Curriculum vitae

**Proposed role in the project:**

1. **Family name: Ullah**
2. **First names: Zia**
3. **Date of birth: April 02, 1976**
4. **Nationality: Pakistani**
5. **Civil status: Married**
6. **Education:**

|  |  |
| --- | --- |
| **Institution (Date from - Date to)** | **Degree(s) or Diploma(s) obtained:** |
| The Institute of Chartered Accountants of Pakistan – 2004 | Chartered Accountant |
| The Institute of Chartered Accountants in England and Wales - 2010 | IFRS – Specialist |
| Intuit - USA – 2008 | Certified QuickBooks Pro- Advisor |
| University of Punjab – 1999 | Master of Commerce (Specialization in finance) |
| University of Punjab – 1996 | Bachelor of Commerce (Specialization in accounting and auditing) |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| English | 1 | 1 | 1 |
| Urdu | 1 | 1 | 1 |
| Punjabi | 1 | 1 | 1 |

1. **Membership** **of professional bodies:**

* Fellow member of Institute of Chartered Accountants of Pakistan
* Associate member of Association of Certified Fraud Examiner
* Member of Advisory Council of Certified Fraud Examiner
* Certified QuickBooks Pro-Advisor
* Faculty member of MENTORUS – Islamabad
* Member and representative of GMN International in Pakistan & Afghanistan

1. **Other skills:** Proficient in the use of MS Word, MS Power point, MS Excel, MS Project, and MS Outlook.
2. **Present position: Senior Partner**
3. **Years within the firm: 14 years**
4. **Key qualifications:**

Zia Ullah is a Senior Partner with more than 14 years’ experience. His assignments include development of budget, accounting, internal audit, internal control, Human Resource & procurement manuals. He has performed numerous assignments relating to the development and implementation of financial management systems of numerous organizations. He has performed the assurance & non assurance assignments of international donor funded programmes, including of USAID, IFAD, UNOPS, TAF, CDM SMITH, JICA, NCA, DFID etc. His has experience of working in various Countries like Pakistan, Afghanistan, Singapore, Malaysia, and Dubai.

1. **Specific experience in the region:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Dates** | **Country** | **Dates** |
| Pakistan | 1999 to present | Afghanistan | 2009, 2010, 2011, 2012 |
| Thailand | 2014 | Sri lanka | 2010 |
| Malaysia | 2010 | Singapore | 2010 |
| Dubai | 2008 |  |  |

