



Raja Saheem Hyder

Financial Expert

MBA Graduate with Six years of expertise in Managing & Maintaining the cash inflows & outflows under various centrally sponsored schemes of The Ministry of Housing and Urban Affairs, Govt of India.

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📍 Dubai, UAE

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WORK EXPERIENCE

Financial Expert

Housing & Urban Development Department
Civil Secretariat Jammu & Kashmir

11/2016 - 09/2021

Administrative Government Department Civil Secretariat Jammu & Kashmir

Achievements/Tasks

- Tracking, allocating, releasing ,Monitoring & utilization of funds under CSS of Ministry of Housing & Urban Affairs
- MIS Reports / Monthly Fact sheets submission to Ministry/ Requirement of Funds under CSS MOHUA
- Facilitated the Department / Organization in preparation of Action Plans / Financial reports / Coordinated with Mission Director and PMU
- IHHLs / CT/PTs / SWM / IEC / CB&AOE monthly reports/ Technical management support/ Administration / Training / Awareness Camps
- Tracking & monitoring of flow of funds / Preparation of Utilization certificates/Monthly Progress Reports
- Submission of physical as well as financial status of all CSS of MoHUA

Contact : Fayaz Ahmed Khan - 7006309963

Accounts Associate

Jammu & Kashmir Entrepreneurship
Development Institute.

05/2015 - 10/2016

JKEDI has been established by the Government of Jammu and Kashmir to effectively enable entrepreneurship development

Achievements/Tasks

- Repayment of Loan installments
- Operation/Administration Assistant
- Bank Reconciliation / Compute taxes and tax returns
- Financial statements
- Preparation of Reports
- Accounting records / cash register

Contact : suhail khan - 9622618321

REFERENCE

Senior Relationship Officer

Citi Bank

Contact : Aamir Farooq - 0553808596

SKILLS

Administration

Banking & Taxation

Financial Statements & Reporting

PFMS

Auditing & Compliance

Budgeting & Estimation

Organizational Skills

Training & Evaluation

EDUCATION

Masters of Business Administration

IUST - Awantipora, Pulwama

08/2011 - 08/2013

Jammu & Kashmir, India

Bachelor of Commerce

University of Kashmir

03/2008 - 02/2011

Jammu & Kashmir India

INTERESTS

Dancing

Standup Comedy

Cricket