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# *Fahad Hafeez Alizai*

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| ***Personal Information***  Date of Birth:  N.I.C No:  Passport No:  Religion:  Marital Status  Domicile:  Nationality: | | 18th July 1980  17301-9645407-7  AZ1714071  Islam  Married  D.I.Khan  Pakistani |
| ***Executive Summary:*** | | I have **twenty (20)** years of experience in Accounting/Finance, Human Resource/Administration/Procurement/Logistics and Reporting with National & International organizations/NGOs like NCHD, DAMEN, AED (USAID), SEED, ITA & projects for Afghan Refugees by UNHCR & Japanese Government and have vast experience of implementing project funded by Diakonie, Concern World Wide, UNICEF, UNHCR, PPAF. I have very good understanding of Accounting software’s especially Quickbooks. |
| ***Qualification*** | |  |
| ***Academic Qualification*** | |  |
| *1* | *Degree*  *Institute*  *Percentage*  *Session* | MBA-Finance  Qurtuba University of Science and Information Technology, Peshawar, Pakistan  3.44 CGPA  2003-2005 |
| *2* | *Degree*  *Institute*  *Percentage*  *Session* | B.Com (Bachelor of Commerce)  KhyberCollege of Commerce & Management, Peshawar, Pakistan.  53%  1999-2002 |
| ***Computer Courses*** | |  |
| *1* | *Diploma/Certificate*  *Institute*  *Percentage*  *Session* | Diploma in Information Technology (DIT)  Petroman Training Institute, Peshawar, Pakistan  63%  2001-2002 |
| *2* | *Diploma/Certificate*  *Institute*  *Percentage*  *Session* | Peachtree “computerized accounting”  HITECDegreeCollege Peshawar, Pakistan  76%  2003 (15th July 2003-14th August 2003) |
| ***Computer Skills***  *Windows*  *MS-Office*  *Accounting Systems*  *Internet*  *Installation* | | Windows 7, Windows 8 & Windows 10  MS-Office packages, likeMS-Word, MS-Excel, MS Access & MS Power Point.  Proficient in using Accounting Systems like Peachtree, Tally & Quick Books. Having experience of working on different accounting packages in various organizations.  Proficient in use of Internet.  Software installation, drivers and windows installation. |

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| ***Employment History*** |  | | | |
| 1. *Organization*   *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Qurtuba University of Science & IT**  22nd July, 2022 till date  **Coordinator Finance**  Peshawar  Still Serving   * As coordinator finance, supervise and coordinate between finance teams in different campuses of Qurtuba Education System. * Preparation of monthly salaries of different campuses. * Supervision of accounting transactions and their recording in books of accounts. * Preparation of different financial reports. * Preparation of different reports like new admission Details, daily recovery report etc. for management. | | | |
| 1. *Organization*   *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Jawad Medical Institute.**  2nd November, 2020 till 21st July, 2022  **Finance Manager**  **D.I.Khan**  Appointment in Qurtuba University   * As head of finance department, manage the overall finances of different institute working under Jawad Medical Institute. * Lead a team of accountants in carrying institute day to day financial tasks. * Reporting financial position to CEO and BOD. * Liaison with bank regarding different matters. * Preparation of salaries. * Preparation of bank reconciliation statements of institute’s different banks accounts. * Other tasks as assigned by CEO or BOD. | | | |
| 1. *Organization*   *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Participatory Rural Development Society (PRDS)**  15 March, 2019 t0 31st August, 2020  **Finance & Logistics Officer**  Bannu, KPK, Pakistan  Completion of project   * Maintain all project financial record separately. * Keep record of all financial transaction of Bannu field office. * Entry of financial transactions in Quickbooks. * Ensure that all expenses are within approved budget and preparation of variance report. * Preparation of bank reconciliation statement. * Petty cash management. * Petty cash reconciliation. * Preparation of PSID and submission of withholding taxes. * Supervision of field office Admin/Logistic and warehouse officers. * Supervision & inspection of vehicle log books and preparation of monthly fuel consumption summary. * Supervision & inspection of warehouse and stock register. | | | |
| 1. *Organization*   *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Idara-e-Taleem-o-Aagahi**  12th April, 2018 till 28th February, 2019  **Finance Officer**  D. I. Khan, Pakistan  End of project  **Finance**   * Enter all transaction in online Peachtree software. * Maintenance of financial files. * Preparation of checks & disbursement of payments to vendors. * Preparation of monthly variance report. * Preparation of monthly budget forecast. * Preparation of bank reconciliation statement. | | | |
| *4. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **National Logistics Cell (NLC)**  13th April, 2017 till 10th April, 2018  **Senior Accountant**  Panyala, D. I. Khan, Pakistan  Appointment in ITA-DIK   * To prepare and submit monthly monitoring report to NLC headquarter. * To prepare and submit monthly financial reports to NLC headquarter. * To supervise Senior Accountants, Accountants and Junior Accountants in day to day financial operations of organization. * To review files submitted to finance & accounts department and mark them to finance manager and deputy director for further approval. * Preparation of salaries & calculation of withholding tax on salaries. * To maintain complete record of stores and generates different reports for management. * To monitor production of batching & asphalt plants. | | | |
