**CURRICULUM VITAE**

**Personal Details**

**Name:**  Muhammad Masood Ahmed

**Father's Name:** Fazal Ahmed

**Date of Birth:** August 05, 1968

**Marital Status:** Married

**Address:** House # NA 225 7th Road

Satellite Town

Rawalpindi

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**Working Experience:**

**Company:** World Learning (Pakistan Reading Project)

**Designation:** Operations Coordinator (AJK & GB–Focal)

**Tenure:** 04 November 2013 till date

**Description:** Head office in Washtingon (USA).World Learning is a non-profit organization advancing leadership in more than 60 countries. For 80 years, World Learning have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, World Learning provide education, exchange, and development programs that empower people and strengthen institutions.

**Company:** Population Council

**Designation:** Manager (Finance and Administration)

**Tenure:** 02 January, 2008 to November 03, 2013

**Description:** Head office in NewYork (USA).Population council conducts research worldwide to improve policies, programs and products in three areas: HIV and Aids; poverty, gender, and youth; and reproductive health.

**Company:** Trust for Voluntary Organizations ("TVO")

**Designation:** Manager (Finance)

**Tenure:** 05 March, 1996 to 31 December, 2007

**Description:** Head office in Islamabad (Pakistan).TVO is an organization catalyzing sustainable community participatory development activities through financial and technical assistance for capacity building of Non-Government Organizations (NGO's). It operates through twenty regional offices.

**Company:** Ilyas Saleem & Company (Chartered Accountant)

**Designation:** Trainee (Auditor)

**Tenure:** March 1992 to March 1996

**Description**: I joined Ilyas Saleem & Company, Chartered Accountant in their Rawalpindi Office (now Islamabad) in March, 1992 as a trainee student. ISCO is a member firm of Midsnell - the world's leading firm of Accountants.

**Company:** Qurel Cassettes Limited

**Designation:** Assistant Accountant

**Tenure:** March 1990 to June 1991

## Description: Worked with Qurel Cassettes Limited as Assistant Accountant. During the period of my service I was maintaining the computerized accounting package and administrating management reports. I was also responsible for the preparation of Bank Payment voucher, Petty cash Payment Vouchers, Journal Vouchers, Bank reconciliation Statements.

**Company:** Church World Service-Pakistan Afganistan (CWS-PA)

**Description** I was regular trainer for the grantees of Church World Service-Pakistan Afganistan (CWS-PA) on Practical Operational and Financial Management for NGO’s.

**Company:** Population Council

**Description** I was regular trainer for the Africa and Asia staff of Population Council on Fund EZ and Operation Management.

**Education:**

**Degree Name:** Social Enterprise Management Programme

**Level Attained:** Certificate

**Institute:** Lahore University of Management Sciences (LUMS) and McGill University of Canada.

**Address:** Lahore-Pakistan

**Session:** August 2003 - May 2004

**Majors:** Leadership, Teambuilding and Human Resource Management, Strategic Issues in the Social Sector, Operations Management and Programme Planning, Financial Management and Budgeting, Fundraising Marketing and Advocacy.

Fellow of Lahore University of Management Sciences (LUMS, Asia’s Premier Management School)-McGill University (Canada) “Social Enterprise Management Programme-Training of Managers (2003-4)”. Social Enterprise Management Programme (SEMP) managers training programme aimed at providing relevant management training to senior/mid level managers as to familiarize and equip them with the modern tools and techniques, essential for the effective management.

**Degree Name:** Master of Business Administration (MBA)

**Level Attained:** Post Graduate

**Institute:** University of Arid Agriculture

**Address:** Rawalpindi-Pakistan

**Session:** 1997 - 1999

**Majors:** Accounting, Financial Management, Human Resource Management, Principal of Management, Organizational Behavior, Management Information System, Economics.

**Degree Name:** Bachelor of Commerce (B.Com)

**Level Attained:** Graduate

**Institute:** Punjab College of Commerce.

**Address:** Lahore-Pakistan

**Session:** 1987 - 1989

**Majors:** Accounting, Economics, Cost Accounting, Taxation, Report Writing.

**Computer:** MS -Office, Dac Easy, TBS, QuickBooks, Fund EZ

**Trainings:**  **Overseas Training** –

Organized by the Royal Institute of Public Administration, International (RIPA), London, United Kingdom. This was a three-week long workshop on the topic of “Internal Audit”.

Organized by the Population Council New York in Kenya. This was a one week long workshop on the topic of “Fund EZ”.

**Local Trainings -** Organized by the Pakistan Institute of Management (PIM), Lahore University of Management Sciences and Capital development Authority Trainings on the following topics:

Fire Fighting Prevention Rescue & First Aid Islamabad CDA

Budgeting and Financial Management Lahore LUMS Team Building and Human Resource Management Lahore LUMS

Financial Management Karachi PIM

Management Information System Karachi PIM

Introduction to Excel Lahore PIM

#### Responsibilities in World Learning (Pakistan Reading Project)

I am responsible for overseeing World Learning’s project Finances and Operations (Procurement, HR, IT and Logistics). My responsibility is to ensure organizational effectiveness by providing leadership for the organization's financial functions and contributes to the development and implementation of organizational strategies, policies and practices. I am responsible to enforce policies and procedures in line with USAID regulations, World Learning policies, and Pakistan law, in coordination with the lead implementing partner, the International Rescue Committee. My responsibility is to ensure the financial and administrative integrity of all business transactions. I am responsible to oversee a multidisciplinary finance and operations staff responsible for finance, accounting, procurement, information technology (IT), and human resources in the regions of AJK and Gilgit-Baltistan.

