

# ABDULLAH SHAFIQUE

## SUMMARY

TO ADVANCE MY PROFESSIONAL ABILITIES WITH VIBRANT ADMINISTRATIVE THAT OFFERS A CHALLENGING WORK RESPECTFULL ENVIRONMENT AND GROWTH OPPORTUNITIES. AS AUDITOR RESPONSIBLE FOR ASSISTING IN THE PERFORMANCE OF FINANCIAL OPERATIONAL INFORMATION SYSTEMS AUDIT AND SPECIAL PROJECTS. EXPERIENCE IN ASSISTING IN THE PREPARATION OF FORMAL REPORTS. PRESENTATION OF AUDIT RESULTS FOR SENIOR AND EXECUTIVE MANAGEMENT.



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ALI PARK ATTARI SAROBA  
LAHORE, PUNJAB

## SKILLS

- GOOD INTERPERSONAL SKILL
- SELF CONFIDENCE
- DEDICATED TO WORK
- EFFECTIVE LEADERSHIP SKILLS
- ORGANIZATION & TIME KEEPING SKILLS
- MS OFFICE
- TEAM MANAGEMENT AND BUILDING
- INTERNAL AND EXTERNAL AUDITING
- FINANCIAL ANALYSIS
- AUDITING PLANING

## LANGUAGES

- URDU
- ENGLISH
- PUNJABI

## SOFTWARES

- MS OFFICE
- MICROSOFT DYNAMICS AX
- MICROSOFT S-O MANAGER

## HOBBIES

I love to travel and exploring the northern areas of Pakistan, it always entices me when I am enjoying beautiful landscapes of Pakistan. And as a Pakistani cricket is our blood.

## EXPERIENCE

**AUDITOR** 02/2022 To Current

### AL-FATAH SHOPPING MALLS

#### Duties and Responsibilities

- Coordinate with executive regarding audit schedule
- Performing inventory count.
- Correcting errors in inventory counts.
- Coordinate with teams to review Audit findings.
- Prepare monthly Audit reports of work performed during the month and presentation of Audit report to the head of department.
- Analyze data and auditing the specific category and post the data into software for calculation.
- To Maintained strong, working knowledge of standards for the professional practice of internal Auditing.

### CAM COMMUNICATION Call Center

#### Duties and Responsibilities

- Record customers complaints
- Follow up on claims until finding a solution
- Providing excellent service to customers
- Various process and refunds to customers
- Send complaints from customer to the companies who provide the services
- Call beneficiaries for clarification

## EDUCATION

### ▪ BS SPORTS & SCIENCE (CONTINUE)

UNIVERSITY OF LAHORE

### ▪ INTERMEDIATE WITH COMPUTER SCIENCE

BISE LAHORE

### ▪ MATRIC

BISE LAHORE