| *5. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Pakistan Community Uplift Program (PCUP)**  15th July, 2015 till 14th October, 2015  **Consultant**  Peshawar, Pakistan  Completion of task.   * Development of Accounting/Financial Systems using quickbooks * Development/review of Finance, Logistics, Procurement, HR, Admin, Fixed Assets policies. * Design internal controls. * Development of different formats related to Finance, Procurement, Logistics, HR | | | |
| *6. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Social Efforts for Education & Development (SEED)**  22nd October 2010 till 31st May, 2015  **Manager Finance/Procurement/Logistic**  Peshawar, Pakistan  Own business  **Finance**   * Overall supervision of Finance & Procurement & Logistic Department * Assist the CEO in preparation of budget. * Managing transactions of volume more than 100 million PKR of various projects funded by UNICEF, Diakonie in year 2013. * Financial Management of various donors funded projects. * Monthly financial report to management as well as different donors. * Variance Analysis. * Ensure utilization of funds as per donor’s guidelines. * Review of internal controls. * Review all vouchers and financial record before recorded in Project   Management Information System **(PMIS)**   * Ensure that all vouchers have proper supporting documents. * Review of different registers like check book & check dispatch registers, log   Books.   * Review of Monthly bank reconciliation & Cash Reconciliation. * Reporting to different Donors like UNHCR, Concern World Wide, Diakonie,   UNICEF, AAR Japan etc.   * E-Filling of withholding tax, withholding tax statement, annual employer   statement to FBR.   * Preparation of staff salaries. * Preparation of checks & their disbursement. * Process staff travel claims. * Orientation and facilitation of finance staff at head office and field office level. * Facilitate auditors in annual audits of organization. * Facilitate external auditors during project audits & donors assessment.   **Procurement**   * Supervision of procurement staff at head office and field office level. * Orientation and facilitation of fresh procurement staff at head office and field office level. * Procurement for various projects funded by UNICEF, Concern World Wide RAPID Fund, UNHCR, Diakonie, AAR Japan, AHAN. * Review of documents initiated for procurement and to ensure that the relevant budget head have enough funds for the procurement. * As a member of procurement/Bid committees, evaluation of procurement documents submitted in response of tender notices, RFQs. * Review of comparative statement and prepare bid evaluation criteria. * Capacity assessment of contractors, suppliers. * Inspection of contractors/suppliers offices, warehouse and other facilities. * Review of contracts/Purchase order with contractors, suppliers & other parties and further submission to CEO for approval. * Review of items sample along with donors submitted by contractor in case of major procurement. * Checking of inventory/items and comparison with GRN once received. * Review of Earnest Money register, Purchase Order register etc.   **Logistics**   * Supervision of logistic staff at head office and field office level. * Orientation and facilitation of fresh logistics staff at head office and field office level. * Boarding and lodging arrangements for official trainings/events. * Review of vehicle log books. * Review of fuel consumption summary. * Surprise check of vehicle meters and log books. * Review of supply request submitted to warehouse for stock/items issue. * Review of warehouse and office stock registers. * Surprise check of inventory at head office and field office level and project   warehouses.   * Approval of Good Delivery Note once recommended by concerned   department. | | | |
| *7. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Academy for Educational Development (AED)** (**Project:** FATA Livelihood Development Program funded by USAID.)  12th January 2009 to 30th July, 2010  **Finance Assistant**  Peshawar, NWFP, Pakistan.  End of Project   * Maintain all vouchers and their recording in **Quick books**. * Ensure that all vouchers have proper task number & location code. * Preparation of bank reconciliation statement. * Preparation of schedule of commodities purchased during reporting period. * Preparation of schedule of equipments purchased during reporting period. * Preparation of activity wise expenditure. * Preparation of Financial Report. * Preparation of withholding tax returns deducted from employees, suppliers and service providers.   **During my duty at field office Buner from July 2009 to November 2009, I**  **performed the following tasks:**   * Preparation of payment vouchers. * Preparation of necessary documents for release of contractor’s payment &ensure that documents are complete in all respect. * Recording of all receipts from Peshawar office. * Recording of all office expenses and adjustment of official advance with necessary supporting documents. * Recording of all payments to contractors. * Maintenance of stock registers for consumable & non consumable items. * Vehicles management for staff field visits. * Maintenance of vehicles & generator log books. * Purchase of stationary & other items for office. * Disbursement of cheques to contractors. | | | |
