
* Configured warehouse spaces as dictated by forecast of inbound materials and customer and production needs.
* Established and maintained strong working relationships with stakeholders.
* Prepared inventory for shipment by attaching tags and labels.
* Tracked orders using functional systems and coordinated with warehouse workers to ensure proper storage and distribution of products.
* Coordinated and monitored inbound and outgoing deliveries, keeping abreast of delays and other issues.
* Supervised activities of workers engaged in receiving, storing and shipping products or materials.
* Restructured warehouse picking locations and reserved slots to achieve maximum employee productivity.
* Implemented on-the-job training activities to cross-train employees on various tasks.
* Examined invoices and shipping manifests for conformity to tariff and customs regulations.
* Implemented bar coding system to identify location and quantities of requested items.
* Monitored product import or export processes to verify compliance with regulatory or legal requirements.
* Implemented and planned warehouse safety and security programs and activities.

**SECURITY GUARD & STORE KEEPER, 04/2015 - 10/2016 *AL Hajar AL Abyad Marble & Granite TRD*, Sharjah, UAE**

* Secured personnel and premises by inspecting buildings and patrolling property.
* Addressed problems quickly and reported clear information while working under minimal supervision.
* Surveyed multiple CCTV feeds to closely monitor important areas on grounds.
* Investigated reported incidents to protect company assets.
* Monitored access control systems and key code records for suspicious activities.
* Warned persons of rule infractions or violations and evicted violators from premises.
* Wrote reports outlining thefts, unauthorized access violations or other unusual occurrences to help support later criminal or civil actions.
* Warned violators of rule infractions and expelled people continuously engaging in suspicious or criminal acts.
* Sounded alarms and called police or fire department in cases of fire or presence of unauthorized persons.
* Inspected parking lot to verify parking permits and ticketed or towed unauthorized vehicles.
* Searched individuals and baggage for weapons and other prohibited items.
* Screened visitors and employees for weapons and contraband with hand wands and metal detectors.
* Enforced security regulations and escorted non-compliant individuals to private areas for processing.
* Checked footage and live feeds from surveillance cameras for trespassers and criminal activity.
* Documented security-related situations and submitted in-depth reports to superiors.
* Surveyed property to prevent and identify vandalism or disarmed alarm systems.
* Observed patrons and customers to quickly address security situations.
* Verified photo IDs and tickets to allow guests passage.
* Completed incident reports to record security or loss prevention incidents.
* Monitored premises and recorded activity in daily officer reports.

**BPO CONSULTANT, 10/2013 - 04/2015, Real Estate *American Co*, Lahore , Pakistan**

* Assisted in developing and implementing different workflows and communication processes.
* Audited company's legal documents to verify compliant policies and procedures.
* Wrote and submitted reports on industry trends, prompting managers to develop business plans.
* Tracked project schedules and encouraged teams to complete tasks on time while staying on budget.
* Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
* Organized client meetings to provide project updates.

**DATA ENTRY TEAM LEAD, 01/2011 - 07/2013. *GreenTech International UK LTD*, Lahore, Pakistan**

* Scanned and stored files and records electronically to reduce paper files and secure data.
* Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.
* Transferred data from hard copies to digital databases, organizing information in new formats.
* Maintained database by entering new and updated customer and account information.
* Collected and organized information for entry, prioritizing entries to increase efficiency.
* Identified and corrected data entry errors to prevent duplication across systems.
* Responded to daily inquiries and requests within mandated timeframe to meet deadlines.
* Reviewed, corrected or deleted data, verifying customer and account information.
* Proofread and edited documents to correct errors.
* Followed data program techniques and procedures to maintain data entry requirements.
* Reviewed and updated account information in company computer system.
* Exceeded quality goals to support team productivity.
* Stored hard copies of data in organized files to optimize retrieval.
* Contacted customers via phone or email to address data inquiries.
* Verified outdated data and implemented necessary changes to records.
* Created reports and audited charts to maintain concise records.
* Supported data entry across departments as requested, switching promptly to new projects.
* Addressed data problems, troubleshooting solutions to minimize interruptions.
* Verified confidential or private client information in adherence to state and federal laws.
* Input new data to test customer and account system changes and upgrades.
* Completed database backups to secure information.
* Located information contained in files to meet requests by supervisors and other departments.

**DATA ENTRY OFFICER, 03/2010 - 01/2011 *Bhatti Flour Mill*, Lahore, Pakistan**

* Transferred data from hard copies to digital databases, organizing information in new formats.
* Verified outdated data and implemented necessary changes to records.
* Maintained database by entering new and updated customer and account information.
* Scanned and stored files and records electronically to reduce paper files and secure data.
* Completed database backups to secure information.
* Input new data to test customer and account system changes and upgrades.
* Reviewed, corrected or deleted data, verifying customer and account information.
* Gathered and documented statistical information to generate reports.
* Supported data entry across departments as requested, switching promptly to new projects.
* Stored hard copies of data in organized files to optimize retrieval.
* Exceeded quality goals to support team productivity.
* Reviewed and updated account information in company computer system.

**EDUCATION AND TRAINING**

***Lahore College of Commerce****, Sabzi Mandi, GT Road, UET Lahore,****2008***

**Intermediate part 1, 2.**

***Amir Public High School****, Kachi Badi, Shuwari Stop, Shalimar Link Road, Lahore, Pakistan, 2006*

**High School Diploma**

**INTERESTS**

Cricket, Table tennis, swimming and reading books

**LANGUAGES**

**English:**B1

Intermediate

**Urdu:**C2

Proficient

**Punjabi:**C2

Proficient

**REFERENCES**

Will be furnished on demand.