



International Medical Corps (IMC)
Application for the position of
(Finance Manager)

Respected sir/madam,

Ahmad Noorani applying for announced position within your prestigious organization. I have a particular interest in working for your department and would appreciate being considered as a candidate for employment. I am eligible for this position and it will be good to work with professional team.

I am accounting /financial management professional with 10 + years' experience, contributed to continuous development of the organization's accounting /financial management with compliance program.

I am interested and have knowledge and experience in management and development. My skills include good communication, building teamwork and problem solving. I am hard working and dependable with a variety of skills and common sense.

Enclosed is my resume. I hope it will be helpful in evaluating my qualifications/Experience for a position. Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward to meeting with you to discuss your requirements for this employment opportunity.

Thank you for your time and consideration.

Sincerely Yours,

Ahmad Noorani

Cell phone: (+93)786 948 112

E-mail: Ahmadnoorani1000@gmail.com

Ahmad Noorani

PROFILE

A competent and committed Management graduated who has hands on knowledge of numerous financial and Operation fields. Having ability to ensure that day to day work is carried out in line the agreed policies, procedures and quality standard. Currently looking for a suitable position that offers opportunities to increase both my work experience & develop my abilities.

Work History

Finance Manager

October 2019 to Present

MgtWell Consulting Services - Kabul- Afghanistan

Under Following Projects....

1. (MBA Corps Activity -DAI/ACEBA- USAID Funded Project)-Suspended.
2. (Third Party Monitoring & Evaluation -IHSAN- USAID Funded Project)-Completed.
3. Other Small Projects from Various Donors Such as UNDP,AUAF,Creative Etc. Completed

Main Responsibilities

- Responsible for the timely and efficient financial management of MgtWell accounting and financial systems.
- Complete and ensure accuracy of weekly and monthly entries.
- Manage and support month-end financial closing activities.
- Manage and review program monthly invoices, check documents for accuracy, completeness, ensure expenses are allowable, reasonable, and allocable and within the programs approved budget.
- Control/Monitor of IQC budget amount with Task Orders.
- Manage and review of accuracy and compliance of payment vouchers prior to any payment. Check and attach all supporting

documents to the payment voucher as needed. Get the payment vouchers reviewed & approved by Senior Management before submitting for payment.

- Ensure project expense vouchers and supporting documents are in accordance with MgtWell/ACEBA financial policies, procedures rules and regulations and applicable cost principles.
- Oversee and manage monthly payroll, ensuring appropriate coordination with HR.
- Manage communication and liaise with banks and medium tax office of the Ministry of Finance.
- Ensure transparent and efficient utilization of MgtWell/ACEBA financial resources.
- Ensure all financial records are properly documented and filed in an organized system and ready for audit.
- Preparation of monthly Fund Request.
- Manage and ensure proper filing system for all financial documents and make sure all paperwork is done in accordance with MgtWell financial policies and procedures.
- Prepare monthly reports and submit them to Director of Finance and Program Senior Management. This to include fund requests, cash flow reports, monthly budget variance reports, monthly accrual reports, and coordination with team leads in tracking financial commitments, obligations and budget execution.
- Recording correct Project budget codes in the financial documents.
- Meeting with other departments about Financial Budget Variance report.
- Effectively monitor the performance of Project Finance on daily basis.
- Coordinate with Project administration regarding project activities.
- Financial Findings of Subcontractor to Donor.
- Coordination, preparation, updating and implementation of the work plan of the project.
- Review and evaluate Financial Transaction of the Project on Monthly Basis.
- Do comply of the Project policies with Donor requirements.

- Financial Document Management (Soft Copy & Hard Copy).
- Prepare Tax update report to Donor and MOF Afghanistan with monthly tax payments.

Compliance Officer

May 2018 – September 2019

Afghanistan International Bank (AIB)

Head Quarters -Kabul- Afghanistan

Main Responsibilities

- International Payments Follow ups and funds Surveillance.
- International Payment Documents Checking and Submitting for Swift.
- To Apply the AML/CFT Policies are on Banks Daily Operation.
- Monitor activities of clients' accounts to ensure compliance with Anti-money laundering regulations, in case of any suspicion, report to Manager Compliance/Head of Compliance.
- Control of Fund Remittance to Foreign Accounts.
- Risk Assessment and Monetary investigation.
- Making sure compliance with International Standards, (FATF) Recommendations and local laws.
- Risk Control Compliance Practices for Banking System.
- Daily and Monthly Report of Bank Compliance Risk Operation.
- Any other task assigned by Head of Compliance.

Finance Officer

Nov 2014 – Dec 2017

Afghanistan Peace Education Development Organization (APEDO) - (Europe Union Funded Project) - Nangarhar- Afghanistan

Main Responsibilities

- Keeping/Reconciling daily, monthly and yearly transactions.
- Being a key point of contact for other departments on financial and accounting matters.

- Develop and review financial management and internal control systems, policies and procedures to facilitate adherence to federal regulations and contract requirements;
- Preparing Financial Statement and Cash Flows Statements.
- Processing invoices and Approves Payments.
- Bank Deposits and Withdrawals.
- Managing/Monitor the Daily Cash Receipts, Expenses, Invoices, and Vouchers.
- Maintenance of Financial Records, Files and Verifying financial data.
- Ensuring that financial procedures are adhered to in all finance activities
- Assisting in the ongoing development of the organization financial procedures and controls
- Perform any other tasks in support of this scope of work
- Assisting the F and A Directorate in performing the overall financial management of project.
- Verifying received documents from different projects with the contracts.
- Work with project manager to prepare monthly projections and analyze budget trends and consult with the Home Office regularly and as needed;

Finance Intern

Jan 2012 - March 2012

Swedish Committee for Afghanistan (SCA) Kabul- Afghanistan

- Checking all Projects financial reporting.
- Filling and controlling the financial invoices.
- Preparing cash requests of next month for finance need.
- Responsible for Daily petty cash expenses and ensuring that timely recorded.
- Ensuring that all vouchers filled in accordance with SCA requirements.

- Checking all the Petty Cashes with invoices, salary receipts of central office and all provinces.
- Responsible Bookkeeping, filing and entering the normal bills.

EDUCATION

Bachelor in Business Administration (BBA)

Finance Alfalah University – Nangarhar/Afghanistan –2018.

One Year Diploma in Business Administration (DBA)

Capital Institute of IT & Management Sciences/Pakistan–2010.

Baccalaureate

High School Graduated Bibi Maryam High School / Pakistan – 2009.

One Year English Language Diploma

American English Language & Computer Center/Pakistan – 2007.

Skills

- | | |
|----------------------------|----------------------------|
| -Expert in Accounting | -Proficient in Bookkeeping |
| -Experienced in QuickBooks | -Financial Reporting |
| -Tax Accounting | -Cash Flow Analysis |
| -Computer Literacy | -Work under Pressure |

Languages

Dari: Excellent

English: Excellent

Urdu: Excellent

Pashtu: Excellent

Micro Soft Office

MS WORD

MS Excel

MS Access

MS PowerPoint

Personal Skills

- Can learn new program quickly
- High motivated
- Independent
- Enthusiastic
- Organized
- Team Player
- Efficient
- Fast learner

INTERESTS

Technology:

I enjoy keeping up-to-date with the latest technologies and advancements in the computer industry.

News:

I have a keen interest in following world economic situation.

Sport:

In my spare time, I like to participate in Badminton.

REFERENCES

Note: Available upon Request.