1. **Professional** **experience**

| **Date from -to** | **Location** | **Company& reference person[[1]](#footnote-1) (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| **Example**  *09/2012*  *05/2013* | Country | *Donor / Contracting* Entity & ref. person | *Evaluator/ Team Leader* | *Project title and Main tasks (presented in the form of bullet points)* |
| 02/2014  04/2014 | Pakistan | Fata Institutional Strengthening Project (FISP-USAID)  FATA Institutional Support Project (Abacus Consulting – **USAID**) Nasir Mahmud, Team Leader, Cell # 0346-4991618, E-mail: nmahmud@fisp.org.pk | Senior Consultant | * To assess the expected participants for training on the PPRA rules, procurement planning, preparation of bidding documents, evaluation of bids, award of contracts etc. * To prepare “Training Handbook/ Training Module” with examples and group exercises for the participants and get the same approved from the FISP and the FATA Secretariat and USAID. * To prepare the presentation material. * To conduct 3-4 days training sessions in feasible batches. * To prepare a training report. |
| 2011 to 2013 | Pakistan | COMMUNITY APPRAISAL MOTIVATIONAL PROGRAM (CAMP) (USAID Funds)  Finance Manager Mr. Sajjad, Cell # 0300 9716706, E-mail: m\_sajjad21@hotmail.com | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles, * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; * Conducted evaluation of effectiveness of programs; and * Reviewed monitoring activities. |
| 2011 to 2013 | Pakistan | COMMUNITY MOTIVATION AND DEVELOPMENT ORGANIZATION (CMDO) (USAID Funds)  CEO: Fayaz Ahmad, Ofc # +92-91-5703614-6, E-mail info@cmdo.org.pk | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles, * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; * Conducted evaluation of effectiveness of programs; and * Reviewed monitoring activities. |
| 2011 to 2013 | Pakistan | CHILDREN FIRST (CF) (USAID Funds)  Mohammad Imran Mughal, Cell # 0346 9996662, Email [imranahmedmughal@live.com](mailto:imranahmedmughal@live.com) | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles, * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; and * Conducted evaluation of effectiveness of programs. |
| 06/2012 | Pakistan | Oxfam Novib  Tel: +92 51 8438155 | Team Leader | Expense Verification of Project A-246 & A-761 ( Awaz Foundation, Multan) |
| 2011 to 2013 | Pakistan | MOUNTAIN INSTITUTE OF EDUCATIONAL DEVELOPMENT (MIED) (USAID Funds)  Mr. Shair Zaman, Cell # 03215221226, E-mail [sheir.zaman@mied.org](mailto:sheir.zaman@mied.org) | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles; * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; * Conducted evaluation of effectiveness of programs; and * Reviewed monitoring activities. |
| 2011 | Pakistan | Norwegian Church Aid (NCA)  Mr. Muteeb cell # 0305 5558444 | Team Leader | Resource Management Audit of emergency assistance to flood affected communities in since 201, funded by Norwegian Chruch Aid, Implemented by research and development foundation.  **Financial Resources**   * Verification of programme financial reports (mathematical correctness, comparison with approved budget), if relevant: latest revised version (in case accounting on cash basis is applied by Applicant); * Verification of balance sheets, related to the programme (if accounting on accrual basis is applied by Applicant); * Cash books incl. voucher and advances reconciliation procedure: * Check compliance to advances reconciliation procedure, including a review of segregation of functions regarding authorization of advances. Also review whether the expenses are in line with the objectives of the project. * Check compliance to procedures regarding advances given to staff including a review of segregation of functions regarding authorization of advances. Also review whether the expenses are in line with the objectives of the project. * Payment authorisation procedure * check whether duties regarding purchase, payment and registration are segregated * Preparation of accounts * Assets & associated depreciation, reservations, liabilities, credits, advances * Process of preparation of financial reports (for internal and external accountability) * Bank reconciliation (periodic) * Exchange gains / losses * Bank charges and interest gains * Debit notes * Flow of funds * Timeliness and process of the flow of funds and other resources from donors to Applicant to sub-contractors and co-implementing local organisations * Extent financial data have been used as management information (e.g. budget control)   **Goods (logistics)**  Procurement procedures   * Review the procedure to verify whether sufficient controls have been applied in order to obtain the best price x quality combination * Take a significant sample of purchases, of all sizes and check whether the purchasing procedure was followed, from defining the need till the payment. * Include in the sample several purchases for the different warehouses: e.g. medicines, animals, hygiene and livelihood and food & non-food, etc. * Include in the sample the purchase of some consultancy tasks and review also the necessity and compliance with the projects activities, if relevant.   **Stock control**   * Verify the stocks physically of all warehouses, taking a sample of the 10 most expensive items per warehouse, count them and compare them with stock ledgers. * Also make an estimate for the abovementioned sample of the demand for the item (outs), the time of expiry and the level of stock, checking whether it is necessary. * Review the procedure for stock in and out movements to see whether there are sufficient controls to guarantee that stock is safe, that items do not pass validity and that there is no opportunity for misuse. * Take a sample of 10% of in and out transactions during each financial year from the ledger and check whether the procedure was followed. * Check the conditions of the warehouses regarding security, ventilation, maximum heights of piling boxes, etc.   **Delivery procedures**:   * Review the procedure regarding delivery of goods to beneficiaries, including the method of selection of beneficiaries, to see whether the controls are sufficient to guarantee an equal and transparent distribution of goods. * Take a sample of 10% of the good distributions in 2007 and check whether the procedure was followed. If documentation is missing for the distribution procedure, and therefore it is not sure that the goods reached the beneficiaries, make a realistic estimation of how much this represents in terms of value.   **Transport**   * Spares and fuel use management * Take a sample of 10% of motorised vehicles and review whether the procedure was followed for use of spares and fuel during a randomly selected month.   **Human Resources**   * Staff contracted by Applicant: * Review the Human resources management procedures, to verify whether there are sufficient controls to guarantee equality in remuneration and secondary benefits and prevention of abuse. * Check whether the procedures were followed regarding hiring, salaries, promotions, leaves, etc. * Check on sample basis whether procedures for employee’s dismissal were followed.   **Other Elements**   * To undertake review of other factors employed by the applicant to ensure successful completion of the program objectives, including the timeliness and tools for capacity enhancement, as against the external conditions prevalent on the ground (security, weather, logistical constraints etc.). * To evaluate the internal control procedures of Applicant, estimate the audit risk and identify any matters worthy of mention, including any substantive shortcomings in the examination. * To make observations in a Letter to Management in order to determine whether Applicant has satisfied in every substantive respect the conditions laid down in the decision. All substantive matters, which do not meet the said conditions and all indications of unlawful acts, must be identified. Such observations will also include the requirements relating to any contribution to be made by Applicant. * The auditor shall prepare a letter to management detailing any significant deficiencies in accounting and / or internal control weaknesses in resources management identified during the course of the audit. This Letter to Management along with the Letter of Management, being a written response prepared by the management of the implementing partner explaining what corrective action will be taken, will be included in the final version of the audit report |
| 2011 to 2013 | Pakistan | POVERTY ERADICATION INITIATIVE (PEI) WITH HHC (USAID Funds)  CEO: Shahid Yousaf, Cell # 0345 9113049 | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles, * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; and * Conducted evaluation of effectiveness of programs. |
| 2011 to 2013 | Pakistan | MASHAL DEVELOPMENT ORGANIZATION (MDO)  (PPAF Funds)  Mr. Nasir Muneer  M: +923008469700  Nasir.muneer@crowehorwath.pk | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; * Conducted evaluation of effectiveness of programs; and * Reviewed monitoring activities. |
| 2012 | Pakistan | PAKISTAN VILLAGE DEVELOPMENT PROGRAM (PVDP) (UNICEF Funds)  Mr. Shahab, Cell # 0333 9342136 | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Reviewed that client’s internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies and ensured reasonableness as in accordance with applicable cost principles * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; and * Conducted evaluation of effectiveness of programs. |
| 2010 to 2013 | Pakistan | FINCON SERVICES INC. PAK  Mr. Ali Waheed, Cell # 03345519669, E-mail: [awaheed@fincon-services.com](mailto:awaheed@fincon-services.com) | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; and * Conducted evaluation of effectiveness of programs. |
| 2013 | Pakistan | Public Procurement Regulatory Authority (PPRA)  Yasir Shamem, Cell # 0341 9019190 | Team Leader | * Assessment of the financial control system; * Conducting an evaluation of the financial statements of the client and its financial position; * Performing tests for compliance with financial policies and procedures; * Evaluation the cash safety procedures; * Ensuring that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carrying out assessment of internal controls; * Performing physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checking for compliance with labour laws, tax laws, and agreements; * carrying out analysis of absorptive capacity, burn rate; and * Conducting evaluation of effectiveness of programs. |
