

# Curriculum Vitae

**Name** Muhammad Nauman Hamayoun  
**Father name** Muhammad Hamayoun  
**Degree** M.B.A Finance 3.5 year  
**Domicile** Nowshera Cantt  
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## **CAREER OBJECTIVE:**

To secure an entry-level position in growing organization that would fully employ my personal skills as well as my academic training in a rewarding career that can enhance my professional and personal growth. Proven ability to leverage technology and develop and deliver impactful career-related content. Highly skilled in tracking details, communicating deadlines, and following-up with internal and external partners to ensure on-time completion within budget. Ability and interest in learning and incorporating new technology.

## **Education**

<b>MBA 3.5 year (Finance)</b> Abdul Wali Khan University Mardan	<b>2015</b>
<b>B.com (Bachelor In Commerce)</b> Abdul Wali Khan University Mardan	<b>2011</b>
<b>H.S.S.C (Pre-Engineering)</b> BISE Mardan	<b>2008</b>
<b>S.S.C (science)</b> FBISE Islamabad	<b>2006</b>
<b>Diploma in Information Technology</b> (D.I.T) 01 year	<b>2017</b>
<b>Work Experience</b>	<b>8 years 7 months</b>

## **Work Experience**

**Position: Finance Officer**  
**Department: International Rescue Committee IRC**  
**Duration: 12-10-2023 to Present**

- Accurate and timely cash disbursements, cash receipts, on a daily basis to ensure proper accounts distribution and adhering to QC's accounting policies and procedures vis-à-vis GAAP following Fund Accounting system.
- Review all financial entries for accuracy and compliance.
- Perform reconciliation of all sub-ledgers.
- Perform monthly intra-organization reconciliation.
- Ensure monthly preparation of bank reconciliations.
- Supervise deduction of withholding taxes.
- Payroll and computation of gratuity and other staff benefits and tracking.
- Ensure that expenses are timely and appropriately charged to respective Fund Codes.
- Ensure that donor's audit requirements are met as per contract.
- Ensure that field office advances are liquidated well ahead of contract closing and expenses are included in donor report on time.
- Assistance in monthly financial books closing.
- Manage all bank and cash payments.
- Record and monitor all bank and cash transactions in Excel based cashbook.
- Prepare cash flow projections and bank top-up requests.
- Manage all offices financial record.
- Perform other tasks and fulfil assignments when and as assigned by Line Manager or the Senior Management.
- Assistance in internal reporting.
- Assist the Finance/Project Manager in the organization's budgeting process, including development and tracking of budgets for all departments and programs.
- Maintain accurate and up-to-date records of all fixed assets, including location, condition, and value.
- Work in the production of the Annual Review and statutory Accounts

**Position : Admin & Finance Officer (Regional Office Multan)**  
**Department: Worldwide Fund for Nature (WWF)**  
**Duration: 15-06-2023 to 22-08-2023**

### **Duties:**

- Prepare and send vouchers of all expenses of the project office in ACCPAC.
- Prepare and send monthly cash and bank reconciliation reports.
- Prepare and forward monthly funds requisition on time.
- Keep petty cash and Maintain cash book.
- Prepare project's financial report on monthly basis.
- Will be responsible of Tax deduction, deposit and online uploading of tax statement.
- Make salaries payments of short term, Part time staff according to rules and regulations.
- Make procurements according to the project requirement and organizational rules and policies.
- Maintain attendance register and leave record of all employees working in project office.
- Maintain complete record of advances, medical claims, travel claims, overtime and mobile entitlements.
- Supervise the drivers and office boy in all the relevant matters.
- Prepare and send vehicle monitoring sheets regularly.
- Keep vehicles and bikes in good condition. Supervise/maintain log books of all vehicles, bikes and generator.
- Arrange meetings, workshops, events as and when asked by the supervisor.

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- Will be responsible for good working of all office equipment/appliances like computers, Laptops,
- Will be responsible for all office administrative matters.
- Will be responsible for Record keeping of office inventory.

**Position : Admin & Finance Assistant**

**Department: United Nations Development Programme (UNDP)**

**Duration: 01-05-2017 to 30-06-2022**

### Duties:

- Prepare budget forecasts and estimates in coordination with PPC/AFO for annual and quarterly budget requirements and programme proposals, which involve financial forecasting, budgeting and accounts
- Develop and process requests for advances to the PMU SFM Project and ensure settlement of all advances in accordance with defined procedures and guidelines of PCOM
- Manage utilization of quarterly advances in accordance with quarterly workplans in collaboration with PPC and keep track of all programme funds received, disbursements, financial obligation and advances using ProMIS Software.
- Act as focal person for the project's annual audit/ Spot Checks
- Assist with initial and informal stakeholder consultations;
- Collect and analyze preliminary information and data;
- Provide advanced word processing support by creating complex spreadsheets, maintaining databases and creating high quality reports, presentations, and other documents;
- Assist in arranging meetings and workshops;
- Assist in the preparation of reports;
- Assist in preparation of work plans and budgets, and maintain ongoing communications with stakeholders;
- Assist the Provincial Project Coordinator in project coordination and monitoring by keeping track of the project work plan and reports;
- Assist management in managing project outputs, activities, project controls and draft correspondence as and when required;
- Assist management in compiling and developing project work plans;
- Assist management in coordinating meeting of the Project Board, including preparation of agenda, invitations, and drafting minutes of the meetings; and
- Assist management in organization of project workshop and seminars, including preparation of proceedings and short reports.

**Position : Assistant Accountant**

**Department: Workers Welfare Board**

**Duration: 13-02-2015 to 01-12-2016**

### Duties:

- Prepare and send monthly cash and bank reconciliation reports.
- Prepare and forward monthly funds requisition on time.
- Keep petty cash and Maintain cash book.
- Prepare project's financial report on monthly basis.
- Will be responsible of Tax deduction, deposit and online uploading of tax statement.
- Make salaries payments of short term, Part time staff according to rules and regulations.
- Make procurements according to the project requirement and organizational rules and policies.
- Maintain attendance register and leave record of all employees working in project office.
- Maintain complete record of advances, medical claims, travel claims, overtime and mobile entitlements.

**Position :** Construction Supervisor  
**Department:** Integrated Regional Support Programme NGO  
**Duration:** 01-02-2013 to 31-10-2014

- Coordinate and oversee all phases of construction projects, including planning, budgeting, scheduling, and implementation.
- Manage project resources, including materials, equipment, and labor, to ensure efficient and cost-effective project execution
- Monitor construction progress, conduct site inspections, and address any issues or delays that may arise.
- Communicate regularly with project stakeholders to provide updates on project status, resolve issues, and address concerns.
- Prepare Procurement Plan & Travel Plan & Prepare financial reports & Arrangements of Community meetings

**Position :** Business Development Officer  
**Department:** Bank Alfalah  
**Duration:** 05-09-2011 to 04-11-2011

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#### Professional Training and Courses:

S.No	Training	Institute
01	Understanding Public Procurement Regulatory Authority (PPRA) Rules	Pakistan Institute of Management (PIM) Karachi
02	The Art of Technical Writing	Pakistan Institute of Management (PIM) Lahore
03	UNDP-ProMIS Software & FACE Form	UNDP Pakistan
04	HACT guidelines and FACE Form (UNDP)	UNDP Pakistan