

FAISAL KHAN

Internal Audit, Finance and Procurement Specialist
Nowshera, KPK – Pakistan
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PROFESSIONAL SUMMARY

Dynamic and results-oriented Internal Financial Audit compliance and evaluations, Financial Management and Procurement operations as per KP-PPRA rules with over 6 years of experience from public-sector University. (Directorate of Finance University of Engineering & Technology Mardan)

CORE COMPETENCIES

- Financial Statement Analysis.
- Risk Assessment.
- Audit Planning and Internal Control
- Knowledge of Accounting/Audit Standards.
- Evidence Collection and Documentations.
- Fraud Detection and Prevention.
- Reporting and Communication.
- Assessing organizational policies, governance, and ethical practices.
- Reviewing operational processes and financial systems for control effectiveness.
- Regularly evaluating internal control systems and recommending improvements.
- Identifying operational, financial, and compliance risks.
- Understanding legal requirements, tax regulations, and industry standards.
- Conducting compliance audits and reviews.
- Promoting transparency, integrity, and ethical conduct.
- Educating employees about compliance policies and procedures.

EDUCATION

MS (Finance), Iqra National University, Peshawar — Course Completion Certificate

BBA (Hons) Finance, Iqra National University, Peshawar — CGPA 3.52/4.00 (2010–2014)

D.Com, Muslim College of Commerce & Management Sciences Peshawar (2008–2010)

SSC, Aqsa Public School, Nowshera (2008)

PROFESSIONAL EXPERIENCE

Account Assistant/Auditor (Internal Audit Section) — UET Mardan (March 2019 – February 2021) Temporary Fixed Basis

- Pre-auditing of Payment Vouchers, Remunerations, Monthly salaries, Medical bills of employees, Examination duties remunerations, Checking procuring items with check lists, Checking overall financial positions, Inspections of Store Section, Compliance of proper stock entries,
- Checking the supplier invoices and verified supporting documentation.
- Inspect payroll preparation, petty cash handling, and reimbursements.
- Verification of Students fee challans with bank statements.
- Checking the bank reconciliation statements and supported month-end closing.
- Coordinated with external audit and manage replies of external audit (Paras) with internal audit compliances.

(Reported to Deputy Director Audit and Treasurer of Directorate of Finance)

Accountant/Auditor (Internal Audit Section) — UET Mardan (Feb 2021 – Dec 2021) Temporary Fixed Basis

- Examine ADP, PSDP and other development project in the entire university.
- Look after and check all daily operations as mentioned above.
- Examine budget utilization reports and variance analysis.
- Examine procurement planning's and daily procurement operations.
- Examine Medical Re-Imbursement Operations along with supporting documents of the medical section as per statutes of the organization.
- Examine Emergency purchases, Contingencies, Refreshments for meetings with supporting original receipt as per approved office SOP, S and statutes.
- Check and examine annual increment as per government notification with employee's service books in the establishment section.

(Reported to Deputy Director Audit and Treasurer of Directorate of Finance)

Assistant Director Audit (Internal Audit Section) — UET Mardan (Dec 2021 – Dec 2022) Temporary Fixed Basis

- Conducted External Audits, Account General Audit (AG), Higher Education Department (HED), Higher Education Commission of Pakistan (HEC) and proper facing and handling of NAB and other inspection departments.
- Proper replies of External Audit Paras and conduct DAC meetings for dropping audit paras on basis of proper compliance in the entire organization.

(Reported to Deputy Director Audit and Treasurer of Directorate of Finance)

Assistant Purchaser (Procurement Section) — UET Mardan (Dec 2022 – Dec 2023)
Temporary Fixed Basis

- Assisted in preparing RFQs, comparative statements, and purchase orders.
- Coordinated with vendors regarding quotations, deliveries, and documentation.
- Maintained procurement records and ensured KP-PPRA compliance.
- Participated in bid openings and evaluation activities.

(Reported to Treasurer/Convener Purchase Committee)

Procurement Officer (Procurement Section) — UET Mardan (Feb 2024 – Sept 2025) Temporary Fixed Basis

- Managed procurement planning, tendering, bid evaluation, and contract execution.
- Prepared bidding documents, evaluation reports, and award recommendations.
- Ensured full compliance with KP-PPRA rules and audit requirements.
- Monitored vendor performance and delivery schedules.
- Maintained procurement files and documentation for audit.

(Reported to Treasurer/Convener Purchase Committee)

TRAININGS

- KPPRA E-PAD System Training Certificate (Clarification, Bid Opening, Evaluation, Contract Execution)

PERSONAL SKILLS

- Strong analytical and problem-solving ability
- Effective communication and teamwork
- High professionalism and integrity
- Adaptability and time management
- MS Office Specialist

Reference

Engr. Sajad Ali

Treasurer/ Director P&D

UET Mardan

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