

UMAIR LIAQUAT

Hometown: Lahore

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EDUCATION & QUALIFICATIONS

Chartered Management Accountant

Institute of Cost and Management Accountants of Pakistan

Ongoing

Bachelors of Science (Honors)

Business Accounting & Finance

Government College University, Lahore

2017

PROFESSIONAL EXPERIENCE

Sui Northern Gas Pipelines Limited

Jan 2020 – Ongoing

Officer – Corporate Affairs

- Digitization of payments to the members of Board of Directors (BoD) and shortening the payment process to 1 day from the previous 4-6 days.
- Coordinated and conducted more than 250 meetings of BoD and its Committees in multiple cities of Pakistan over the past 4 years. This also includes preparation and circulation of agenda, minutes of meetings, logistical and operational support, and liaison between the BoD and the Management.
- Coordinated 5 Annual General Meetings (AGM) to fulfill the statutory requirements.
- Coordinated 2 Extra-Ordinary General Meetings (EoGM) to conduct Election of Directors in 2020 and 2023.
- Published 5 Annual Reports with active part in preparation of completion of Financial Statements, Statement of Compliance, and Directors' Report for disbursement to the regulatory authorities and shareholders. In addition, prepared and published 15 Quarterly Reports for each quarter from 2020 till 2024.
- Spearheaded the procurement process in light of the PPRA Rules for designing and printing of Annual and Quarterly Reports as well as appointment of a Share Registrar involving approximately Rs.15 million.
- Handling complaints of approximately 20,000 shareholders of the Company.
- Dissemination of information to Pakistan Stock Exchange through the designated Pakistan Unified Corporate Action Reporting System (PUCARS) as well as Securities & Exchange Commission of Pakistan (SECP).
- Liaisoning with the Ministry of Energy (Petroleum Division) for nomination of directors, preparation of reports, and compilation of any data required for Cabinet Division, etc.
- Conversion of old record into digital format for preservation and ease of access.

Primary & Secondary Healthcare Department, Government of the Punjab

Oct 2017 – Dec 2019

Section Officer / Support Coordinator

- Oversaw and managed the daily administrative operations of the General Cadre-I section which included senior-most doctors of grade 19 and 20 in nineteen (19) districts of the Punjab.
- Managed appointments of Director Health Services (DHS) and Chief Executive Officers (CEOs) of the District Health Authorities (DHAs) in these nineteen districts.
- Processed all service matters related to the doctors of these districts including transfer, posting, leave, inquiry, court cases, etc. on daily basis.

Punjab Education Foundation, Government of the Punjab

Apr 2016 – Nov 2016

Monitoring & Evaluation Intern

- Visited more than fifty (50) schools in 8 districts of Punjab to monitor and evaluate schools for payment.
- Performed day-to-day active activities related to office management and public administration, assisting the Additional Director, Education Voucher Scheme (EVS).

FELLOWSHIPS / CERTIFICATIONS

- McKinsey Forward Program
- Excel for Everyone: Core Foundations by University of British Columbia

SKILLS & INTERESTS

- Proficient in Microsoft Word, PowerPoint, and Excel.
- Actively involved in HSE initiatives at work and in community, contributing time and effort to various causes such as environmental conservation and education.