*Curriculum Vitae*

Abdul Wajid Usmani

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# Areas of Expertise

* Public financial management including accounting, financial management, budgeting, performance based budgeting, auditing and local governance;
* Business modeling, forecasting and analysis.
* Training: A trainer in the field of budgeting, accounting, auditing and performance based budgeting.
* SAP FI certified consultant.

# Work Chronology

1. **Employment Record**

* **Financial Analyst, Semiotics Consultants (Pvt.) Limited June 14, 2010 –to-date**

As part of the large team of Chemonics Inc. USA for FIRMS (USAID) Project, I am responsible for preparing business plans and financial models for Hospitality and Aquaculture industry in Malakand Region. Carried out the need assessment of the SMEs in the areas of management, technical and information technology. Collecting and studying data pertaining to SMEs in the region for determining the revenues and costs of the above mentioned sectors. I am using various software applications such as spreadsheets for assembling, manipulating and formatting data and reports. As part of the large team I am responsible for preparing financial models for SMEs in Hospitality and Aquaculture industry for developing financial models for forecasting, trending and result analysis. I have also developed Grant distribution plans for the SMEs in the region.

* **Financial Management Advisor (Urban Institute Washington for Districts That Work Project), July- March 2010**

I was part of the team responsible for developing the System for Tehsil Financial Management Information. We conducted the following tasks

* Evaluation of the available IT systems and infrastructure at the Tehsil level.
* Comparing the proposed system at the Tehsil level by the PIFRA (Project to Improve Financial Management And Auditing)
* Developing a system for the management information systems of the Tehsil
* Pre testing the system in the pilot tehsils
* Implementing the system in twenty tehsils in Punjab.
* Imparting training to the officers and officials of Tehsils in Punjab.

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. I also assisted these officers in managing their budgets and preparing variance reports. I provided technical assistance to EDO Finance in these Districts in preparing the budget call letter according to the Budget Rules, 2003 of Province of Punjab and Baluchistan.

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.

* **Finance Manager Gourmet Catering and Hospitality Company LLC Dubai (October 2006 to March 2007).**

As a finance manager I was managing the finance department of the company, overseeing the 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.

Assessed the IT needs and proposed for implementation of the ERP.

* **Financial Analyst Start Consult Dubai (November 2005 to May 2005**

I carried out the financial analysis of various firms. Developed financial models and as member of the large team completed the due diligence assignment of Pakistan Steel Mills.

* **Assistant Procurement & Management Specialist Asian Development Bank Manila. (February 2005 to August 2005)**

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.

* **Accounting Specialist Avais Hyder Zaman Rizawani and Co CAs (June 2001 to September 2002)**

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.

1. **Consulting Assignments**

* **Lead Trainer Subject Specialist, Decentralization Support Program (Government of Sindh ), March-May 2007**

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.

* **Resource Person Advisory Technical Assistance Team of ADB ( February 2003 to February 2005)**
  + 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.

* **Consultant, (for the Department of International Development UK) Introduction to Performance Based Budgeting in Punjab. , Lahore, November, 2002 to February 2003**
  + 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.

# Education

* Chartered Accountancy (in progress), Institute of Chartered Accountants of Pakistan.
* Bsc . University of Punjab , 1991

**Workshops & Training Courses**

* 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.

# Computer Literacy

* Excellent skills in Microsoft Word, Excel, Power Point.
* **Language Proficiency**
* Excellent: English, Urdu