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| 1. | NAME | : | **ABDUL WAJID USMANI** |
| 2. | DATE OF BIRTH | : | March 31, 1969 |
| 3. | NATIONALITY | : | Pakistani |
| 4. | PERSONAL ADDRESS  Mobile #.  E-MAIL ADDRESS | :  :  :  : | H.No.140- D, Street 8, Sector II Khayaban-e-Sirsyed, Rawalpindi – Pakistan  092-334-5549347 & 092-51-4833381  [wajid.usmani@gmail.com](mailto:wajid.usmani@gmail.com) |
| 5. | EDUCATION | : | **1998** CA Finalist. (Institute of Chartered Accountants of Pakistan)  **1989** BSc (University Of Punjab) |
| 6. | Certification |  | **2004** SAP FI Certified Consultant from Siemens Karachi |
| 7. | Professional Training |  | **1992 to 1995** Joined Amir Alam Khan & Co for article- ship.  **1995 to 1997** Joined Anjum Asim Shahid and Co. Chartered Accountants, Islamabad a Member firm of Grant Thornton International (an International Firm based in Australia) for article-ship. |
| 8. | OTHER TRAINING | : | * Training on First Aid Level 1 – Basic Life Support, Hostile Environment, Counter Kidnap and Abduction, Event Planning and Management Training   by DTW/ USAID, September 2009   * 3 days training of Trainers (TOT) on “Training Skills and Techniques” organized by USAID/ Districts That Work Project in August 2007. * 3 days training of Trainers (TOT) on “Developing Curriculum and Course Design” organized by USAID/ Districts That Work Project in August 2007. * 6 days Training of Trainers (TOT) held at Karachi for training of Elected Representatives, September 2006 by Asian Development Bank. * TOT on Gender Responsive Budgeting at Lahore, organized by Gender Responsive Budgeting Initiative Project (UNDP), August 15-19, 2005 * Training of Trainers on the “Training Skills and Techniques” organized by the Asian Development Bank in March 2005. |
| 9. | LANGUAGE & DEGREE OF PROFICIENCY | : | |  |  |  |  | | --- | --- | --- | --- | |  | DEGREE OF PROFICIENCY | | | | LANGUAGE | Read | Write | Speak | | Urdu | Excellent | Excellent | Excellent | | English | Excellent | Excellent | Excellent | | Punjabi | Good | Good | Good | |
| 10. | **EMPLOYMENT RECORD** | : |  |
|  | FROM June 14, 2010 |  | To Present |
|  | EMPLOYER |  | **Semiotics Consultants (Pvt) Limited** |
|  | POSITION HELD |  | **Financial Specialist in USAID FIRMS Project Islamabad** |
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|  | POSITION HELD AND DESCRIPTION OF DUTIES |  | Responsible for   * Preparing firm level business plan and financial models. * Synthesize firm level data into sectoral level models. * Collecting and studying data pertaining to SMEs in the Malakand Region of Pakistan engaged in Trout Fish Farming and Hospitality Industry for determining costs and revenues of the business. * Building forecasting models for SMEs in hospitality and trout fish farming. Developing financial reports for forecasting, trending and result analysis. * Use of various software applications such as spreadsheets for assembling, manipulating and formatting data and reports. * Preparing Grants Plan for disbursing working capital grants to SMEs. * Design and appraisal of enterprise development programs for SMEs in Malakand. * Preparation of procurement plan. |
| FROM July 28, 2007 | |  | To February 25, 2010 |
| EMPLOYER | |  | **The Urban Institute, USA (USAID funded ) Districts That Work Project** |
| POSITION HELD | |  | **Financial Management Advisor** |
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|  | POSITION HELD AND DESCRIPTION OF DUTIES |  | Undertook detailed budget analysis of the Office of Executive District Officer Health, Education, Community Development Department and Finance of the Districts of Chakwal, Khushab, Sargodha and Lasbela. Assisting these officers in managing their budgets and preparing variance reports. Assisted EDO Finance in preparing the budget call letter according to the Budget Rules, 2003 of Province of Punjab and Baluchistan.  Design and implemented the System for Tehsil Financial Management (STFM) in 25 Tehsil Municipal Administrations.  Imparted training on the STFM to the officers and staff of 32 TMAs in Lahore.  Imparted a number of trainings on New Accounting Model, Budgeting, Leadership, Survey, role of elected representatives, monitoring committees, pre and post budget seminars, PRO Action Planning and DDOs role & responsibilities.  Built capacity to incorporate participatory strategic plans and local economic development plans in the district’s budget and financial management policies; to enhance own-source revenues; to utilize information technology and management information systems for budgeting and financial management decision-making; gathering, analyzing, and applying data for budgeting and financial management decision-making; and to engage CBOs/CSOs in District administration budgeting, financial management, and own-source revenue mobilization planning, decision-making, and program and project implementation  Enhanced the understanding of District Council members and members of District Council monitoring committees regarding the roles of the District Council and District Council monitoring committees in district budgeting and financial management  Identified needs for engaging international and local short-term consultants, local consulting firms and local government training institutes and other training and capacity-building resources to implement the DTW project’s local government financial management training and capacity-building program in the district. |
