

MUBASHAR IQBAL

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Mohalla Rana Town Tehsil Sahiwal District Sargodha



EXPERIENCE



Admin Officer 2025-Present
SW Sugar mills ltd Sillanwali Sargodha-Pakistan
Managing all relevant documentation
Over all administration record
Preparation of approvals
Coordination with another department
Manage all activity related to office and audit
Look after all three messes
Managing accommodation for bachelor, family, colony, hotels, and guest room
Maintaining the voluntary of house hold item
Look after the crop and orchet



Assistant Manager Audit 2024 - 2025
Din Gardens Faisalabad, Pakistan
• Pre-Audit of all advance Payments
• Post-Audit of payments and expenditures
• Stock take
• Cash Count
• Generating Reports for Audit work
• Physical verification of assets
• Monitoring to other activities
• working team and independently



Audit Officer 2022 - 2024
Sharif Group Chiniot, Pakistan
• Oracle ERP system utilization for Audit assignment
• Pre-Audit of all advance payments.
• Pre-Audit of all sale tax payments and vouchers
• Checking conformity of system with Group policies and SOPs
• Stock Take
• Cash Count
• Generating Reports for Audit work
• Working team and independently



Coordinator 2016 - 2019
Tehzeeb Group of colleges Sahiwal (Sgd), Pakistan
• Organize and Coordinate academics activities
• Develop and maintain academic policies
• Develop and monitor academic performances
• Provide guidance and support to Students
• Assist with Recruitment and selection to staff
• Assist in development of training modules



Data Collector 2011
BISP Sahiwal (Sgd), pakistan
• Interviewing participants to obtain information
• Collecting data use to measure organizational Objects
• Report to Team leader on Daily basis
• Evaluate collected data with team

EDUCATION

M.Com (Finance) 2013 - 2016
Govt College University Faisalabad
B. Com 2012 - 2013
University of Sargodha
I.Com 2008 - 2009
BISE Sargodha
Matric 2006 - 2007
BISE Sargodha

SUMMARY

Focused Financial Auditor offering 2 years professional expertise in executing in-depth financial audits to verify financial transactions and information. Adept at delivering comprehensive financial reports to managements to

SKILLS

Financial Analysis, Analytic reasoning, Critical Thinking,
Time management, Teamwork, Active Listening,

COURSES

Information Technology (MS office)

LANGUAGES

Urdu
Punjabi
English