

**Awais Khan**

To work in an organization that practices integrity, professionalism and offer me the opportunity to grow with the organization & effectively utilize my skills to contribute to the success of the organization*.*

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#### *C:\Users\Tahir\Desktop\download.png*

#### Awaiskhan.nkc@gmail.com

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**ADDRESS:**

Dera Ismial Khan, KPK,

Pakistan

**SKILLS:**

Microsoft (MS-Word, Excel,

Outlook, PowerPoint

Google docs,Accounting Softwere

**LANGUAGES*:***

English

Urdu

Pashto

Seraiki.

**ACADEMIC QUALIFICATION**

Master in Business Administration (F)

Gomal University D.I.Khan

(2004-2006) Khyber Pakhtunkhwa, Pakistan

**Expertise:**

1= Supply Chain Management.

2= Office Administration.

3= Finance & Accounts.

4= Human Resource.

5= Logistics Management.

6= Budgeting & Reporting

**PERSONAL DETAIL**

Nationality : Pakistan

Date of Birth : 04th April 1981

Marital Status : Maried

**PROFESSIONAL EXPERIENCE**

**Organization:** VEER Development Organization-VDO

**Position:** Finance Officer.

 **Job Duration:** Jan 2024 till Date.

**Project:** Catholic Relief Services. (Education Project)

**Job Description:**

* + Record and verify financial transactions, ensuring accuracy and compliance with accounting standards.
* To disburse project funds as per provision in project budget and maintain record as per audit requirement.
	+ Process invoices, receipts, and payments promptly and accurately.
	+ Reconcile bank statements and monitor cash balances regularly.
	+ Investigate and resolve discrepancies in a timely manner.
* To maintain petty cash in separate folder and spend as per limit.
	+ Manage cash flow and monitor banking activities to ensure sufficient funds are available.
	+ Assist in the preparation and monitoring of budgets in collaboration with the Finance Manager.
	+ Provide support in budgetary control and variance analysis.
	+ Prepare and maintain financial reports, including monthly, quarterly, and annual financial statements.
* Preparation and Reconciliation of bank statement and trail balances on monthly basis.
	+ Assist in generating financial analysis reports as required.
	+ Review and process employee expense reports, ensuring adherence to policies.
	+ Monitor and control expenses in accordance with budgetary guidelines.
	+ Maintain organized and up-to-date financial records, including invoices, receipts, and supporting documentation.
* Financial audit preparation and coordinate the audit process.
* Act as transport in-charge of the office including maintenance of vehicles.
	+ Ensure compliance with financial policies, procedures, and relevant regulations.
	+ Provide support in maintaining and updating financial databases.
	+ Ensure in-time payments to all vendors and suppliers
	+ Keep and maintain the inventories and maintain the record of all assets
	+ Ensure all office supplies are available to office staff e.g. paper, stationery etc.
* Prepare monthly, quarterly and annual financial reports.
* Track bank deposits and payments.
* Follow up and review all project-related travel requests and liquidations in line with travel policy.
* Support the preparation of monthly and end-of-project financial reports.
* Deal with day to day transaction.

