

Head of Finance Department / CFO
CHIP Training & Consulting, Private Limited,
Plot # 05, Street \$ 09, G-8/2, Islamabad.

Postal Address:

House No. 551,
Main Ubaid Road, Sector VIP (Affiliation),
Airport Employees Cooperative Housing Society
Rawalpindi, Pakistan

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Muhammad Arshad

Objective

To be a leader of motivated team in a Leading/Multinational Organization.

Professional Competence

- *Advise upon Business Financial Issues.*
- *Provide Consultancy Services to Corporate and Services Concerns.*
- *Identify Hidden Business Costs & Provide Costs Solutions*
- *Ensure Optimum Utilization of Organization's Resources*
- *Advise on Areas of Cost Cutting*
- *Minimize Business Risks & Promote Operational Efficiencies*
- *Develop Systems & Procedures And help in price determination*
- *PPRA Rules, Service & Financial Rules, Corporate Laws, Tax Laws*

Projects Completed

Islamabad Club.

Designed & Implemented the Engineering Stores Accounting System of Islamabad Club, Islamabad which is one of the leading leisure clubs of Pakistan of the Patronage rests with the President of Pakistan.

- **Engineers Cooperative Housing Society.**
Successfully developed and introduced the **internal Audit Controls** of the Society which are used to incorporate the internal audit controls and procedures in order to get the financial resources utilized as per society's objectives & bye – laws.
- **IESCO Field Store Chakwal.**
Designed Excel based accounting software for the store's Accounts Reporting purposes, which is being used for preparation of monthly accounts.

Projects Completed

- **National Testing Service Pakistan**

Financial Consultant During Construction of ***NTS Buildings at Islamabad + Lahore***, Introduced Online Fee Deposit System for collection of fees from candidates. This system is being successfully used by all the candidates. This has enabled NTS to have funds available very well in time as compare to old system i.e. DD's/Pay Orders. ***This system improved the financial position of the organization which is now a more than three billion Rupees (USD 30 Millions) entity.***

Successfully formulated **Employees Welfare Fund Rules** for the welfare of NTS employees which are not only being implemented rather many stakeholders are taking best advantage of the rules and rights of the employees to the right employees are being disbursed e.g. Employees Kids Education, Staff Motor Cycle Schemes, Staff's parents funeral expenses by the organization etc. etc.

- **COMSATS Institute of Information Technology – Virtual Campus**

Introduced Complete Accounting System of the Campus which is running since 2012. Campus fees are collected through online banking system and get updated in COMSATS system within 24 hours after deposit by the student. All accounts are prepared as per IFRS in computerized environment.

- Designed Fee Models of the Campus and fee policies for students.
- Updated and implemented HR policies for better and effective hiring utilization of HR of the Campus. And also designed financial policies for study centers

Professional Experience

July 1, 2020 – to date

CHIP Training & Consulting, Private Ltd.

Head of Finance Department / Finance Consultant

- Supervise overall Accounts and Finance Department.
- Liaison with Bank other Financial Institution for financing arrangement.
- Managing online banking transaction and online banking portal.
- Communication with clients especially matters related to finance and budgeting.
- Financial and cash flow management.
- Preparation of budgets and cash forecast based.
- Budgetary control over projects.
- Reporting to the management regarding financial position and performance.
- Reporting to the Clients.
- Liaison with insurance company regarding staff insurance, insurance claims clearance.
- Support to Business Development staff while making quotations to potential clients keeping in view the tax implications, economic factors.
- Vetting vendors and client contracts drafts.
- Prefunding Assessments of Social and Economic Sector Entities and provision of Assessment Opinion based upon visits and analysis of entities.
- Post Funding Consultancy Services
- Social Sector Organizations Funds Audits.
- Provision of Consultancy Services to Donor Organizations after Organizational Reviews based upon Financial Management, Governance, Internal Control and Legal Compliance etc.