| 2011 to 2013 | Pakistan | HUMAN RESOURCE LEARNING CENTRE (HRLC) (USAID Funds)  CEO, Ms Riffat Shamas  +92-51-4864258 | Team Leader | * Assessed the financial control system; * Conducted an evaluation of the financial statements of the client and its financial position; * Performed tests for compliance with financial policies and procedures; * Evaluated the cash safety procedures; * Ensured that client’s financial management system provided for effective control over and accountability for all funds, property and other assets. Further, we applied procedures to ensure that the client’s financial management system provided for comparison of actual outlays with budgeted amounts for each funding source * Carried out assessment of internal controls; * Performed physical verification of assets, inventories, beneficiaries and vendors; * evaluated contracts; * checked for compliance with labour laws, tax laws, and agreements; * carried out analysis of absorptive capacity, burn rate; and * Conducted evaluation of effectiveness of programs. |
| 11/2013  11/2013 | Pakistan | Fata Institutional Strengthening Project (FISP-USAID)  FATA Institutional Support Project (Abacus Consulting – **USAID**) Nasir Mahmud, Team Leader, Cell # 0346-4991618, E-mail: nmahmud@fisp.org.pk | Senior Consultant | * To study the public procurement management system and the processes in vogue in FS and implementing directorates and agencies- ‘As Is Analysis’. * To document the above system and the processes supported by flow charts and points of concern. * To recommend the extent of automation of PPS, ‘To be of the Automation’ and future course of action to ensure full transparency in the system. * To discuss the draft findings of ‘As Is Analysis’ and ‘To Be of the Automation’ with the FISP and present it to the FS. * To submit the final report. |
| 10/2007  11/2007 |  | UNOPS  Mr, Bishnu B Silwal, E-mail: [bishnus@unops.or](mailto:bishnus@unops.org)g | Financial Expert | * Assessment of financial system of Fata secretariat |
| 08/2013  10/2013 | Pakistan | Gender Equity Program  The Asia Foundation, Mr, Abdus Salam Mughal, 0333-5545493, e- mail: abdus,mughal@asiafoundation.org | Consultant | * Developing familiarity with GEP imperatives in carrying out the financial review of sub-grant applications relating to economic empowerment of women. * Conducting financial reviews, minimum of 134 sub-grant applications received for cycle 7 solicitation proposed minimum of 54 sub-grant applications for (Grants Management Committee) GMC approval Work in close coordination with the GMU |
| 05/2012  07/2012 | Pakistan | STEAP (Implementing Partners of The Asia Foundation)  Human Resource Learning Ceter, CEO Ms. Riffat Shams  +92-51-4864258 | Team Leader of Financial Assessments | * Designing of detailed organizational capacity assessment tools * Conducting detailed organizational capacity assessment of 32 partner organizations * Conducting Training Need Assessment of Staff of each partner organization * Developing detailed TNA report for each partner organization separately * Developing capacity building plan based on the findings of the assessment * Developing and submitting Organizational Capacity Assessment Report for each organization * Developing and submitting of consolidated capacity assessment report. |
| 2010 | Afghanistan | KASHF Foundation  &  Crowe Horwath Pakistan  Mr. Nasir Muneer  Partner: 0300-8469700  Nasir.muneer@crowehorwath.pk | Team Leader | Quality Control Review of :   * evaluation of indirect costs, * internal controls, * comparison of budget versus actual outlays, * time loss between recipient and fund utilization, * timely conduct of audit, * assurance of institutional framework for sustainability, * evaluation of accounting, record keeping and overall financial management system, * absorptive capacity analysis, * property management standards and system, and * financial management capacity |
|  | Pakistan | Jamshoro power Generation Company Limited- JPCL- GENCO I  ASP – AID (USAID) &  Crowe Horwath Pakistan  Mr. Nasir Muneer  Partner: 0300-8469700  Nasir.muneer@crowehorwath.pk | Senior Consultant | * Development of Budgeting and Accounting Manual generally applicable for all the GENCOs with individually applicable provisions where necessary. The developed manual conform to the needs of a modern corporate organization in the power generation sector and also address all the applicable regulatory requirements (including those of Foreign Donors), policies and procedures and formats of a budgeting, financial accounting and reporting system. The manuals prescribed relevant reports generated apart from the statutory reports for internal management. * Development of an Internal Audit Manual for all the GENCOs with individual focus where necessary to serve as a guideline for conducting effective internal audits conforming to international best practice and applicable internal auditing standards. The manual coverage extends to financial, management and EDP (Electronic Data Processing) Audits with focus on the operations of GENCOs. * In the light of proposed financial accounting, reporting, budgeting systems propose and implement an automation plan, after doing a need assessment and suggested appropriate software and hardware. Submission of a detailed transition plan to ensure smooth transfer from manual to automated system. This plan includes areas such as parallel run, instituting internal controls to ensure data integrity and accuracy, ensuring that there are no data discrepancies between the manual and the computerized system. * Trained the existing finance/accounting staff to use the new system/modules. |