**Organization:** VEER Development Organization-VDO

**Position:** Accounts & Logistics Officer.

 **Job Duration:** Feb. 2023 to 31st December 2023.

**Project:** Helvetas Swiss Intercooperation. (Shelter Project)

 **Job Description:**

* Record and verify financial transactions, ensuring accuracy and compliance with accounting standards.
* Financial Budget Preparation.
* Maintain all finance/Logistics files for record purposes.
* Process invoices, receipts, and payments promptly and accurately.
* Reconcile bank statements and monitor cash balances regularly.
* Investigate and resolve discrepancies in a timely manner.
* Deduction of Sales/Income taxes from vender/consultant/employees payments as per Govt. tax laws.
* Verification and accounting of petty cash bills.
* Review and process employee expense reports, ensuring adherence to policies.
* Monitor and control expenses in accordance with budgetary guidelines.
* Maintain organized and up-to-date financial records, including invoices, receipts, and supporting documentation.
* Maintain leave and attendance record of the field staff.
* Assist in the preparation for internal and external audits.
* Purchase office stationary / supplies following the administrative guidelines to maintain transparency.
* Issue office stationery to field staff including maintenance of record.
* Ensure in-time payments to all vendors and suppliers
* Keep and maintain the inventories and maintain the record of all assets
* Ensure all office supplies are available to office staff e.g. paper, stationery etc.
* Provide regular feedback to the manager relating to finance
* Prepare analysis for under/overspending.
* Complete verification of all expenses & Payments before approval & acquire invoices, minutes, Quotations before payment for approval.
* Maintaining warehouse records (SRF, Stock Register, Stock Cards, Way Bill etc)
* Checking requests, bills, items received, inventory, and deliveries for accuracy.
* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
* Responsibility of receiving, staking and issuing of stock according requirements.
* Maintaining of Log Book.
* Tracking of undelivered items.
* Coordinate logistics for meetings, workshops, and other project events.
* Any other task as assigned by the management.

**Organization: Nayab Kokar Construction Company-NKC**

**Position: Admin & Finance Officer.**

 **Job Duration: August 2020 till January 2023.**

 **Job Description:**

**As Admin Officer:**

* Maintain and organize office files, records, and documents.
* Manage office supplies and equipment inventory, ensuring operational efficiency.
* Ensure a clean and organized office environment.
* Assist in procurement process for goods and services and ensuring completion of all documents.
* Manages all correspondence within and outside the organization.
* Conveys all the required instructions and policies of the organization to the staff.
* Monitors administrative aspects of the office/staff and evaluates discipline and punctuality of the staff to the assigned tasks.
* Provide administrative support to the team.
* Organize and maintain project documents and records.
* Responsible for receiving and verifying billing and requisitions for goods and services.
* Responsible to negotiate services agreements with vendors.
* Looks after administrative affairs of the Office.
* Keep the record of Stock in/out and stock reconciliation.

**As Finance Officer:**

* Maintain accurate and up-to-date financial records and documentation.
* Prepare and manage budgets, including monitoring and reporting on expenditures.
* Responsible to deal all the accounts of the organization and settles all matter of banks.
* Prepare analysis for under/overspending.
* Ensure compliance with financial regulations and standards.
* Process invoices and manage accounts payable/receivable.
* Make sure verification of all the accounts record before auditory process.
* Responsible to submit the financial report to the M.D for compilation, review and onwards submission to the donor.
* Coordination with field offices on their monthly expenditure report and preparation of Journal Vouchers.
* Share the bank transfer documents with respective vendors and get acknowledgements/ receiving.
* Manage the processing of invoices, ensuring accuracy and timely payments to vendors.
* Implement and maintain internal controls to safeguard financial assets and ensure compliance with company policies.
* It is to ensure that accounts receivable and payable are taken care of in a timely manner.
* Cross-checking of original documents (Invoices & Payments).
* Act as petty cash custodian.
* Any other task assign by M.D.

**Organization: Islamia Learning School/College/I.C.A**

**Position: Admin & Finance Officer.**

 **Job Duration: June 2019 till July 2020.**

**Job Description:**

* Maintain all admin / finance files for record purposes.
* Recording transactions, payments and expenses.
* Maintain leave and attendance record of the field staff.
* Preparing of monthly financial reports.
* Processing invoices.
* Recording information, processing, and filing forms.
* Maintenance of the office. (Building, Furniture etc.)
* Handling petty cash.
* Verify daily expense receipts.
* Purchase office stationary / supplies following the administrative guidelines to maintain transparency.
* Ensuring that records are complete and current.
* Assist in the audit process, providing necessary documentation and support.
* Maintain Dispatch out & In Register.
* Enrollment.
* Identify and implement process improvements to enhance the efficiency and effectiveness of financial operations.
* Maintaining a database
* Maintain online payments entry of in excels.
* Reconcile online payments entry from statement.
* Check of cash receipts.
* Providing administrative support and managing their queries.
* Preparing regular reports (e.g. expenses and office budgets) and organizing company records

