



ABOUT ME

With three years of full-time experience in Revenue Audit and two years in cargo services, I have consistently demonstrated an excellent performance record with my current employer. As an efficient team player, I have a proven ability to enhance proficiency and productivity. I excel at building effective and congenial relationships with colleagues and clients at all levels. My systematic and methodical approach to work ensures exceptional results in key areas, including Claim Audit, Mitigating Risk, Internal Control, and Inventory Control.

SKILLS

- REVENUE RECONCILIATION SPECIALIST
- HOLDER UAE DRIVING LICENSE
- INVENTORY MANAGEMENT
- QUANTITATIVE ANALYSIS
- AUDIT MANAGEMENT
- CUSTOMER SERVICES
- AUDIT COMPLIANCE
- STORE KEEPER
- CLAIM AUDIT

LANGUAGES

ENGLISH

DRIVING LICENSE

Driving license category
Holder UAE Driving License

NAIMAT HUSSAIN

STOCK AGENT CUM JUNIOR AUDITOR

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WORK EXPERIENCE

KEOLISMHI DUBAI METRO
Jan 2021

Stock Agent Cum Junior Auditor

- Perform monthly cash float and stock verification at station level to ensure the completeness of cash and stock.
- Coordinate with station master to solve customer queries related to refund customer complain.
- Ensure compliance of work instruction while conducting audit on the station ensure all the revenue operational word instruction are followed throughout the year.
- Daily checking and tracking revenue forms Station Agent Shift form/Cash Collection form/Station Day End Revenue Report/Manual Refund Form/Cash Float Form and Surplus/ Loss form to avoid any discrepancy in inventory and Cash.
- During visit the station and revenue safe deposit identify and investigate any fraudulent and report line and senior auditor.
- Prepare and Submit Agent Wise Shift Reconciliation for all operators to Senior audit Officers.
- Comply with the surplus and loss procedure and submit all the required documents after due verification to senior Audit Officers on a timely basis.
- Verification process will include comparison of sales, collection, manual refunds and credit card with system generated data.
- Assistance in stock management; by doing internal movement of stock as and when required.
- Maintain record of receipts as well as issuance of stock that will be replenished in the ticket vending machines, to ensure accuracy and completeness of record.
- Responsible to maintain inventory at main storage and Sub-storage.
- Carry out physical verification and comparing records to identify any discrepancy.
- To undertake the function of physical stock verification and confirm the periodic stock on a regular basis by working closely with the designated staff members.
- Prepare and submit the daily checklist and duty log.
- Responsible to receive stock at main storage and maintain all relevant supporting documentation.
- Perform and carry out other duties instructed/ Directed by Assistant manager/Manager Audit and cash management and also coordination with Audit team.
- Comply fully with procedures and instructions instructed as part of the certified training and instructions.

Computer Coursed:-

- Ms Word
- Excel
- Power Point
- English & Arabic Typing
- Photoshop Editing

EDUCATION

FEDERAL BOARD ISLAMABAD

2013

Intermediate

SWEDISH INSTITUTE RAWALPINDI
Rawalpindi,Pakistan

2018

Electrical 03 Years Diploma

COURSE

SWEDISH COLLEGE RAWALPINDI
Apr 2009 - Mar 2010

Computer Hardware & Software