

Muhamamd Husnain

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Objective

Excelling in professional career alongwith contributing towards growth and development of a dynamic organization, develop and implement modern business strategies, integrating information technology with financial and accounting systems.

Education

Year	Degree	Division/CGPA	Institute
2014	M.Com (Finance)	1st/ 3.05	National College of Business Administration & Economics, (NCBA&E), Lahore.
2011	B.Com	2nd	University of the Punjab, Lahore.
2007	I.Com	2nd	Govt. College University, Faisalabad.
2005	Matriculation	1st	Fauji Foundation Model School, Faisalabad.

Work Experience

1. Worked as *Independent Campaign Monitor* from 01 Feb 2021 to 31 Jul 2021 at Chip Training & Consulting, Islamabad in WHO TCV Project.
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3. Worked as *Divisional Admin & Finance Officer* from 20 Nov 2019 to 31 Jan 2021 at Sustainable Development Policy Institute (SDPI), TT Singh (District office of Sustainable Development Policy Institute SDPI, Islamabad).
4. Worked as *Admin & Finance Officer* from 17 Jan 2018 to 19 Nov 2019 at Asad Medical Corporation, Faisalabad.
5. Worked as *Admin & Finance Officer* from 23 December 2016 to 16 Jan 2018 at Sungi Development Foundation (SDF) Faisalabad (Field office of Sungi Development Foundation, Islamabad) in BISP-NSER Project.
For Compy,s Profile please visit www.sungi.org
6. Worked as *Officer (Accounts & Audit)* at Talat Mehboob & Co. (Chartered Accountants) Faisalabad from 20 November 2014 to 22 December 2016.

Job Responsibilities/Activities as an Independent Campaign Monitor:**1. Pre-campaign monitoring**

- 1.1. Assessing the budget preparation process at district and provincial level including controls for execution and disbursement of funds to implementers; payment for campaign activities, collection of supporting documents; financial reporting; and monitoring of expenditure against budget.
- 1.2. Verifying and reporting for timely completion of planned activities including microplanning, training, Development and distribution of campaign related recording and reporting tools, IEC/social mobilization materials; communication to all public and private schools; establishment of AEFI crisis management plan; procurement & distribution of key materials

coolers/ice packs, finger markers, etc.; and post-campaign coverage survey planning and protocols.

- 1.3. Verify timely distribution of vaccines and other inputs against plans (materials, equipment's) and control vaccine wastage
- 1.4. Assess whether the Ministry of National Health Services, Regulation and Coordination has put in place adequate guidance to assure transparency and accountability in the use of funds.

2. Intra-campaign monitoring

- 2.1. Assess compliance with the financial and programmatic tools and propose appropriately prioritized recommendations for improvements and determine compliance with approved campaign work plan and budgets
- 2.2. Verify timely distribution of vaccines and other inputs against plans from UC support centers to vaccination sites during the campaign days
- 2.3. Make recommendations on how to improve campaign preparations, budgeting and financial management for current and future campaign activities

3. Post-campaign monitoring

- 3.1. On a sample basis, review the campaign expenditure at the selected sites to check for completeness of financial reporting, appropriate classification, and adequacy of supporting documents
- 3.2. Review budget utilization dispersed to the government by carrying out budget versus actual expenditure analysis to check consistency of expenditure incurred with the budget; and review remaining cash balances, outstanding receivables, and any outstanding commitments
- 3.3. Assist in monitoring the post campaign coverage survey in close coordination with WHO as the agency entrusted to implement the survey.

Job Responsibilities/Activities as a Finance & Admin Officer:

1. Preparing and maintaining all office level financial records including preparation of vouchers, handling cash, dealing with bank.
2. Book-keeping and safe keeping of financial records and files.
3. Making sure that all cash/bank disbursement is as follows:

i) Costs and calculations are properly checked before payment is made.

ii) Disbursement are duly authorized and approved by the concern staff only.

iii) Payments are made against original bills /invoices only.

iv) Making sure that payment made are genuine and office rules have been followed before the payment is made.

1. Summarizing the payments and preparing vouchers.
2. Maintaining daily Petty cash and preparing summary of cash activity at the end of each day.
3. Posting bank, Cash, Journal vouchers in the books of Accounts in Accounting software.
4. Maintaining a detailed record for staff Operational and Personal advances.
5. Maintaining a price file containing quotations showing current prices of all items which are regular use and are purchased frequently.
6. Prepare bank cheques and prepare bank vouchers.
7. Dealing with banking channels and maintaining good terms with related banks.
8. Preparing Cash demands in co-ordination with office incharge and finance manager in time to meet the cash requirements of the office.
9. Deduction and submission of Income Tax from Suppliers and staff, e-filing of tax statements.
10. Preparation payroll.

Preparing monthly financial reports which are as follows:

1. Preparing Adjusted Trial balance.
2. Bank Reconciliation, reconciling subsequent position showing in trial balance and Financial reports.
3. Preparing budget of location on quarterly basis and preparing total spending of Programs operating at location and coordinating with relevant managers for over or Under spending and finally reporting to finance manager and donors.
4. Preparing the aging analysis of Payables and receivables and preparing the ledgers of creditors and debtors.
5. Deduction of Income tax at source from suppliers and deposited into treasury within a Week and preparing the aging analysis of income tax deduction and reconciling with trial balance.
6. Preparing and maintaining Bank book, cash book, and cash flow statement on daily and monthly basis.

Responsibilities as an Admin Officer:

1. Ticketing
2. Boarding and lodging
3. Maintenance leave record
4. Event management
5. Vehicle hiring
6. Procurement
7. Follow ups Medical claims
8. Liaison with Zonal offices, Donors, auditors etc

Assignments related to Officer (Accounts & Audit)

External Audit:

- Gohar Textile Mills (Pvt.) Limited. Faisalabad
- Mughal Ittehad Engineering Industries (Pvt) Ltd. Faisalabad

System Development and Internal Control Management:

- Royalton Hotel Faisalabad
- Best Western Hotel Faisalabad

Financial Book Keeping and Preparation of Financial Statements:

- Royalton Hotel Faisalabad
- Best Western Faisalabad Hotel

Professional Skills

Accounts and Audit

- Managing accounts, performing financial analysis, training and communicating with staff and team members on performing duties and leading implementation of new systems.
- Review of internal control procedures to ensure adherence to management policies and control requirements and to suggest improvements therein.
- Assignments relating to compilation of Financial Statements and book-keeping.

Information Technology

- Exposure of integrated accounting systems such as in ORACLE 11, Munshi 10 ERP (Software for Hotel Industry), FOXPRO etc. in different entities.
- Extensive use with Microsoft family Office software and operating system.

Human Resource Management

- Strong Leadership skills
- Adapting to new situations and people
- Working as an effective team member
- Highly motivated towards creative, innovative and challenging work

Communication Skills

- Good oral & verbal communication skills in both English & Urdu.

Personal Information

Full Name	Muhammad Husnain Ahmed
Father's Name	Riaz Ahmed
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References

- Will be furnished on demand.