**Organization: Prime Foundation Peshawar Medical College**

**Position: Community Mobilizer.**

 **Job Duration: August 2014 till May 2017.**

**Under the Project of “CMAM” funded by “WFP”.**

 **Job Description:**

* Mobilization,
* Sessions
* Counseling of Community
* Field Activities Planning
* Camping
* Screening
* Door Marking
* Taking Muaq
* Food Distribution
* Sessions with Health Staff
* Record maintenance
* Report Writing
* Warehousing.
* Performs other duties/special projects as assigned.

# Additional Experience:

 Assisting I.T Section as Co-Monitor for Data Purification and data Entry

 **Organization: Telenor Franchise**

 **Position: Admin & Finance Manager**

 **Job Duration: August 2013 till July 2014**

 **Job Description:**

* Producing long-term Business Plans.
* Controlling Income, Cash Flow and Expenditure.
* Supervising Staff.
* Liaising with Managerial Staff and other Colleagues.
* Collating, Preparing and Interpreting Reports, Budgets, Accounts, Commentaries and Financial Statements.
* Undertaking Research into Pricing, Competitors and Factors Affecting Performance.
* Managing budgets.
* Developing and Managing Financial Systems.

**Office Administration:**

* Coordinated the Field and Support Office network; carried out all admin. Activities successfully & to the entire satisfaction of superiors.
* Controlled, guided and supervised all field offices relating to Administrative activities throughout the region and general administration.
* Maintained and encouraged teamwork environment among all colleagues.
* Worked extensively with sensitive and confidential matters while directly reporting to the Regional Head.

**Organization: Riasat Ishtiaq & Co.Cost & Management Accountants.**

**Position: Consultant & Accountant.**

 **Job Duration: Nov 2009 till Jan 2011.**

 **Job Description:**

* Conduct the audits of client companies, NGO’s & Firms.
* Manage the Taxation matters of Client Companies, NGOs & firms e.g.; Filing of monthly and annual sales tax and Income Tax returns, correspondence with taxation authorities.
* Provide the services of Incorporation of Companies, NGOs, & Firms in Pakistan according to relevant Laws.
* Provide the Corporate related services e.g.; compliance with corporate Laws in Pakistan, Increase/decrease of share capital of Limited companies, change of status, name, & Directors of Limited Companies.

  **Organization: SAHARA Organization D.I.Khan**

 **Position: Social Mobilizer**

 **Job Duration: 2008-2009**

 **Project: Save the Children Sweden**

 **Non-discrimination and Integration of Children with disability**

 **Responsibilities:**

* Identification of Children with disabilities in the Target area
* Profiling of the disabled children.
* Referring the children to the SAHARA center according to their disability.
* Community mobilization regarding betterment of the children with disability and sending those children and registering with SAHARA center to provide them necessary treatment e.g Physic therapy,education,games,equipments needed for the disabled children.
* Community meetings.
* Session with different stake holders.
* Arranging seminars, trainings and sessions.
* Daily, monthly and quarterly Reporting.

 **Knowledge & Skills:**

* Ability to work in a flexible schedule.
* Proficiency in accounting software and Microsoft Excel.
* Time Management.
* Strong ethics and integrity, with a commitment to uploading confidentiality and professional standards.
* Excellent attention to detail and organizational skills.
* Strong communication and interpersonal abilities.
* Solid understanding of accounting principles, financial regulations and compliance standards.
* Follow the Company policies as per designation and job nature
* Report Writing.
* Auditing.
* Ability to work collaboratively in a team environment.
* Prioritize tasks.

 **Trainings:**

1. Sphere in Practice: Integrating Sphere Technical Standards in Project Cycle Management.

**Facilitator:** Community World Service, Asia (CWSA) and RAPID staff.

1. Effective Operational Humanitarian Response (Systems).

**Facilitator:** Concern Worldwide.