#### Responsibilities in Population Council

**Administration**

I formulate, recommends and applies internal office management systems and policies.  Continuously evaluates organization and the provision of services to ensure the best utilization of human and material resources.

Supervise the work of the Administrative Officer, Receptionist, Drivers, janitor, and other administrative personnel.

Supervise the operation of the following systems as carried out by appropriate administrative personnel: Vehicle pool, arrangement and scheduling of transportation, vehicle maintenance, hiring of drivers, and maintenance of vehicle log books.

Inventory management, including maintenance of the required documentation and inventory list, ensuring it is up-to-date, supervises physical inventory checks, required inventory reporting, and other functions relating to inventory control.

Supervise the procurement process, including ensuring that the procedures used to obtain quotes are conducted according to policies and procedures, that documentation is accurate and as required, that all reports required around procurement are supplied to the appropriate managers , and that all procurement is conducted in a timely and appropriate manner.

I was also responsible to Develop and maintain working relationships with government and other implementing partners

**Finance**

My financial report includes preparing draft budgets, financial reports for donors and head office, monitor grants budgets and sub-awards, prepare budget revision and determine extension of projects from finance point of view.

I was responsible to supervise Finance staff for book keeping, disbursement, cash management, internal control, tax and statutory compliance, processing of monthly payroll, provident fund, benefits and advances.

**Human Resources**

Supervise the hiring and human resources administrative functions for the office and field activities, including posting of job advertisements, scheduling of candidate interviews, collection of necessary hiring documents and verifications as required by policies and procedures, assignment and furnishing of office space, orientation, introduction and training of new staff in office procedures, their benefits, etc; employee record-keeping, management of the performance appraisal system, and other functions relating to HR.

**Security**

I was responsible to manage a complete security system of organization, that includes, Security Guards, CCTV Cameras, Motion Detectors, Metal Detectors, Road Blockers, Fire Extinguishers, Fire Alarms and Access Control Systems, updating of emergency communication tree, Dissemination of important security advisory and ensuring proper working of security devices and their optimal usage.

#### Responsibilities in Trust for Voluntary Organizations ("TVO")

**Finance**

I was responsible for the supervision of day to day book keeping, journal adjustments, processing of financial reports from regional offices and grantees, processing of monthly payroll and benefits and preparation of monthly and periodical management reports on computerized accounting package.

Project monitoring, implementation of internal control procedures, program cost analysis, project evaluation, project budgeting, monthly, quarterly/ financial reports. I have also conducted workshops at various regional offices on the subject of “Book-keeping and TVO Financial Formats” specially designed by myself for the representatives of such NGOs/CBOs which were funded by the TVO.

As part of my responsibilities, I ensure appropriate investment/ utilization of program funds.

My financial reports include monthly balance sheet, cash flow statements, analysis and aging of receivables and accruals, fixed assets records, analysis of project expenditures etc. Database and spreadsheets are part of routine Management Information and Reporting package. Also included in the monthly reporting package are the details regarding the amount committed for various projects and disbursements against those projects.

I was responsible for liaison with TVO bankers and grantees not only on financial matters but also on several important program matters. I was also responsible for dealing with the auditors and review of TVO financials.

I have trained staff in implementing systems, computer uses etc, as well as day to day operations of TVO’s finance department in HO Islamabad and twenty regional offices spread all over the Country.

**Administration**

Member of Purchase committee for purchase of equipment including vehicles, photocopiers, computers, furniture/fixture and other items, for HO Islamabad and other 20 regional offices in Pakistan.

Liaison with vendors and insurance companies in order to receive claims for accident vehicles, medical, building, and equipment through procedures.

Supervise and coordinate TVO Board of Directors’ Meetings, Seminars and Workshops.

**Trainings Conducted:**

Based upon the training modules and financial monitoring formats developed by myself, I have conducted six training workshops on “Financial Monitoring & TVO Financial Formats” for fifty programme employees of the TVO.

Conducted sixty five workshops for more than eight hundred representatives of Non-Government Organizations (NGOs) /CommunityBased Organizations (CBOs) operating in the jurisdiction of twenty regional offices of the Trust on the topic of “Basic Book-keeping and TVO Financial Formats”.

**Earth Quake Projects:**

After the earth quake of October 2005 TVO received funding from World Food Programme, Save the Children (UK) and UNICEF. My responsibilities include:

Preparation of the Budgets

Preparation of Quarterly Cash Projection

Preparation of Monthly Bank Reconciliation statements

Preparation of monthly salaries of Project Staff

Comparison of actual expenses with budget

Maintenance of Regional projects accounting records

Procurement and preparation of inventory report

Human Resources I was responsible for maintaining personnel files, preparing employment contracts of all the staff.

#### Responsibilities in Ilyas Saleem & Company (Chartered Accountant)

During my four-year's stay with Ilyas Saleem & Company (Chartered Accountant), I was engaged on a large number of audits. These included manufacturing & trading concerns, banks, Hotels and non-profitable organizations. As an audit senior, I was responsible for liaison with the client, preparing audit programs, planning the audit, determining the scope and extent of audit tests, writing audit reports. I have been the auditor in-charge on a number of internal and external audits and was directly responsible to the Manager/Partner in-charge for the execution and finalization of Jobs.

**Language:**

**Languages Read Write Speak Understand**

**English** Easily Easily Easily Easily

**Urdu** Easily Easily Easily Easily

**Punjabi** Not Easily Not Easily Easily Easily

**Reference:**

**Name Title Company / Phone / Email Acquaintance Type**

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