

To
Human Resource Representative / Department

Subject: Employment Application

Dear Sir,

In response to the vacancy announcement in your esteemed organization, I am interested and submitting my resume for the position.

Here it is a brief introduction of my academic and professional achievements with highlighting the motivational impact which will support my candidacy for the said position.

Sir I am graduated from Muhammad Ali Jinnah University, Islamabad Campus and awarded MBA (Banking and Finance) degree with CGPA of 3.01. I have also attained certifications i.e. *SAGE FINANCIALS* from ITS, UAE and *DISIGNE THINKING MODELING* from Stanford University USA.

During my professional career I have performed duties of

- Financial Management, General Accounting, Compensation and Benefits planning and Payroll Accounting, Taxation (WHT and Sales Tax), Audit, Banking Coordination & Statutory Reporting.
- Account Payable and Account Receivables functions and ensure compliance of 3 way matching principal.
- Budget planning & Compliance, Cash forecasting,
- planning and direction of internal controls strengthening mechanism for financial and operational risk mitigation,
- Adherence of applicable tax laws and related disclosure.
- Cash Management, Supporting Treasury Functions and Banking coordination.
- Payroll preparation and processing.
- GL and Bank balances reconciliations,
- Performing the full audit cycle functionaries including financial and operational risk management.
- Strengthening management control over operations' effectiveness,
- Ensure financial reliability and compliance with all applicable directives and regulations.
- Determining internal audit scope and developing annual plans.
- Obtaining, analysing and evaluating accounting documentation, reports, data, works flow etc
- Pre-audit of financial documents using three way matching principals; Invoice and Claim processing, Ensure Accurateness.
- Ensure Compliance of SOPs and business operational Strategies.
- Inventory and Stock Management,
- Data management and control,
- Ensures IAS, IFRS, GAP, GAAP and organisational SOP compliance
- Coordination with finance team for daily workflow.

I am also familiar with automated gadgets of financial reporting (Maximo, Sun Financials, Quick books, Quickens, Sage financials) which help me in producing efficient management and financial analysis reports; In addition to this time management helps me in providing timely and quick reporting analysis to the higher management using all of the above mentioned techniques and skills.

My skills like data analysis, resource allocation, business planning & development methodologies, meeting time lines, scenario building techniques, relationships, contracting and negotiating techniques, information systems applications, project management skills, strategic planning and development and implementation methodologies to improve the work quality and meeting the compliance requirements always keeps my seniors pleased.

Finally proved myself a team player and a manager who is keen to learn at the same and focused towards achieving the objectives in line with the vision and mission.

Here I would like to mention another competitive advantage which favour my candidacy for this position is be my direct experience of managing project in the intense environment of office environment as well as of remote fields.

The required job description seems a good match to my qualification and professional experience, and i am sure that my experience will give me a substantial edge on other candidates and you will give me chance to prove further. (Inshallah)

Looking forward to hear from you

Sincerely,
Mohammad Abdur Rahman Asif

Mohammad Abdur-Rehman Asif
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PERSONAL:

DOB: 15 February 1983
CNIC: 61101-1770039-5
Marital Status: Married

ACADEMIC/PROFESSIONAL QUALIFICATION:

- | | |
|---|------|
| • MBA (Banking and Finance) from Mohammad Ali Jinnah University, Islamabad | 2009 |
| • B Com (IT) from Punjab College of Commerce, Islamabad | 2005 |
| • HSSC (Pre Engineering) from Islamabad Model College for boys F-10/3, Islamabad | 2000 |
| • SSC (Science) from Islamabad Model School for boys F-8/3, Islamabad | 1998 |

Certifications:

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|--|------|
| • Design thinking Process Certification from The D School, Stanford University, Stanford, USA | 2013 |
| • Financial Modelling Certification from Plum Solutions, Australia | 2008 |
| • SAGE Financial Package Certification from ITS, Dubai, UAE Official SAGE Partners | 2007 |

WORK EXPERIENCE:

- | | |
|--|-----------------------------------|
| • Finance and Accounting Specialist , MM Pakistan Pvt Limited | June 2018 – Dec 2018 |
| ○ WITH ADB Financed BRT Project | |
| • Office Manager , MM Pakistan Pvt Limited | Oct 2018 – Present |
| ○ AT WORLD BANK Finance Tarbela Dam Construction Project | |
| • Accounting Consultant , Sarina Flooring & Ibex Oil field Services Pvt Ltd | from Feb 2019 – Sep 2019 |
| • Deputy Accountant/Accountant , MOL Pakistan Oil & Gas. Co. B.V | from Mar 2014 - Oct 2017 |
| • Project Officer Rural Development Foundation | from Jan 2014 - Feb 2014 |
| • Training Coordinator on PPRA Rules with TRF Project - Mott MacDonald Ltd, UK | from Aug 2012 - Dec 2012 |
| • Project Officer , Mott MacDonald Ltd Pakistan on TRF, Pakistan. Technical Resource Facility Project -- (A GBP 16.8 million project funded by DFID/AusAid to helps Pakistan's Mother and New-born Child Health Program) managed by HLSP, UK and JSI, USA | from Sep 2009 to Jun 2012. |
| • Finance & Admin Officer , DTW—Districts That Work--(A USD 26 million project funded by USAID to helps Pakistan's local governments & devolution process) managed by Urban Institute, USA | from May 2008 to Sep 2009. |
| • Assistant Manager Finance , TAMA--Technical Assistance Management Agency--(A GBP 09 million project funded by DFID & USAID to support Pakistan's health & population welfare sectors) managed by Options, UK (UK based consultancy Firm) which is the sister concern of MSI | from Nov 2005 to Apr 2008. |

