

WAQAR AHMAD

FINANCE, ADMINISTRATION & HUMAN RESOURCES



Brief Synopsis:

Performance driven professional with over Twelve (12) years' working experience in busy professional department. Having a proven ability to ensure that day to day work is carried out in line with the agreed policies and procedures and quality standards. Keen to find a challenging position with an ambitious and exciting organization where I will be able to continue to increase my work experience & develop my abilities. Experience in leading and developing a successful HR, finance & Administration team, Skilled in numerous HR, financial and accounting fields, including: Staff recruitment, preparing annual budgets, monitoring key accounts & also used different kind of HR & finance software (e-g QuickBooks, Peachtree & ERP);

I would like to a part of your dynamic team to work in development sector. My academic qualifications and professional experience are clear indication of my hard work and commitment towards the achievement of my challenge that may come my way.

Contact & Personal Details

Cell No: +923348923489

Email: waqarkhanbat@gmail.com

D.O.B: 4th February 1988

CNIC# 17201-6926217-1

Address: Mohallah Farid Khan Akora
Khattak District & Tehsil Nowshera, KP

Professional Experience

1. Duration	July 2020 Till Date	Location	Peshawar, Pakistan
Company	HUJRA-Village Support Organization	Position	Assist Manager Finance & Operations
Project	Core Organizational Position		

Responsibilities:

- Developing, maintaining and improving financial policies and procedures.
- Cohesive team building, capacity building and guiding activities.
- Preparation & submission of FBR monthly statement, quarterly statement & annual return.
- Preparation & submission of Sale tax & KPRA return.
- Verifying vouchers, Ledgers, monthly bank reconciliation statements, monthly cash reconciliation statements, donor's financial reports, invoices and annual accounts.
- Preparation of annual plan/budget.
- Preparation of budgets for proposals on donor prescribed formats.
- Developing, maintaining and improving HR policies and procedures.
- Supervising HR processes including recruitments, administration, compensation and trainings.
- Devising and improving employee performance monitoring system, issuing explanation/ warning letters/emails and initiating disciplinary actions.
- Developing, maintaining and improving administrative policies and procedures
- Providing support in fleet management
- Ensure compliance with the Country local laws on registration, filing of statutory documentation with SECP, withholding taxes etc
- Facilitating in improving coordination with field offices including matters relating to petty cash, assets & inventory at field offices and vehicles running etc.
- Supervising procurements and administration
- Maintaining and expending approved vendors list and ensuring its utilization.
- Handling procurements having direct donors involvement.
- Guiding in record keeping & communications.

2. Duration	May 2018 Till June 2020	Location	Peshawar, Pakistan
Company	HUJRA Village Support Organization	Position	Finance & Admin Officer
Project	Core Organizational Position		

Responsibilities:

- Overall responsible for recruitment of staff, Staff Personnel file, Time sheet management, Payroll Management, Staff performance appraisal.
- Office Petty Cash Management, ensuring accurate record of financial transaction.
- Assessing the donor, external & internal audit review.
- Assist Finance Manager in month end & years end reporting with the agreed schedule.
- Assist Finance Manager and participate in planning the objectives, design work plans and methodology to carry out the objectives of the organization.
- Monthly performance review of all contracts against budget. Analyse and report

Education Details

1. Master of Business Administration (MBA)

Northern University Nowshera

CGPA:3.10/4.00

Year 2012 to 2014

2. Bachelor of Science (B.Sc)

University of Peshawar

Marks-323/550

Year 2006 to 2008

Professional Skills

- Cash Flow Control
- Budget Preparation
- Financial Forecasting
- Auditing
- Supervisory Skill
- Decision Making
- Effective Planning
- Negotiating
- Problem Solving
- Analytical
- Government Liaising
- Handled over 100 staffs.

Language Skills:

- English
- Urdu
- Pushto

Awards & Recognition:

- LRBT Free Eye Hospital Awarded best person of the year 2011 to 2012.

Professional References

- Saleem Ahmad,
Chief Executive Officer
HUIRA Village Support
Organization
hujraswat@yahoo.com
0333-9472172
- Zubair Rahim Khan
Manager HR
LRBT Free Eye Hospital
Zubair.rahim@lrbt.org
Cell#0333-3004902
Ph#021-35396600

Professional Trainings

- Three days Training Workshop at PC Peshawar organized by ICRC from 10th to 12th March 2015.
- Two days training workshop on "Role of Hospital Administrator" at LRBT Mandra on 24th to 25th April 2015.
- 4 days training workshop on "Policies & Procedures of LRBT" at LRBT Mandra from 23rd to 26th November 2015.
- Four days' refresher training of Admin Officer at Rivoly Guest House Peshawar 7th to 10th Aug 2017.
- Attended two days training of CSO's Organize by IRM in Ramada Hotel Islamabad on role of HR Manager from 2nd May to 3rd May 2019.
- Attended one-day session of Anti Money Laundering & Terror financing organized by PCP & SECP at Conference Room of Regional Tax Office Peshawar on 11th July 2019.
- Attended one-day session of Anti Money Laundering & Terror financing organized by PCP & SECP at Conference Room of Regional Tax Office Peshawar on 14th Jan 2020.

3. Duration April 2016 to April 2018 **Location** Mohmand, Pakistan
Company HUIRA Village Support Organization **Position** Finance & Admin Officer
Project UNWFP & SDC Funded project in Mohmand & Bajaur-Livelihood & DRR Project.

Responsibilities:

- Account for all day to day operation of office; ensure cleanliness, repair and maintenance & decoration of sub office.
- Petty Cash Management of the Office.
- Responsible for all fleet operation.
- Responsible for office HR activities i-e Staff attendance, Leave record, performance management, personnel file & payroll generation.
- Account for all program and non-program inventories in the office.
- Operations of all documentation in the office.
- Overall supervision of Drivers & support staff.
- Organizing and managing the program events and donor meetings in different hotels.

4. Duration March 2012 to March 2016 **Location** Nowshera, Pakistan
Company LRBT Free Eye Hospital **Position** Hospital Administrator
Project Full Time Employee

Responsibilities:

- Smooth running of the hospital routine.
- Up keep & maintenance of hospital premises including building & equipment.
- Supervise performance of support staff.
- Maintain leave records of all staff.
- Maintain hospital impress fund.
- Dealing in financial matter i.e obtaining quotation, scrutiny and payment of bills purchases, repair, maintenance of equipment & other infrastructure.
- Management and secretary of donations and issue of receipts.
- Render appraisal report of support staff, and final dispatched rendering appraisal to central office.
- Maintaining of monthly wise hospital report & project. And submission to central office every month.
- Responsible for accounting of the donation box cash/cheque.
- Bank reconciliation of hospital account.
- Monitor complete hospital house keeping
- Assist Annual External Audit and semi-annually internal audit.

5. Duration March 2009 to Feb 2012 **Location** Nowshera, Pakistan
Company LRBT Free Eye Hospital **Position** Tr. Ophthalmic Tech
Project Full Time Employee

Responsibilities:

- Taking patient medical histories.
- Instructing patients about medications, tests and procedures.
- Performing vision and diagnostic tests.
- Assisting with patient procedures.
- Coordinating patient scheduling.
- Supervising and training other allied ophthalmic personnel.
- Performing office management duties.