| *8. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **D**evelopment **A**ction for **M**obilization and **E**mancipatio**N** (DAMEN)  8th September 2008 to 7th January 2009  **Area Accounts Officer**  Kasur, Punjab, Pakistan.  Appointment in Upper FATA LDP (AED)  **Accounts**   * Maintain all books of accounts, financial records in **online accounting software**. * Maintain supporting voucher and evidences of expenses made at area office level. * To provide area manager with monthly statement of expenditures of the area office. * Receive monthly statements of expenses from the field offices and compile monthly statement of expenses to be sent to the finance section at head office. * Maintain separate files of each field offices for the statement of expenses furnished by the field offices to area office. * Provide all reports and statements regarding the account and financial records asked by the internal auditors. * Assist the Area Manager in carrying out various activities at the field level.   **Admin & Human Resource**   * Maintain leave record of all the field offices employees & send their attendance & leave record to Head Office on monthly basis. * Maintenance of the vehicle at the area office and keeping updated log-book of the vehicle. * Maintain an inventory of all furniture and equipment provided to the field offices in the area. * Maintain stocks of printed stationary and credit material at the area office and release the stock to the field office on monthly basis on request of the field offices and record all receiving and release in the stock register. | | | |
| *9. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **National Commission for Human Development (NCHD)**  From 10th May 2007 to 31st August 2008  **Assistant Finance Manager**  Kohat, Khyber Pakhtunkhwa, Pakistan.  Notice was served to staff members due to non availability of funds.   * + Preparation of Vouchers i.e. Bank Payment Vouchers, Bank Receipt Vouchers and Journal Vouchers in **FICS (Financial Information and Control System)**   + Initial compliance of documents submitted to finance section for payment.   + Maintenance of attached districts i.e. Hangu, Orakzai Agency &Kurram Agency financial record.   + Maintenance of Cash Book.   + Maintenance of Cheque Dispatch Register.   + Maintenance of Cheque Book Register.   + Preparation of monthly imprest and official advance schedule.   + Preparation of Bank Reconciliation Statement.   + Preparation of Funds Reconciliation Statement.   + Preparation of Monthly Variance Report.   + Preparation of Payables Schedule.   + Preparation of Amortization Schedule.   + Forecasting for expenditure in upcoming month.   + Filling of monthly withholding tax return withheld on employee’s salaries, services, supplies, transportation.   + Procurement of office supplies &equipments and preparation of all necessary documents required for it.   + Monthly financial reporting to Islamabad Head office. | | | |
| *10. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Stanley Pharmaceutical Pvt. Ltd.**  From 1st April 2006 to 9th May2007  **Assistant Administration Manager**  Peshawar, Khyber Pakhtunkhwa, Pakistan.  Appointment in NCHD  **Administration**   * To assist Manager Administration in administration matters.   Beside this,   * Complete Administration of Stores (raw material store, packing store, gift store, finished good store, general store) that includes: * To ensure that all the stores ledgers are up to date. * To ensure that the physical stock reconcile with the ledger and bin card.   **Human Resource**   * Appointment of store staff in consultation with Manager Administration. * Replacement of staff among the stores. * Attendance of store staff and their leave record. | | | |
| *11 Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Commissionerate Afghan Refugees, NWFP, Peshawar**. (**Project:** Utilization of Japanese Emergency Grant for Afghan Refugees, NWF, Peshawar.)  From 1st April 2004 to 31st March 2006  **Accounts Assistant**  Peshawar, Khyber Pakhtunkhwa, Pakistan.  Completion of Project   * Maintenance of Cash Book. * Maintenance of expenses record like POL and Salaries etc. * Maintenance of record regarding payments made to contractors, income tax, and securities and earnest money. * Maintenance of scheme wise expenditure. * Maintenance of sub head wise expenditure. * Preparation of computerized contractor’s bill. * Preparation of project staff salaries. * Preparation of documents (Hand Receipt, No Demand Certificate) for release of contractor’s securities, Earnest Money, Installation Charges. * Checking of Measurement Books (MB). * Maintenance of Files. * Drafting of routine official letters and correspondence. | | | |
| *12. Organization*  *Tenure*  *Designation*  *Location*  *Reason for Leaving*  *Job Description* | **Commissionerate Afghan Refugees, NWFP, Peshawar.** (**Project:** Repatriation project of UNHCR)  From 13th June 2003 to 14th Feb 2004  **Assistant (Incharge Computer Section)**  Peshawar, NWFP, Pakistan.  Retrenched due to non availability of funds.   * Preparation of daily, monthly, annual reports regarding repatriation of Afghan Refugees from NWFP. * Preparation of presentation and briefs for commissioner Afghan Refugees, NWFP, Peshawar. * Drafting of routine official letters and correspondence. | | | |
| Other Projects | I have served as a System analyst in designing Accounting Software for Shah Zaman Private Limited Company, which was implemented in project of Air Weapon Complex, Hasanabdal, Pakistan. | | | |
| Trainings/Workshops | * One day “Basic Security Training” on November 26, 2009. * UNHCR one day workshop on IP Procurement Guidelines. * UNICEF one day training on Harmonized Approach for Cash Transfer (HACT). * Concern World Wide three days training on Finance, Logistics and Administration. * Two days training from 9th to 10th July, 2014 on Concern World Wide Finance, Procurement, Human Resource & Logistics guidelines. | | | |
| ***Languages*** | Urdu  English  Pushto  Saraiki | Reading  Excellent  Excellent  Average  Good | Writing  Excellent  Good  Average  Good | Speaking  Excellent  Good  Good  Excellent |
| References 1. | Irfanullah Khan  Asif Associates Pvt. Ltd  0333-9100905  Further references can be provided on demand. | | | |