|  | FROM March 2007 | : | To May 2007 |
|  | EMPLOYER | : | **Decentralization Support Program Finance Department Government of Sindh** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES |  | **Subject Specialist Accounting and Budgeting.**  Conducted eight training workshops of 6-days each at Karachi, Sukkur, Hyderabad Mirpurkhas, Tando Alayar, Mithi and Tharparkar for District/ TMA officials and elected representatives on the Local Government Budget Rules, 2003 promulgated by the Government of Sindh. The objective of the training was to enhance the capacity of the officers and officials of local government in planning and budget making. |
|  | FROM October, 2006 |  | To March 2007 |
|  | EMPLOYER |  | **Gourmet Catering and Hospitality Services Dubai** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES |  | **Finance Manager** |
|  |  |  | Analyze complex financial data, extracted and defined relevant information; interpreted the data for the purposes of determining financial performance and to project a financial feasibility.  Oversee the preparation of working papers and approved budgets; ensure that expenditures for budgets, and grants and contracts are monitored and that reports are prepared to maintain balanced accounts.  Develop management, narrative and statistical reports for the board of directors  Serve as the contact person for all corporate relations.  Developed and oversee the budget and its maintenance.  Implemented an improved Management Information System.  Develop complex financial reports for forecasting, trending, and results analysis.  Advising operations managers on financial decisions  Controlling compliance with established policies and procedures  Distributing and enhancing financial information |
|  | FROM November 2005 | : | To May 2006 |
|  | EMPLOYER | : | **Start Consult, Dubai** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Financial Analyst**  Collect and study data to determine costs of business activities.  Analyze financial data and extract and define relevant information; interpret data for the purpose of determining past financial performance and to project a financial probability.  Built and updated valuation and forecasting models for tracked companies  Review costs and perform cost benefit analysis related to projects and programs.  Perform moderately complex statistical, cost, and financial analysis of data reported in the various financial systems.  Develop financial reports for forecasting, trending, and results analysis. |
|  | FROM February 2005 | : | To August 2005 |
|  | EMPLOYER | : | **Asian Development Bank Manila** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Assistant Procurement and Management Specialist**  Procurement of goods and services under the ADB Guidelines. Preparation of expression of interests and necessary submission to ADB. Development of Terms of references for various consultancies. Evaluation of EOIs, technical and financial proposals. |
|  | FROM February 2003 | : | To February 2005 |
|  | EMPLOYER | : | **Advisory Technical Assistance Team of ADB** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Resource Person Accounting and Budgeting**  Review of accounting and auditing system in Pakistan for local government. Developed technical assistance project for capacity building of the officers, staff and elected representatives at the local level in budgeting, accounting and planning. Maintaining the cash account of the team and preparation of budgets. Maintained updated records of contracts of the technical consultants. |
|  | FROM November 2002 | : | To February 2003 |
|  | EMPLOYER | : | **Department of International Development (DFiD) Pakistan** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Resource Person Accounting and Budgeting**  Review of the accounting and budgeting codes. Assisted International Consultant in developing a guide book and training material on performance based budget. Imparted training on Performance based budgeting in Faisalabad, Multan and Lahore. |
|  | FROM June 2001 | : | To November 2002 |
|  | EMPLOYER | : | **Avais Hyder Zaman Rizwani & Co. Chartered Accountants** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Accounting Specialist on Fiscal Decentralization Project of ADB**  Review of the accounting and budgeting codes at Federal and Provincial level and system of accounting and budgeting prevalent the local council level. Development of Local Government Accounts and Budget Codes. Imparted training on Local Government Accounting in Province of Sindh and Baluchistan. |
