***Curriculumvitae***

***Muntazir***

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|  | **PRESENT ADDRESS** |
| E-Mail: muntazir.374926@2freemail.com  |  |
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|  | **ACADEMIC QUALIFICATION** |
|  | **MBA Finance 2010** | **NUML University Islamabad** |
|  | **BBA Finance 2009** | **COMSATS University Islamabad** |
|  | **KEY SKILLS** |
|  | Financial Review and Transaction Analysis | Variance Analysis. |
|  | Reporting and Accuracy. | Data Management. |
|  | Budgeting and Its Utilization. | Compliances |

**EXPERIENCE**



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| **Mar 16 - To- Up to Date** | **Finance Officer** | **ADF(USAID)** |
| **OVERALL RESPONSIBILITIES** |  |  |  |  |

* Accounting and Financial Management
* Ensure sound management of donor grants
* Deduction & Submission of all taxes to FBR
* Lead the budget proposal and modification process
* Perform monthly/quarterly reconciliations of Balance Sheet items
* Regular review of the bank books, cash books and any logistics reconciliations.
* Ensure that all expenses incurred under the project are allowable, reasonable and allocable per applicable cost principles
* Timely posting of books of accounts, journals and cost and donor allocations to ensure smooth preparation of monthly management account & reports
* Timely review of all cash books received (including from field offices if applicable) in order to meet reporting deadlines.
* Review of cash and bank payments to ensure that they are properly authorized and supported with sufficient documentary evidence.
* Review Head Office and field transactions listings to ensure compliance with set internal controls procedures, including preparation of appropriate journal. Review would extend to confirming accuracy and timing of recharges.
* Review of Monthly Management Accounts against budget and analysis of notable variances, including reporting on same to CFC / CD.
* Provide the field finance teams with information and guidance on program financial performance
* Provide regular internal reports tracking current spend on donor contracts against donor budgets. These internal reports are to be shared with Program and other interested personnel

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| **July 13-To-Jan 16** | **Finance Officer** | **MERLIN International** |  |
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| Portfolio Managed: |  |  |  |  |  |  |  |  |  |
|  |  | S# |  | Donor |  |  |  |  | Intervention Area |  |  |  |
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|  | 1 |  | Global Fund-DoMC |  | 18 |  | Districts of KPK and |  |  |
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|  |  |  |  |  | Baluchistan |  |  |  |
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|  | 2 |  | Echo-HIP |  | Jalozai |  | IDP Camp and 17 HF of |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Peshawar and Nowshera |  |  |  |
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|  | 4 |  | Unicef-Nutrition |  | Jalozai IDP Camp and 17 HF of |  |  |
|  |  |  |  |  |  |
|  |  |  | Peshawar and Nowshera |  |  |
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|  | 5 |  | UNFPA |  |  |  |  | 2 HF Kohat |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | 6 |  | Nutrition-ERP |  |  | 17 HF |  | of Peshawar and Nowshera |  |  |
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1. Reporting to Country Finance Manager and to Donor Agency.
2. Working for Global Fund Malaria in 18 districts having two provincial offices (KPK and Baluchistan).
3. Health and Nutrition interventions in District Kohat, Peshawar and Nowshera in collaboration with ECHO, UNICEF, UNFPA.

Tasks performed during association with Merlin (Medical Emergency Relief International):

* To liaison closely with donors
* Preparation of Donor Budgets
* Preparation of Donor financial reports.
* Working as focal person with the external auditors
* To ensure Merlin and Donor Policies and Procedure.
* Responsible for financial management of all the grants
* Responsible for cash planning and forecasts of KPK & Baluchistan.
* Closely work with CFM and Finance Director in relations to finance and grants
* Verification of all purchases, salaries, payment vouchers, bank reconciliation statements etc.
* Closely analysis of BVA’s and to discuss with program management and implementation team.
* Analysis payrolls, vendor’s databases, vendor taxation detail sheet, asset and inventory sheet.
* Responsible for monthly closing and verification of accountancy from all the bases all over KP and Baluchistan. 



**Jan 2013-to-June 2013** **Finance Officer** **WDO (USAID)**

**OVERALL RESPONSIBILITIES**

* Timely submission of income tax.
* Administration, logistic, procurement and programme.
* To calculate and process staff salaries, deduct taxes and calculation of fringe benefits.
* Financial reporting i.e. expense, bank management, preparation and monitoring BVA’s.
* Effective supervise and implement internal control tools in cash, bank, trainings, fleet and other area of organization business.
* Monitor and advise on the financial status of projects and programmes (including pending and approved budgets)
* Assists in the implementation of the grants, ensures compliance requirements are met, and establishes outcome reporting measures and documentation.
* Responsible for verifying disbursements under grants, including verifying completion of deliverables and authenticity of documentation.
* Closely liaison with internal and external auditors and to clear quarries of the subject matters raised by auditors.
* Prepare and/or provide substantive input in the production of complex reports.

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**Jan 2011-to-Dec 2012** **Finance Officer** **ROAD NGO.**

**OVERALL RESPONSIBILITIES**

* Manage all bank & Cash payments
* Maintaining complete filling system of finance
* Preparation of Cash request quarterly or monthly basis
* Issuing of working / Operational advance to staff as per ROAD Polices
* Maintaining parties’ ledger, staff advances, Operational advances & Staff OPD record
* Withdrawals from bank & preparation of Bank Reconciliation statement on monthly basis
* Maintaining all project variance report & sending on monthly basis ROAD Pakistan office
* Advice and support the Head of the Office on financial and administrative matters to support informed
* Deduction of tax from salary & other supplier as per Government of Pakistan Income Tax rules & Regulation
* Will be member of Procurement committee & ensure all procurement should be done as per ROAD Procurement policy
* Record and monitor all bank and cash transactions in manual ledger, cash book or computerized software
* Preparations of monthly financial report of ROAD own projects & all donor implemented projects on monthly basis

**COMPUTER SKILLS**

* MS Word, MS Excel, Power Point 
* Quick Book, PS Financial and GLS 
* Internet surfing and Outlook Express 
* MIS & Accounting Information System. 

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**Reference**

 Will be provided on request.