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| Azhar  [Azhar.131896@2freemail.com](mailto:Azhar.131896@2freemail.com) |



***Career Objective***

I being a dynamic aggravated and action oriented young man; present myself with all my devotion, dedication and commitment for the best of your well-substantiated organization. I cordially assure you, if given a chance, would capitalize my abilities. I am recently in Dubai on visit visa and can join immediately..

#### *Academic Qualification*

**Master of Business Administration (MBA)**

**(2004-06) Major:** Finance **Bi-Major:** Marketing

University of Azad Jammu & Kashmir Pakistan

Faculty of Administrative Sciences Kotli

(1st division CGPA 3.43 out of 4.00)

**Bachelors of Business Administration (BBA)**

**(2001-03) Majo**r**:** Business & Finance

University of Azad Jammu & Kashmir Pakistan

Faculty of Administrative Sciences Kotli

(2nd division)

**Intermediate**

**(1999- 2001) Major:** Arts

Board of Intermediate & secondary Education

Mirpur (A.K) Pakistan

(2nd division)

**Matriculation**

**(1998) Major:** Science

Board of Intermediate & secondary Education Mirpur (A.K) Pakistan

(2nd division**)**

***Job History***

***1.***

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| ***Organization*** | **JSI PAIMAN Sudhnuti, AJ&K** |
| ***Organization Type*** | Research & Training Institute (NGO) |
| ***Designation*** | **District Finance Assistant ( PAIMAN )** |
| ***Location*** | Sudhnuti ( Palandri ) AJ&K, Pakistan |
| ***Type of Experience*** | Full Time |
| ***Tenure*** | Feb, 2009 – July, 2010 |

**John Snow, Inc.**, and its nonprofit affiliate JSI Research & Training Institute, Inc., are public health research and consulting firms dedicated to improving the health of individuals and communities throughout the world.

JSI builds local capacity to address critical health problems, collaborating with local partners to assist countries, governments, communities, families, and individuals to develop their skills and identify Solutions that meet their public health needs. Through management assistance, research and evaluation, education, and training, JSI works to enable agencies and health professionals to provide appropriate services in an effective and compassionate. Since 2004 **John Snow, Inc.**, is carrying out its activities in Pakistan, **With the funding of** USAID **For a project named “PAIMAN” (Pakistan initiative for mother and newborn) is working to reduce maternal, newborn, and child mortality in Pakistan, through viable and demonstrable initiatives and capacity-building of existing programs and structures within health systems and communities, to ensure improvements and strengthen links in the continuum of health care for women from the home to the hospital.**

**For details visit**

* **Key Responsibilities:**

**Duties and Responsibilities:**

* + Responsible to manage and maintain the petty cash account and coordinate the petty cash functions;
  + Prepare expenditure summary of petty cash, disburse payments to vendors where authorized for day to day operation of the office, obtain proper receipts/documentation to reconcile petty cash;
  + Write checks and maintain record of the same through books of accounts (Bank Book);
  + Maintain day-to-day coordination with the bank and facilitate prompt response for activities related to the financial management operations;
  + Maintain and effectively follow-up on the timely submission of account to the JSI/Finance Section Islamabad;
  + Assist and coordinate various day to day work related to the financial management operations;
  + Maintain proper filing system and ensure that all finance related documents are filed appropriately in accordance with established guidelines;
  + Custodian of the check book and ensure that it is kept under lock and key in the safe;
  + Prepare district monthly cash flow request and submit to JSI/Finance Section, Islamabad for review and processing;
  + Any other assignment as and when required assigned by the Director Finance.

**2.**

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| ***Organization*** | **RELIEF INTERNAIONAL** |
| ***Organization Type*** | US Humanitarian Organization |
| ***Designation*** | **Finance Assistant (USAID-ILED Project)** |
| ***Location*** | Dhirkot (Bagh), AJ&K, Pakistan |
| ***Type of Experience*** | Full Time |
| ***Tenure*** | July, 2007 – March,2008 |

Relief International is a US based non profit Humanitarian Organization with its Head Office situated in L.A California, working with a motive “*Saving Lives, Sustaining Livelihoods.* Since 1990, RI has been meeting the immediate needs of victims of natural disasters and civil conflicts worldwide with provisions of food

rations, clean water, non-food items, and emergency medical services. RI’s RED—Rapid Emergency Deployment—Team arrives in hours to affected regions with the primary focus of providing relief to the most vulnerable members of society: women, children, and the elderly. From the earliest stage of intervention, RI’s Emergency Response activities are designed to translate from urgent relief to long-term development for maximum community impact. Since October 2005 Relief international is carrying out its relief and rehabilitation activities in NWFP and AJ&K. **With the funding of** USAID **and CNFA as Umbrella/Technical Partner, Relief International is currently working in Bagh Region with a project named “ILED” (Improving Livelihood Enterprise Development). For details visit**

* **Key Responsibilities:**
  + Processes checks and Bank advices of salaries and funds.
  + Check employee travel and cash advance reports
  + Record the settlement of the approved cash advance reports in the QuickBooks
  + Accurately file employee timesheets, and travel and cash advance reports in employee folders.
  + Ensures consistency with policies, regulations and procedures through application of generally accepted accounting principles (GAAP).
  + Ensures expenditures are allocated to appropriate grant accounts.
  + Ensures that all expenditures conform to any limits or exclusions set forth in RI, Federal.
  + Under the supervision of the Finance Manager, timely and accurately prepare and produce donor monthly, quarterly, final expense reports as required by the donor project agreements Assist in monthly reconciliation of bank accounts
  + Assist in the preparation of Federal Cash Transaction reports
  + Assist in preparation of annual audits.
  + Other duties as assigned.

**3.**

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| ***Organization*** | **NRSP (National Rural Support Program)** |
| ***Organization Type*** | Rural Support Programme (RSP) ( Micro Credit Organization) |
| ***Designation*** | **Finance & Credit Assistant** |
| ***Location*** | Bagh AJ&K Pakistan |
| ***Type of Experience*** | Full Time |
| ***Tenure*** | Nov , 2004– March, 2005 |

**NRSP** a national NGO established in 1992 under the companies ordinance of 1984 is working in over 40 districts across Pakistan and Azad state of Jammu and Kashmir. Working with a basic philosophy of development through developing a gross root level social mechanism i.e. community organization, it believes that people of developing world have potential to bring change in their life and the need is to harness their potential. Beside social mobilization it also provides different income and livelihood related packages in different sectors i.e. Natural Resource Management, Physical Infrastructure and Technology Development etc. The major donor of NRSP is Pakistan Poverty Alleviation Fund (PPAF) which bridges its different development projects with community through NRSP’s Social setup. For details visit

* **Key Responsibilities:**

**Major Finance Responsibilities.**

* To maintain the cash book & Bank books.
* To control & safeguard the cash & cash disbursement.
* To monitor office funds balance in **Bagh** and make top-up requests to Head office in accordance with the established timetable.
* Ensuring payments made in **Bagh** are properly coded for budget and supported by documentation in accordance with NRSP requirements.
* To prepare the credit cases in the light of the appraisal and submit them to the Head Office for approval

**Internship**

Six Week work with ISE (Islamabad Stock Exchange) as an internee.

***Skills & Competencies***

**Computer Knowledge**.

1. Internet Surfing
2. **Quick Book Pro and Peachtree From Ucat Sadar Rawalpindi (Financial Soft ware)**
3. Administration Management
4. Finance Management

***References***

Reference will be furnished as per requirement.