Highlights of Duties Performed:

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|---|---|
| • Financial Management, General Accounting, Compensation and Benefits planning and Payroll Accounting, Taxation (WHT and Sales Tax), Audit, Banking Coordination & Statutory Reporting. | • Determining internal audit scope and developing annual plans. |
| • Account Payable and Account Receivables functions and ensure compliance of 3 way matching principal. | • Office Administration and Human Resource Management. |
| • Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations. | • Procurement Functionaries & Vendor Contract Management. |
| | • Obtaining, analysing and evaluating accounting documentation, reports, data, flowcharts etc |
| | • Invoice and Claim processing, Ensure Accurateness. |
| | • Ensure Compliance of SOPs and business operational Strategies. |

- Ensure Establishment and Compliance of Internal Controls and Financial Risk Mitigation Strategies.
- Ensure prudent utilization of Resource.
- Ensure Compliance of IAS, GAAP, and IFRS other Accounting Standards.
- Lean 6 Sigma compliance in data shelves management.
- Petty Cash Management and Supporting Treasury Department Functions.
- Ensure Accurateness in all Vouching, documentations, Monthly, Quarterly, Annually and statutory reporting.
- Business Planning and Business Case Preparation.
- Financial Forecasting & financial management of business projects, Budgeting & Compliance.
- Monitoring and Evaluation of operational budgets.
- Portfolios analysis in terms of NPV, IRR & FV.
- Perform Quantitative and Qualitative analysis.

- Ensure business projects spending as per the approved budget lines.
- Prepare presentations, Reports and tutorials to present business cases and other case studies.
- Coordinate with internal and external stakeholders to present project reports.
- Identify processes and IT/IS required to introduce recommendations.
- Gain agreement from senior management on business proposals based on reports and analysis.
- Ensure proper documentation handling and record keeping.
- Ensure organisational development while supporting staff and teams in making recommended changes.

TRAININGS, WORKSHOPS AND SEMINARS:

- Participated in training organized by MOL Pakistan Oil & Gas. Co. B.V. aimed at better business ethics and communication.
- Participated in training organized by MOL Pakistan Oil & Gas. Co. B.V. aimed at enhancing the skill for managing the data through MS Excel including Basic Macro Functions.
- Participated in training work shop organized by TAMA – (DFID & USAID) on the topic of “Financial Management Tools & Internal Controls”.
- Participated in training organized by FCO, USAID & DFID On the topic of “Security Management & Protocols in conflict porn areas”.

- Participated in training organized by **USAID** On the topic of “Defensive Driving”.
- Participated in training workshop on “Project Management and Tools” Organized by Technical Assistance Management Agency.
- Attended seminar on the topic of “Community Development and Public Private Partnership” organized by Urban Institute, USA.

Internships & Volunteers Experiences:

- Worked as a Volunteer with number of Local NGO's i.e. MWO etc.

- Worked as a Volunteer during earth quick devastation in 2005 Pakistan.

MEMBERSHIPS

- International volunteers association, USA.
- Peace & Collaborative Development Network.
- Urban Institute Alumni.

- MAJU Alumni.
- Federal Acquisition Regulations.
- Development Executive Group.
- DevAID.

IT SKILLS

- **Accounting Software** Maximo, Sun Financials, Quick books, Quickens, Sage
- **Knowledge of ERP** Oracle. SAP, FIFO, MIMI - ERP Operations.

- Proficient (Advanced level) in **MS-Office** (MS Word, **Excel**, Power point, MS Access, Outlook).
- **Operating System:** Windows. Ubuntu

SUMMARY:

Substantial work experience in corporate organizations with Projects funded by International donors i.e. DFID, USAID, and AusAID, Asian Development Bank and managing tasks related financial management, administration, procurement, logistics, event management, internal audit, Human Resource Management and Project Management.

Proficient in using all necessary IT applications and accounting software at the same time I have firm command on both English & Urdu. I consider myself to be quit flexible, team player and adaptive to different working environments.

Knowledge/experience of starting and winding of international donors funded projects. I strongly believe in producing quality deliverable and always meet time lines along with the strong ability of multi-tasking.

My mission will always to give rise and success to achieve organizational goals with hard work with honesty (Inshallah).