

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 said position.

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

I am graduated from Muhammad Ali Jinnah University, Islamabad Campus and awarded **MBA (Banking and Finance)** degree with distinctive CGPA of 3.01 out of 4.

I have also attained **Design Thinking Modelling** certification which not only enhances my functional knowledge, abilities and expertise to administer Logistical and related Public governance matters more effectively but also provides me platform to bring creativity and innovation to the organisational business along with the prime objective of optimising resource utilisation and cost effectiveness with improved utility.

I have served **international donor funded projects** i.e. Devolution Systems Reforms programme, Revenue Collection improvement and Public Financial Systems Reforms programme, and Health systems strengthening projects, **Oil and Gas Exploration and Service organisations, Infrastructure development projects** and managed, Logistics and Supply Chain administrative Budgets and Procurement along with vendors Contract Management and performance delivery, warehousing functions, team management and organisational development.

My core areas of expertise are: Procurement Planning and Procurement Process Control, Budget Planning and Forecasting, Vendors Sourcing and Outsourcing, Data Gathering and Compile Generic Specifications for Goods/ Services, Streamline Procurement workflows and contingent processes, Implement resource utilization and Optimization Strategy, Compliance to Countries Laws and Bylaws, Logistics, Supply Chain Management, Fleet Management, Import, Shipping & Cargo, Banking and LC Functions. Financial Management, Bookkeeping & Accounting, Human Resource Management, Administration Functions, Management reporting, Office Secretarial Functions, Document Control, Strengthening internal controls mechanisms and Financial Risk Mitigation Strategies, Internal Audit and External Audit Coordination. And my efforts, skills and deliverable are appraised at all levels during my previous employment tenure and added value towards achieving organizational vision and mission.

To produce quality deliverable I have used 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.

Finally proved myself a focused team player and a manager who is keen to scale up the team efforts to achieve organizational goals in line with the vision and mission.

At the same time another competitive advantage job description is 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

House # 158, Street # 27, Sector G-10/1, Islamabad, Pakistan

Cell: 0321-5045917, 0312-5507920 Res: 051-235-1878

Email: imar86@gmail.com



Mohammad Abdur-Rehman Asif (RESUME FOR JOB APPLICATION)

PERSONAL:

DOB:15 Feb 1983 | Pakistani Citizen | CNIC: 61101-1770039-5 | Marital Status: Married | PASS PORT: AS1880393

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:

- **Procurement and Logistics Certification** from Disaster Ready.Org – Online Education Programme 2020
- **Certification of Accounting Fundamentals** from Corporate Finance Institute (CFI) – Online Education Programme 2020
- **Six Sigma White Belt Certification** from Aveta Business Institute – Online Education Programme 2020
- **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 Officer**, Pakistan Red Crescent Society – From Vulnerability to Resilience Project **May 2022 – till date**
- **Accountant** (Intermittent Input), Sarina Flooring & Ibex Oil field Services Pvt Ltd **Mar 2018 – till date**
- **Operations Coordinator/ Dir Ops**, Tahafuz Project – Poverty Alleviation & Social Safety Division, GOP **Jul 2020 – Feb 2022**
- **Finance and Accounting Specialist / Office Manager**, MM Pakistan Pvt Limited **Jun 2018 – Jul 2020**
- **Accountant**, MOL Pakistan Oil & Gas. Co. B.V **Mar 2014 – Oct 2017**
- **Project Officer** Rural Development Foundation **Jan 2014 – Feb 2014**
- **Training Coordinator** on PPRA Rules with TRF Project - Mott MacDonald Ltd, UK **Aug 2012 – Dec 2012**
- **Project Officer Finance**, MM Pakistan Pvt Limited **Sep 2009 – Jun 2012**
- **Finance & Admin Officer**, Urban Institute's Pakistan Districts That Work Project **May 2008 – Sep 2009**
- **Assistant Manager Finance**, Technical Assistance Management Agency (TAMA) Project **Nov 2005 – Apr 2008**

Major Achievements and Goals Accomplishments:

- Ensure Prudent Resource Utilisation & Cost optimisation.
- Increase Organisational Cost Savings & appropriate budget allocations.
- Business market survey and facts gathering.
- Improved and informed Management Reporting.
- Promote culture of Health Safety procedures compliance and develop KPIs valuing compliance of HSEQ protocol/Procedures.
- Promote discussions among the organisational employees for sharing Creative and Innovative idea for business improvement.