**Professional
Experience**

July 1, 2020 – to Date

CHIP Training & Consulting Private Limited

Chief Financial Officer

- Being Head of Finance Team Looking after the over Financial System of CTC
- Projects Reporting, Project Feasibility Studies.
- Clients Reporting
- Budgeting of UNICEF, WHO, Shell, NI, and Other Clients
- Invoicing and follow up of the invoices (With average Monthly Invoices of more than PKR: 200,000,000.
- Audit and Financial Review of the Funds, on behalf of BFtW (A German Org.) across Pakistan.
- Evaluation of internal controls and advising management at all levels.

March 1, 2017 – to June 30, 2020

National Testing Service Pakistan

Senior Manager Internal Audit OG – II

- To provide independent assurance to the BoD that NTS risk management, governance, and internal control processes are operating effectively.
- Looking after the affairs of Internal Audit Department of NTS.
- Assisting Management in improving the internal controls and policies.
- Evaluation of internal controls and advising NTS management at all levels.
- Analysis of Operations and confirm the operations are effectively being managed with especial emphasis upon testing activities at all levels including invigilation, monitoring, results preparations etc.
- Review of Payments in compliance with statutory requirements of applicable laws
- Scrutiny of Venders' Payments keeping in view procurement rules.
- Assessment of Internal Controls and Procedures with suitable suggestions.
- Member of various enquiry and disciplinary committee for review of special heads of accounts.
- Building relationship with stakeholders to understand issues and identify improvement areas.
- Improving systems and provide guidance to team members while documenting audit steps and results.
- Undertaking comprehensive planning and risk assessment to identify potential risks.
- Special Internal Audit of Various Sections/Departments.

July 15, 2012 – February 28, 2017 COMSATS University Islamabad

Head of Treasury/Human Resource Department (Virtual Campus) OG – II

- Head of the Treasury/HR Department of CIIT Virtual Campus.
- To oversee and manage all the affairs of the Campus Treasury/HR Department.
- To report the Director – Virtual Campus, regarding Treasury/HR affairs of the Campus.
- To prepare and present annual reports of Campus before Management.
- To oversee the budgetary control system and manage budgets of the campus.
- To maintain smooth flow of fee collection and payments.
- To Oversee the HR affairs, including HR Policies, Recruitment, E&D Actions etc.

December 16, 2005 to July 15, 2012

National Testing Service (NTS) Pakistan

Head of Accounts Department / Manager Finance (NTS) OG – I

- Head of the Finance Department of NTS.
- To oversee and manage all the affairs of the NTS Finance Department.
- To report the Director – NTS, regarding financial affairs of NTS.
- To prepare and present annual reports of NTS before Management Committee of NTS.
- To control the financial affairs of NTS coordination offices all over Pakistan.
- To maintain smooth flow of funds collection and payments.

Introduced Online Fee Deposit System for collection of fees from candidates. This system is being successfully used by all the candidates. This has enabled NTS to have funds available very well in time as compare to old system i.e. DD's/Pay Orders

**Professional
Experience**
(Continued)

February 01, 2003 to March 16, 2006
(IESCO)

Islamabad Electric Supply Company

Accounts Officer (IESCO FIELD STORE, CHAKWAL)

- To Report to the Senior Budget & Accounts Officer (Regional Store Rawalpindi)
- To Oversee and Manage the Accounts of the Field Store.
- To Issue Pass Orders for the Store's Expenditures.
- To Keep Track of the outstanding Audit Paras relevant to Store's Accounts.

Designed Excel based accounting software for the store's Accounts Reporting purposes, which is being used for preparation of monthly accounts.

September 15, 2003 To December 15, 2005

Engineers Cooperative Housing Society, Islamabad

Audit & Accounts Consultant

- To incorporate the internal audit controls and procedures in order to get the financial resources utilized as per society's objectives & bye – laws.
- To help the external audit team at the time of External Audit.
- To get the closing of the Monthly Accounts as well as the Final Accounts through Accounts Division of the Society.
- To prepare Annual Reports to be presented in the AGM.
- To Advise the Finance Committee & Management Committee regarding formulating the Financial Policies of the Society.

