

Saad Saeed



Mailing address: Flat 07, Block 19-D PHF Foundation

Street 125, G11/4 Islamabad.

Email: saadmalik90pk@gmail.com

+92 313 5475254

+923105249054

Professional Summary

Dynamic and results-driven professional with extensive experience in compliance, internal audit, administrative management, and regulatory affairs. Adept at conducting risk-based audits, implementing operational controls, and ensuring organizational compliance with industry standards and legal frameworks. Skilled in managing complex administrative functions, optimizing workflows, and leading cross-functional teams with precision and efficiency. Recognized for maintaining the highest ethical standards, fostering a culture of accountability, and delivering actionable insights that drive continuous improvement. Committed to excellence, operational integrity, and contributing to the strategic objectives of forward-thinking organizations.

Professional Experience

I.A (Internal Auditor), Office Superintendent

Pakistan Scout Cadet College Batrasi, Mansehra
Sep 2024-Continue

Internal Auditor – Daily Responsibilities

Pakistan Scout Cadet College Batrasi

As an Internal Auditor at Pakistan Scout Cadet College, the role encompasses comprehensive financial oversight, risk assessment, and compliance verification to ensure transparency and accountability across institutional operations.

Pre-Audit Responsibilities & Daily Audit Activities

- **Planning & Scheduling:** Develop detailed audit plans, timelines, and checklists based on annual risk assessments and priority areas.
- **Document Review:** Collect and examine financial records, budget statements, procurement documentation, and HR/payroll records prior to audits.
- **Internal Control Evaluation:** Assess existing internal controls for adequacy and identify potential weaknesses or areas vulnerable to mismanagement or fraud.

- **Coordination with Departments:** Communicate with department heads to outline audit scope, objectives, and required documentation.
- **Compliance Mapping:** Review institutional policies and government regulations to align audit criteria accordingly.
- **Transaction Verification:** Conduct real-time verification of daily transactions including fees collection, inventory purchases, and expenditures.
- **Physical Checks:** Perform physical audits of assets, stores, and inventory to match records with on-ground availability.
- **Process Observation:** Observe and evaluate the efficiency of administrative and financial procedures, ensuring protocol adherence.
- **Data Accuracy Auditing:** Analyze ledgers, vouchers, receipts, and system entries to detect inconsistencies or anomalies.
- **Stakeholder Interaction:** Liaise with finance, procurement, and HR teams for clarifications and document validation.

As the Office Superintendent at Pakistan Scout Cadet College, the role is critical in ensuring the smooth functioning of all administrative operations, supporting academic activities, and maintaining institutional efficiency through effective coordination and management.

Key Responsibilities

- **Office Administration:** Oversee day-to-day administrative activities, ensuring the smooth and efficient running of office operations across all departments.
- **Staff Coordination:** Supervise administrative support staff, assign tasks, manage workloads, and monitor performance to maintain productivity and professionalism.
- **Records and Documentation Management:** Maintain accurate, up-to-date, and confidential records including student files, staff files, institutional correspondence, and examination results.
- **Admissions and Examination Management:** Coordinate entry test logistics, admissions processing, and withdrawal procedures. Supervise the organization of quarterly internal examinations and monitor annual board examinations.
- **Scheduling and Communication:** Schedule meetings, prepare agendas, draft official communications, and coordinate between academic departments and administrative offices.
- **Policy Compliance:** Ensure that all administrative practices comply with college policies, educational regulations, and standards set by regulatory bodies.
- **Resource Management:** Manage office supplies, monitor inventory, and liaise with procurement officers to ensure availability of necessary resources.
- **Problem-Solving:** Address and resolve operational issues promptly, ensuring minimal disruption to the college's academic and extracurricular programs.
- **Leadership and Training:** Guide, mentor, and, when necessary, train new administrative staff to align them with the college's work culture and processes.

1.Admin Officer

Corporate and legal attorney at law

March 2024 – September 2024

2. Company Secretary

Corporate management services

Key Responsibilities

- **Governance & Compliance:** Advising the board on legal obligations, ensuring adherence to laws and regulations, and maintaining corporate records.
- **Board & Shareholder Support:** Organizing meetings, preparing agendas and minutes, and ensuring effective communication with stakeholders.
- **Regulatory Filings:** Handling necessary filings with authorities, including annual reports and financial statements.
- **Risk Management:** Identifying and mitigating legal risks, while helping implement governance and compliance frameworks.
- **Legal Advice:** Offering guidance on corporate law, company structure, and legal matters related to business operations.
- **Ethical Standards:** Promoting high ethical standards and overseeing corporate social responsibility (CSR) initiatives.

3. Alkhidmat Foundation Pakistan –

March 2024 – September 2024

- Oversaw daily administrative operations and staff coordination.
- Managed budgets, maintained accurate records, and ensured policy compliance.
- Coordinated with vendors and handled project oversight and implementation.
- Acted as the communication liaison and resolved administrative challenges.

Senior Officer – Compliance & Internal Audit

Central Depository Company of Pakistan Limited (CDC), Islamabad
January 2018 – March 2024

- Conducted inspections under Joint Inspection Regulations (2015) across Islamabad and Lahore.
- Prepared and finalized inspection reports and ensured compliance with CDC regulations.
- Coordinated with internal teams and maintained thorough audit documentation.

- Reviewed KYC procedures, managed IAS account operations, and supported Roshan Digital Account (RDA) processes.
- Delivered customer services to both individual and corporate clients.

Additional Experience

- **Intern** – UBL, Mansehra (Mar 2014 – Aug 2014)
- **SRO & Compliance Officer** – Trastius Links UK, Mansehra (Jan 2015 – Mar 2015)
- **Sales Executive** – Multinational Company, Mansehra Region (May 2015 – Apr 2016)
- **Tutor** – Careers Academy, Islamabad (Evening Shift, 6 Months)
- **Management Trainee Officer (MTO)** – Spinzer Equities, Islamabad (Aug 2016 – Aug 2017)

Education

MS – Business Administration

Hazara University, Mansehra

Mar 2016 – Apr 2018

- Research Focus: Electronic HRM (EHRM) and its Impact on Organizational HRM and Behavior

BBA (Hons) – Finance

Hazara University, Mansehra

Mar 2010 – Apr 2014

Key Skills

- Regulatory Compliance & Internal Audit
- Office & Records Management
- Risk Mitigation Strategies
- Staff Supervision & Coordination
- Customer Relationship Management
- Strong Analytical & Communication Skills

Languages

- English – Expert
- Urdu – Native
- Hinko & Punjabi -Native