|  | FROM September 2000 | : | To June 2001 |
|  | EMPLOYER | : | **Free Lance Tax Consultant** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | Worked as an independent tax consultant providing tax and corporate consultancy to various business. |
|  | FROM June 1999 | : | To September 2000 |
|  | EMPLOYER | : | **Fauji Jordan Fertilizer Company Limited (Now Bin Qasim Fertilizer Company)** |
|  | POSITION HELD AND DESCRIPTION OF DUTIES | : | **Finance Officer Disbursement**  Responsible for making payments to third parties. Reporting to General Manger Finance. Liaison with the suppliers, bankers. Preparing cash budgets. |
| 11 | **DETAILED TASKS ASSIGNED** |  | **WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED** |
|  |  | 1 | **Project:** USAID FIRMS Project **Employer:** Semiotics on behalf of Chemonics International **Period:** June 2010 - present  **Financial Specialist**   * Collected financial data of the Trout Fish Farm in Swat. The sector operates in an un-formal way no documents are being kept by these farmers. * Develop forecast of these farms for a period of five years. * Support and assisted Director and Advisor to the Director in financial and allied matters. * Develop a comprehensive procurement plan for procurement goods and equipment for these trout fish farms from national and international markets. * Develop a grant plan for extending working capital grants to trout fish farmers describing methodology of disbursing grants, amount of grants and mechanism of selecting the eligible farmers. |
|  |  | 2 | **Project:** Districts That Work Project (USAID funded Project), **Employer:** Urban institute, USA **Period:** July, 2007 to February 25, 2010 Local Govt. Financial Management Advisor Developed and implementation of STFM (Software for TMA Financial Management) in 9 TMAs of Sind and Southern Punjab.  Imparted training to officers and officials of 32 TMAs on STFM  Conducted analysis of Budgets specially for Education, Health, Finance and Community Development Offices of District Government of Chakwal, Khushab, Sargodha and Lasbela  Developed budget call letter according to the Budget Rules 2003 in these districts and two TMAs of Talagang and Noorpur Thal  Delivered training on PROAction Planning in two TMAs of Noorpurthal and Talagang  Prepared appropriation accounts (comparing actual expenditures against the budget) for the District Government Lasbela for the period from July 2007 to December 2007.  Imparted training to the elected representatives and officers of District Government Lasbela, Sukkur and Dadu.  Imparted training on New Accounting Model to the officers and officials of District Government Lasbela, Dadu and Sukkur.  Conducted a detailed analysis of three years budget of District Government Lasbela, Khushab, and Chakwal  Imparted training to the members of the Zila Accounts Committee on the Roles and Responsibilities of the Zila Accounts Committee.  Translated the manual on the “Roles and Responsibilities of Zila Accounts Committee in Urdu.  Amended the manual on the “Roles and Responsibilities of Zial Accounts Committee and brought it in line with the Local Government Accounts and Budget Rules. |
|  |  | 3 | **Project:** Decentralization Support Program, (Asian Development Bank Project) , **Employer:** Govt. of Sindh, **Period: M**arch 19 To May 12, 2007 Team Leader/ Subject Specialist Conducted eight training workshops of 6-days each at Karachi, Sukkur, Hyderabad Mirpurkhas, Tando Alayar, Mithi and Tharparkar for District/ TMA officials and elected representatives on the Local Government Budget Rules, 2003 promulgated by the Government of Sindh. |
|  |  | 4 | **Employer:** Gourmet Catering and Hospitality Services LLC  **Period:** October 2006 To March, 2007 Finance Manager  * Prepared a long term plan for the GCHS * Conduced internal audit of the company for the period of two years. * Implemented an improved financial management information system. * Managed the finance department of the company and supervised more than 8 staff. |
|  |  | 5 | **Employer:** Start Consult Dubai  **Period:** October 2005 To May, 2006 Financial Analyst  * Conducted a feasibility studies for Emirates International Investment Company for the following projects  1. Geotextile Project 2. Copper Rod Project 3. Ready Mix concrete Project  * Carried out the valuation of Clarion Shipping Company LLC * Conducted feasibility study for the Pharma World. |
|  |  | 6 | **Project:** Decentralization Support Program, **Employer:** Asian Development Bank  **Period:** February ToAugust 2005 Team Leader/ Trainer  * Coordinate / liaise with all the Provincial Program Support Offices and the National Program Support Office for the procurement of goods and services. * Submission of necessary deliverables to the bank. * Prepared expression of interest and evaluating them. * Maintained an uptodate record of payments made to the consultants and contractors * Prepared cash flows for the project team * Developed cash budget for the advisory technical assistance team. |