Highlights of Duties Performed:

- Business market survey and facts gathering.
- Stream line organisational **PROCUREMENT FUNCTIONARIES AND PROCESSES** and Perform Procurement Cycle function while ensuring compliance to SOPs and **ESG framework**.
- Procurement planning and need analysis.
- Ensure compliance to the concept of VFM i.e. Value for Money, **Prudent Utilisation of Resources** along with Concept of Resource Optimization.
- Invite **RFQ's, RFP's, EOI's** screening & evaluate Quotations, financial & technical proposals, prepare PO, **Contracts and agreements**, collecting required documentation and maintain files, monitoring & evaluation of performance contracts, oversight and evaluation, **contract management of Vendors/suppliers & Sub- contracts**.
- Procurement and **Buying Functions**.
- Organised Training of Staff on **PPRA Rules**.
- Assist colleagues in Import functions, related duties, fed and applicable government taxes.
- Reporting and Meeting Time Lines,
- **Warehousing functions** & maintain asset register.
- Strengthening internal controls mechanisms.
- Ensure Prudent **Utilisation of Resources**.
- Office Security and Surveillance.
- **Stock Management and Asset Register Management:**
- Design and implement an inventory tracking system to optimize **inventory control procedures**.
- Examine the levels of supplies and raw material to determine shortages.
- Document daily **deliveries and shipments** to update inventory.
- Prepare detailed reports on **inventory operations**, stock levels, and adjustments.
- Evaluate new inventory to ensure it's ready for shipment.
- Perform daily analysis to predict potential inventory problems, Order new supplies to avoid inefficiencies or excessive surplus.
- Analyse different suppliers to obtain the best cost-effective deals.
- **Financial Forecasting & Budgeting & Compliance:**
- Planning and Budgeting for organisational activities, Workflow Streams i.e. Business Operations, Logistics & Supply Chain, HRM
- **Financial Management**, General Accounting, Payroll Accounting, **Taxation** (WHT and Sales Tax), Audit, Banking Coordination & Statutory Reporting.

- **Account Payable and Account Receivables functions.**
- Perform internal and Pre-audit assessments, risk management and control management over operations' **effectiveness, 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, flowcharts etc.
- Ensure **SOPs/ business operational Strategies Compliance.**
- Ensure Establishment and Compliance of Internal Controls and **Financial Risk Mitigation Strategies.**
- Ensure Compliance of IAS, GAAP, and IFRS other Accounting Standards.
- Lean **6 Sigma compliance** in data shelves management.
- CAPEX and OPEX budgeting & reporting along with Petty Cash Management and **Treasury Management.**
- **Document Handling and Vouching:** Ensure Accurateness in all Vouching, documentations, Monthly, Quarterly, Annually and statutory reporting.
- Ensure organisational development while supporting staff and teams in making recommended changes.
- **Knowledge of Climate Change Initiatives Financing & ESG Framework:**
- **Administration, Resource Mobilization and Management:**
- Office administration, Public Management, Facilities Management, Resource Mobilization, Optimization and Management.
- **Logistics & Supply Chain Management Functions:**
- Perform Import functions, Shipping and Cargo Etc.
- Oversee safe and smooth **stock/order movement**, distribution and storage of inventory.
- Maintain and **control incoming/outgoing materials**, finished products
- Ensure safe and timely delivery of as per customer order and PO's.
- **Fleet Management** and resource mobilisation.
- Management Reporting and work to improve the efficiency of the company's supply chain. & ensure smooth and efficient supply chain functions.
- Inventory control, material handling, customer service, **Transportation** and planning workers.
- Prepare worker schedules and ensure warehousing and distribution workers follow safety rules.
- **Negotiate shipping and transport costs.**
- Warehousing functions.
- Budget planning and funds forecasting.
- Compliance of Sustainable Development & **Health Safety and Environmental Protection** Protocols (SD & HSE).
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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 (DFID) 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".
- 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.
- IPSAB, IFAC

IT SKILLS:

- **Accounting Software (Working & Reporting Knowledge)** Maximo, Sun Financials, Quick books, Quickens, Sage, Sidat Hyder Financials
- **Knowledge of ERP (Not worked so far)** Oracle. SAP, FIFI and MIMI.
- Proficient (Advanced level) in **MS-Office** (MS Word, **Excel**, Power point, MS Access, Outlook).
- **Operating System:** Windows. Obuntu

SUMMARY: My objective is to serve a reputable organization which provides healthy and culturally influenced environment to its employees with the mission to achieve success in my professional career while contributing towards organizational goals with hard work and honesty (Inshallah).