July 10, 2002 to February 07, 2003

Nextera Communications (Pvt) Ltd Islamabad

Admin & Accounts Officer

- To assist the top-level management in preparation of corporate financial policies.
- To manage and compile the company's accounts.
- To deal with the corporate Sales-Tax & Income-Tax matters.
- To manage the financial resources of the company.

**Honorary
Positions**

October 24, 2000-July 09, 2002

Islamabad Club, Islamabad

Accounts Executive (Maintenance)

- Designed & Implemented the Engineering Stores Accounting System.
- To Report (On Monthly Basis) the Manager Accounts and the Maintenance Engineer about Engineering Stores Stock Position.
- To prepare the Payroll of the daily wages staff of Engineering Department of the Club.

August 16, 2000 – October 23, 2000

SHV Energy Pakistan (Pvt) Ltd

Accounts Internee

- To Prepare Sales Tax Invoices for the Distributors.
- To post the Journal Voucher & Bank Payment Voucher in the Ledger Accounts.

2010 to July 2012

National Testing Service Pakistan

Secretary NTS Employees Welfare Fund

- Custodian of NTS Employees Welfare Fund
- To Manage the fund and make necessary arrangements for accumulation and disbursement of fund.

July - 2011 to July 2012

National Testing Service Pakistan

Project Officer

- To provide administrative Support for Construction of NTS Buildings/Offices in different cities of Pakistan

**Summary of
Qualification**

**Institute of Cost & Management Accountants of Pakistan.
ACMA – 2007**

- An Associate Member of ICMAP.

Preston University.

PhD (HR and Management)

- Course Work in Process

Preston University.

M. Phil

- Master in Philosophy in Finance

Association of International Accountants (AIA) UK

International Accountant – 2010

- An Associate Member of AIA-UK.

Pakistan Institute of Public Finance Accountants (PIPFA).

FPFA – 2005

- A Fellow member of Pakistan Institute of Public Finance Accountant i.e. Associate Public Accountant (APA)

Punjab University Lahore

B. Com (First Division)

1998

Punjab Board of Technical Education Lahore

D.Com (First Division)

1996

**Computer
Knowledge**

Certification in Computer Sciences

- Expert in using MS office which includes **Excel, Word, Power Point etc.** and Can Use Fluently Accounting Software

ICMAP Computer Courses

- Studied the subjects of “**Computer Systems & Applications**” and “**Information Technology**” as a part of ICMAP Curriculum.
- Completed an introductory course of “**Oracle**” at ICMAP Lab.

**Computer
Knowledge**

Accounting/Tax Software

- Housing Society Accounting System
- Peachtree
- Accounting Software for Various Organizations
- Income Tax Assistant (Central Board Of Revenue – CBR)

**Teaching
Experience**

Institute of Cost & Management Accountants of Pakistan (ICMAP)

Visiting Faculty Member (August 2010 to Date)

- Teaching the subjects of Financial Accounting

COMSATS University Islamabad

Visiting Faculty Member (February 2016 to Date)

- Teaching the subjects of Financial Reporting, Business Taxation

Pakistan Institute of Public Finance Accountants (PIPFA)

Visiting Faculty Member (January 2008 to 2015)

- Teaching the subjects of Financial Accounting, Cost Accounting, Service Rules & Financial Rules

Federal Urdu University (FUU)

Visiting Faculty Member (July 2010 to 2016)

- Teaching the subjects of Organizational Behavior, Cost & Management Accounting

**Communication
Skills**

- Prepared a report on the Accounting System of “**MCB**” I – 9 Branch Islamabad & the “**Pakistan Post**” and presented the report at ICMAP Auditorium.
- Prepared and presented papers on “**Interest Free Banking In Pakistan**” at ICMAP Auditorium.
- Fluent in Reading, Writing, Speaking and Listening English, Urdu & Punjabi.

Personal Data

CNIC # 38401 – 0362252 – 1

Domicile Punjab, Pakistan

Date of Birth September 28, 1978

Postal Address

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