|  |  | 7 | **Project: Evaluation on Pakistan’s Financial Accountability Assessment and Pakistan’s Procurement Assessment Review**  **Employer: World Bank**  **Period June 2005**  **Local Consultant**   * Analysis of the previous CFAA and CPARs conducted by the bank * Conducted survey to assess the status of risk involved in public sector financial management and public expenditure. * Analysis of the procurement system prevalent at the country and provincial level. |
|  |  | 8 | **Project:** Decentralization Support Program, Advisory Assistance Team of ADB **Employer:** Advisory Assistance Team of ADB  **Period:** February ToSeptember 2005 Resource Person for Public Financial Management/ Trainer  * Prepared the forms for collecting information for Provincial Finance Commissions for Provincial Finance Commission Rules 2005. The rules were promulgated in all the four provinces of Pakistan. * Developed excel based simulation model for assisting the Provincial Finance Commission of Province of Punjab and KPK. The purpose of the model was to assist the Commission in developing a formula for resource distribution between provincial government and local governments and among the local governments of the Province. * Developed accounting procedures Manual for all the five Program Support Offices of the Decentralization Support Program. * Developed the part of the training module on Local Government Budget Rules 2003 pertaining to the Estimation of Receipts, Estimation of Expenditure and the introduction on the New Accounting Model. The training module was used to train the officers and officials of the local governments in all over Pakistan. * Imparted training to the Master Trainers of the all the provinces for training in Local Government Budget Rules, 2003. * Imparted training to the Officers and Officials of Government of Sindh. * Submit reports to PD Sindh on training activity. |
|  |  | 9 | **Project:** Introduction to Performance Based Budgeting Punjab, **Employer: Department of Internatioal Development (DFID) Pakistan**  **Period:** November 2002ToFebruary 2003 Domestic Consultant Public Financial Management/ Trainer  * Reviewed the Federal and Punjab Budget Codes for developing a guide book on Performance Based Budgeting. * Reviewed the New Accounting Model. * Assisted International consultant in developing the guide book. * Conducted .four training workshops on Performance Based Budgeting with the International Consultant. * Reviewed the financial rules for incorporating them in the guide book for performance based budgeting. . |
|  |  | 9 | **Project:** Fiscal Decentralization Project of National Reconstruction Bureau (Asian Development Bank Project) **Employer:** Avais Hyder Zaman Rizwani & Co. Chartered Accountants  **Period:** June 2001ToOctober 2002 Accounting Specialist/ Subject Specialist  * Developed an accounting and budgeting manual for the local governments in Pakistan. * Developed an internal audit manual for the local government level. * Conducted detailed study of the prevalent accounting system at Federal, Provincial and local level. * Conduct detailed study on the new accounting model. * Participated in developing training manual on the local government accounts and budget code. * Imparted training to the officers and officials of the Local Governments in Sindh and Baluchistan. |
|  |  | 10 | **Employer:** Fauji Bin Qasim Fertilizer Company Limited (Formerly Fauji Fertilizer Company Limited)  **Period:** June 99 to September, 2000 Finance Officer II  * Disbursement made to third parties. * Preparation of cash budgets and forecast. * Preparation of monthly and annual cash flows. * Liaison with banks and financial institutions * Liaison with suppliers and service providers * Deduction of income tax from third parties and maintaining returns. |
|  |  | 11 | **Employer:** Anjum Asim Shahid & Co. **Period:** May 1997 to September 1998 Assistant Manager Audit  * Preparation of audit planning memorandum and li * Liaison with the clients for tentative work plan. * Supervision of the ongoing assignments and review of the worked performed by the junior associates. * Preparation of memorandum of weaknesses found during the audit. * Allocation of staff to different assignments * Finalization of audited accounts with the partners of the firm and with the client. * Performance evaluation of junior staff members * Preparation of proposals for the new assignments. |
| 12 | **References** |  | * Mr. Naveed Alauddin   Special Secretary  Finance Government of Punjab  Cell # 092-300-5196863   * Tariq Sohail   Additional Secretary  Social Welfare to Government of Baluchistan  Cell # 092-334-5549326  E-mail: [tariqsohailpak@yahoo.com](mailto:tariqsohailpak@yahoo.com)   * Naveed Channa   Procurement Specialist  Thar Coal and Power Project  Coal and Energy Development Department Sindh  Cell # 092-321-2098134  E-mail: [nchanna@hotmail.com](mailto:nchanna@hotmail.com) |