

FAISAL INAM

Current Location: Peshawar

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Personal Details

10th Oct 1995 • Male • Single • Pakistani • Permanent Address:
Main Bazar Karak & Tehsil & District Karak.

Admin & Finance officer.

A passionate and a humble resource person with consistent efforts towards career growth, continuous improvements & challenging opportunities. Performance-driven professional offering 5+ years of experience and exceptional ability in development and humanitarian sector's with special interest in Administration, Finance, Budgeting, Procurement, Logistics and also Program Development/Implementation. I am looking forward to have a challenging opportunity in an environment where I can utilize my skills, capacities to the best of my efforts in a conducive learning environment.

AREAS OF EXPERTISE

Financial Reporting | Budget Management | Expense Control | Cash Flow Management | Compliance & Regulation | Audit Coordination | Financial Planning | Vendor Management | Recordkeeping | Project Management | Capacity Building | Social Mobilization | Program Management | Risk Management | Communication | Stakeholder Management | Project Planning & Controlling | Liaison & Coordination | Reporting & Documentation | Problem Resolution |.

PROFESSIONAL EXPERIENCE HIGHLIGHTS

Organization's	Position's	Tenure
Habib Foundation	Admin & Finance Officer	Oct 2023 to Nov 2023
Relief International	Finance Assistant	June 2023 to Sep 2023
Islamic Relief Pakistan	Community development Officer	Sep 2022 to May 2023
Islamic Relief Pakistan	Community development Officer	May 2022 to August 2022
Islamic Relief Pakistan	Client Relationship Assistant Officer	August 2021 to Apr 2022
Bacha Khan School & Trust	Account Officer	Oct 2019 to August 2021
Bank Of Khyber	Internee	March 2019 to June 2019

ACADEMICS

Bachelor Business Administrations' (BBA) (Hon's)	2019	Khushal Khan Khattak University Of Karak.
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DETAILS OF EXPERIENCE

HABIB FOUNDATION (IDRAC & RISE IR USA & SWEDEN FUNDED PROJECTS)

OCT 2023– CONT.

Admin & Finance Officer.

Key Accomplishments:

- Well Managed transport services, vehicle Maintenance & their Safety. Also arranged Accommodations' for staff & visitors.
- Fleet Managed.
- Supplier's contracts properly managed and received the invoices raised by suppliers and record them in suit & box online system.

- Tax calculated as per govt law/sections. Timely deducted withholding tax and KPRA from vendors & Employees.
- Payments timely released to vendors.
- Timely salaries transferred into employees bank accounts.
- Request for petty cash & advances from Sr.Finance Officer.
- Prepared purchase requisitions, Request for bids & Quotes from vendors, Comparative bid Analysis, Good Receive notes, Payments Request form.
- Prepared Bank Payment Vouchers (BPV's), Cash Payment Vouchers (CPV's), and Journal Vouchers (JV's).
- Reconciled bank statements with cash book at monthly basis.
- Generated monthly financial reports and shared with Finance Director & Donors.

RELIEF INTERNATIONAL (CDP FUNDED PROJECT) DERA ISMAIL KHAN.

JUNE 2023– SEP23

Finance Assistant:

Key Accomplishments

- Prepared issues and sends out receipts, bills, policies, invoices and statements as required.
- Prepared request for funds each month through close coordination with program & support staff.
- Controlled the expenses in light of the approved budget by the donors.
- Ensured all backup documentations are properly organized & filed for complete transparency & audit purposes.
- Prepared financial forecast in order to clarify the financial standing of individual projects & the entire country program.
- Checked and verified of all payment documents as per the relief international policies & initiating payments.
- Assisted Sr, Finance officer in preparation of monthly BVA's.
- Monitored expenses vouchers of "IP" (Veer Organization) and further report to country office.
- Scanned & uploaded of all financial record on monthly bases.

ISLAMIC RELIEF PAKISTAN (IR US FUNDED PROJECT "RIDA") KHYBER AGENCY.

COMMUNITY DEVELOPMENT OFFICER.

SEP 2022– MAY 2023

Key Accomplishments:

- Conducted four (4) Broad-Based Community Meetings (BBCM), likely involved engaging with stakeholders and community members to discuss project goals, gather input, and build a sense of community involvement and ownership.
- Conducted Needs Assessments/Baseline, Mid-line, and End-line Surveys for collecting data to understand the current situation in the project areas, measure progress, and evaluate the impact of the project over time.
- Identified sixteen (16) most Vulnerable and Marginalized Villages, through (PRA) & (RRA) tools.
- Established twenty five (25) CO's Community based organization and four (4) VO's Village based organization.
- Conducted various training sessions to empower community members with skills, including Community Management Skills Training (CMST) and Leadership Management Skills Training (LMST).
- Conducted Advocacy & Awareness training. Arranged special days (Global hand washing day, World Toilet Day, GBV, etc.) at the community & school levels.
- Conducted (20) health and hygiene sessions in the most vulnerable communities and distributed (1,500) health and hygiene kits.
- Assessed the energy needs of the community and distributed (200) solar panel packages among most vulnerable community members.
- Assessed (80) farmers and distributed 80 kitchen garden tools, potentially helped them & improved their agricultural practices and food security.
- Supported to the senior project officer during the reporting process, which could include data collection, analysis, and reporting on project progress.
- Worked closely with various departments, including Supply Chain, Finance, and Meal departments, to ensure effective project implementation by coordinating resources, finances, and meal planning.