|  | Pakistan | Central Power Generation Company Limited (CPGCL) GENCO II  ASP – AID (USAID) &  Crowe Horwath Pakistan  Mr. Nasir Muneer  Partner: 0300-8469700  [Nasir.muneer@crowehorwath.pk](mailto:Nasir.muneer@crowehorwath.pk) | Senior Consultant | * Development of Budgeting and Accounting Manual generally applicable for all the GENCOs with individually applicable provisions where necessary. The developed manual conform to the needs of a modern corporate organization in the power generation sector and also address all the applicable regulatory requirements (including those of Foreign Donors), policies and procedures and formats of a budgeting, financial accounting and reporting system. The manuals prescribed relevant reports generated apart from the statutory reports for internal management. * Development of an Internal Audit Manual for all the GENCOs with individual focus where necessary to serve as a guideline for conducting effective internal audits conforming to international best practice and applicable internal auditing standards. The manual coverage extend to financial, management and EDP (Electronic Data Processing) Audits with focus on the operations of GENCOs. * In the light of proposed financial accounting, reporting, budgeting systems propose and implement an automation plan, after doing a need assessment and suggested appropriate software and hardware. Submission of a detailed transition plan to ensure smooth transfer from manual to automated system. This plan includes areas such as parallel run, instituting internal controls to ensure data integrity and accuracy, ensuring that there are no data discrepancies between the manual and the computerized system. * Trained the existing finance/accounting staff to use the new system/modules. |
|  | Pakistan | Northern Power Generation Company Limited (NPGCL) GENCO III  ASP – AID (USAID) &  Crowe Horwath Pakistan  Mr. Nasir Muneer  Partner: 0300-8469700  [Nasir.muneer@crowehorwath.pk](mailto:Nasir.muneer@crowehorwath.pk) | Senior Consultant | * Development of Budgeting and Accounting Manual generally applicable for all the GENCOs with individually applicable provisions where necessary. The developed manual conform to the needs of a modern corporate organization in the power generation sector and also address all the applicable regulatory requirements (including those of Foreign Donors), policies and procedures and formats of a budgeting, financial accounting and reporting system. The manuals prescribed relevant reports generated apart from the statutory reports for internal management. * Development of an Internal Audit Manual for all the GENCOs with individual focus where necessary to serve as a guideline for conducting effective internal audits conforming to international best practice and applicable internal auditing standards. The manual coverage extend to financial, management and EDP (Electronic Data Processing) Audits with focus on the operations of GENCOs. * In the light of proposed financial accounting, reporting, budgeting systems propose and implement an automation plan, after doing a need assessment and suggested appropriate software and hardware. Submission of a detailed transition plan to ensure smooth transfer from manual to automated system. This plan includes areas such as parallel run, instituting internal controls to ensure data integrity and accuracy, ensuring that there are no data discrepancies between the manual and the computerized system. * Trained the existing finance/accounting staff to use the new system/modules. |
| 07/2012  06/2013 | Pakistan | National University of Science & Technology  Dr. Budget & Accounts  Mr. Nasir Amin  0307 5558709  [dirbna@nust.edu.pk](mailto:dirbna@nust.edu.pk) | Team Leader | * Management of financial resources. * Designing and implementing the financial system of NUST including maintenance and administration of corporate financial accounting system of NUST affiliated colleges. * Restructuring of financial data into core activities, Not-Core activities & Projects. * Compilation & analysis of financial information to prepare entries to accounts, such as general ledger accounts & document business transaction. * Selecting, training, directing & mentoring the necessary NUST staff to ensure the smooth functioning of finance department in accordance with University procedures, policies & accounting systems. |
| 2010 | Pakistan | Semiotics Consultant (Private) Ltd  Crowe Horwath Pakistan  Mr. Nasir Muneer  Partner: 0300-8469700  [Nasir.muneer@crowehorwath.pk](mailto:Nasir.muneer@crowehorwath.pk) | Financial Management Advisor | Evaluation of following:     * + indirect costs,   + internal controls,   + comparison of budget versus actual outlays,   + time loss between recipient and fund utilization,   + timely conduct of audit,   + assurance of institutional framework for sustainability,   + evaluation of accounting, record keeping and overall financial management system,   + absorptive capacity analysis,   + property management standards and system, and   + Financial management capacity. |
| 2012 | Pakistan | National University of Science & Technology  Dr. Budget & Accounts  Mr. Nasir Amin  0307 5558709  [dirbna@nust.edu.pk](mailto:dirbna@nust.edu.pk) | Team Leader | * Documentation of existing system * gap analysis * designing of new systems * implementation of designed system * setup of reporting structure * preparation of data flow diagrams * Assessment and designing of effective internal control system * Implementation of harmonized chart of accounts and identification and setting up of revenue and cost centers, payroll, fixed assets and inventory lists. |