ISLAMIC RELIEF PAKISTAN (IR-USA, CANADA & UK -FUNDED PROJECT "QURBANI-PLUS") KHYBER AGENCY.

Community Development Officer.

May 2022 to August 2022

Key Accomplishments

- Conducted Five (5) Broad-Based Community Meetings (BBCM), likely involved engaging with stakeholders and community members to discuss project goals, gather input, and build a sense of community involvement and ownership.
- Conducted Needs Assessments/Baseline, Mid-line, and End-line Surveys for collecting data to understand the current situation in the project areas, measure progress, and evaluate the impact of the project over time.
- Identified Seven (7) Most Vulnerable and Marginalized Villages, through Participatory Rural Appraisal (PRA) and Rapid Rural Appraisal (RRA) tools.
- Established (22) (CO's), Community based organization & also three (3) (VO's), village organizations.
- Conducted various training sessions to empower community members with skills, including Community Management Skills Training (CMST) and Leadership Management Skills Training (LMST).
- Conducted Advocacy & Awareness training for raised awareness within the community about the project's goals, objectives, and the rights and responsibilities of community members.
- Assessed the livelihood needs of the community and distributed (243) bulls, likely improving and enhance their better economic conditions.
- Supported to the senior project officer during the reporting time, which could include data collection, analysis, and reporting on project progress.
- Worked closely with various departments, including Supply Chain, Finance, and Meal departments, to ensure effective project implementation by coordinating resources, finances, and meal planning.

ISLAMIC RELIEF PAKISTAN (ISLAMIC MICRO FINANCE PROGRAM) RAWALPINDI

August 2021 to Apr 2022

Client Relationship Assistant Officer.

Key Accomplishments

- Created business plans and business process for established new businesses.
- Identified Small & Medium Enterprises (SMEs) and conducted training's among selected Vulnerable Communities.
- Grants are distributed, and the outcomes are documented through case studies and success stories.
- Identified Potential Beneficiaries and developed new program. Included Qarza Hasna, Murabaha, Muzarha, grants.
- Visited project locations and offering technical support to beneficiaries and also developed case/ success studies.
- Assisted to team and collaborating with other departments to ensure smooth operations.
- Managed Financial Settlements (e.g., Purchase Requests, Cash Advances, and Petty Cash).
- Coordinated and organized meetings with local influential, stakeholders and maintained good field relations with them for conducting FGD focus group discussions.
- Planned and implemented surveys, performed necessary data entry functions, and ensured compliance with objectives.

BACHA KHAN SCHOOL & TRUST, KARAK.

Oct 2019 to August 2021

Account Officer.:

Key Accomplishments

- Effectively managed the financial resources of the educational institution, ensuring that budgets were allocated efficiently and cost-effectively.
- Monitored and controlled expenses to stay within budgetary constraints
- Implemented a streamlined process for collecting tuition and fees, resulting in improved cash flow and reduced outstanding payments.

- Successfully applied for grants and funding opportunities to support educational programs and infrastructure development.
- Oversaw the administration of scholarships, ensuring that eligible students received financial assistance.
- Developed and maintained scholarship databases and application processes.
- Generated accurate financial reports for the educational institution, including budget vs. actual analysis and financial statements.
- Prepared the institution for annual financial audits, addressing any audit findings promptly and implementing recommendations for process improvements.
- Ensured compliance with relevant regulations and standards in the education sector.
- Managed student accounts, addressing billing inquiries, and resolving financial issues to enhance the student experience.
- Implemented cost-saving measures, including negotiating favorable contracts with vendors and reducing operational expenses.
- Conducted regular cost analysis to identify areas for cost reduction.
- Collaborated with senior management to develop the institution's financial strategy and long-term financial planning.
- Assisted in financial forecasting to support strategic decisions and growth initiatives.

BANK OF KHYBER, KARAK BRANCH.

March 2019 to June 2019

Internee.

Key Accomplishment

- Successfully handled customer inquiries and provided exceptional service.
- Conducted financial analysis to support decision-making processes.
- Assisted in the preparation and review of financial reports and statements.
- Actively contributed ideas for process improvement during team meetings.
- Accurately processed customer transactions and maintained records.
- Collaborated on special projects with colleagues.
- Gained proficiency in using banking software and tools.
- Developed a solid understanding of banking regulations and compliance.
- Assisted in organizing and coordinating bank events and outreach programs.
- Received positive feedback and recommendations from supervisors and colleagues.

PROFESSIONAL TRAINING/CERTIFICATIONS

- Successfully completed 2 days capacity building workshop on "Protection & inclusion" mainstream into "WASH & FSL" Programming.
- Formation of "Referral Mechanism with social welfare directorate implemented by Islamic relief Pakistan in partnership with habib physiotherapy complex" (HPC).
- Ulasi tarnoon/ Youth capacity building workshops (organized by center for research & Security Studies (CRSS)).

REFERENCES.

- Will be furnished on demands.