| 2010 & 2012 | Afghanistan | International Medical Corps (US) | Team Leader | * Assessment of financial control, * compliance with financial policies and procedures, * evaluation of cash safety procedures, * assessment of internal controls, * physical verification of assets, inventories, beneficiaries, vendors, * evaluation of contracts, * compliance with labour laws, tax laws, and agreements, * Analysis of absorptive capacity and burn rate, * evaluation of effectiveness of programs, and * Review of monitoring activities. |
| 2010 & 2012 | Afghanistan | International Medical Corps (UK) | Team Leader | * Assessment of financial control, * compliance with financial policies and procedures, * evaluation of cash safety procedures, * assessment of internal controls, * physical verification of assets, inventories, beneficiaries, vendors, * evaluation of contracts, * compliance with labour laws, tax laws, and agreements, * Analysis of absorptive capacity and burn rate, * evaluation of effectiveness of programs, and * Review of monitoring activities. |
| 2008-11 | Pakistan | School of Business and Management (SBM) | IFRS Trainer | * Taught students of ACCA, * Financial Reporting, course includes IFRS i.e. IFRS 1 to IFRS 9 and IAS 1 to IAS 41. |
| 2009 | Pakistan | School of Business and Management (SBM) | IAS Trainer | * Leading a six months project provide training to participants in accounting for assets which include IAS 16, IAS 38, IAS 36, IAS 21, IAS 23, IAS 40 & IAS 41. |
| 2007 | Pakistan | HLB International | Member Technical Committee of HLB International | * Appointed as member of HLB technical committee of HLB International on audit and assurance. Provide technical input to the member firm on accounting and auditing issues faced by member firms. Appointment was based on IFRS knowledge and expertise in financial reporting. |
| 2010 | Islamabad | Small Medium size Enterprise Development Authority(SMEDA) & Rawalpindi Chamber of Commerce and Industry (RCCI) | Trainer | Provide training to the members of RCCI on:   * book keeping; * accounting, and * Financial reporting training to the members of RCCI. |
| 2003 | Pakistan | Small Medium size Enterprise Development Authority (SMEDA) | Consultant | * Project includes the development of book in local language to facilitate the SME sector in accounting for small business |
| 2003 | Pakistan | DESCON Engineering | Consultant | * Preparation of coding scheme, * job description, * budget template, * format for BPV, BRV, CPV, CRV, JV, GRN, GIN, PR. |
| 2011 | Pakistan | PARC Agrotech Company (Private) Ltd | Consultant | * Preparation of procurement manual |
| 2009-10 | Pakistan | Auditor General of Pakistan | Trainer Internal Audit | * Training to the staff of Auditor General of Pakistan leading to CIA Certification |
| 2007-10 | Pakistan | Abacus Distribution Systems (Private) Ltd | Team Leader | * Performance of Internal Audit, * Assessment of Internal Controls, * identification of risk areas, * formation of audit strategy, * sampling technique, * preparation of audit programs, * review of audit working papers, * preparation and finalization of audit reports |
| 2006-07 | Pakistan | Alshifa Eye Trust | Team Leader | * Performance of Internal Audit; * Assessment of Internal Controls; * identification of risk areas; * formation of audit strategy; * sampling technique; * preparation of audit programs; * review of audit working papers, and * Preparation and finalization of audit reports. |
| 1999 | Pakistan | Pakistan International Airline (PIA) | Internal Auditor | * Performance of Internal Audit procedures on audit areas assigned. * Document the internal control system of allocated audit areas |
| 2001-03 | Pakistan | Standard Chartered Bank, Maersk group of Companies, PKP Oil Exploration Ltd., Emirates Airline. | MIS consultant | * Implementation of payroll system; * processing of parallel payroll; * deliverable include Payroll sheet; * Payslips; * Journal voucher for entry into General Ledger; * Tax Challans, and * Tax withholding Statements. |
| 2001-03 | Pakistan | Lahore University of Management Sciences, H Karim Bakish, Sangi, PHA, Ankabot (Private) Ltd. Hussain Chaudhary Services | MIS consultant | * Setup of computerized accounting system; * development of chart of accounts; * Preparation of reports, vouchers etc. * monthly management accounts; * Inventory Management; * Account receivable Management; * Credit Control; * Purchase Order; * Payable Management; * Fixed Asset Register, and * Payroll System. |

1. **Other relevant information** (e.g., Publications)

**Trainings Attended:**

* 2013: IFRS Trainings
* 2012: Financial & Business Analysis
* 2011: Two days Sessions on Advance Microsoft Excel 2010
* 2010: Workshop on USAID’s Financial Audit Program for CPA Firms
* 2010: One day session on Emotional Intelligence
* 1998: MS Office Certification from SKANS School of Accountancy
* 2010: One day workshop on Value Added Tax
* 2010: Workshop on Withholding Tax and Salary Taxation
* 2002-2003: Two Years training on audit and accounts from Horwath Hussain Chaudhary & Co. (Chartered Accountants)
* 2000-2001: One Year Training on audit and accounts from S. A. Salam & Co. (Chartered Accountants)
* 1999-2000: One Year Training on audit and accounts from Eshai & Co. (Chartered Accountants)
* Train the Trainer by ACCA (UK)

1. The Contracting Authority reserves the right to contact the reference persons. If you have any objection to this fact, kindly state so and provide a justification [↑](#footnote-ref-1)