

# Mahmood Khan

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## Professional Summary

Visionary, results-driven and Equipped with a record of processing, and managing salaries amounting over Rs. 12 million per month. Successfully managed accounts, maintain ledgers, analyse and submit financial reports using Peachtree accounting Software. Maintained over 225 personal files of ALP facilitators. Successfully managed 20 trainings of 215 clients in three different districts.

## Education

<b>Balochistan University of Information Technology, Engineering and Management Sciences</b>	<b>December 2019</b>
<i>Master of Business Administration - Finance</i>	
• GPA 3.05	
<b>University of Balochistan</b>	<b>January 2016</b>
<i>Bachelors - Arts</i>	
• Division 2 <sup>nd</sup>	
<b>Balochistan Board of Intermediate and Secondary Education Quetta</b>	<b>August 2013</b>
<i>Faculty of Science – Pre Medical</i>	
• Division 1 <sup>st</sup>	
<b>Balochistan Board of Intermediate and Secondary Education Quetta</b>	<b>June 2011</b>
<i>Faculty of Science</i>	
• Division 1 <sup>st</sup>	

## Experience

<b>Professional Employee Private Limited</b>	
<b><i>DTM Enumerator (International Organization for Migration)</i></b>	<b><i>November 2022 - Present</i></b>
<ul style="list-style-type: none"><li>• Carry out quantitative and qualitative assessments which focus on the mobility and needs of affected populations in selected areas.</li><li>• Ensure timely and accurate data collection, based on questionnaires developed and supplied by the DTM Programme, including checking collected data for potential errors on a daily basis.</li><li>• Ensure that questionnaires have been thoroughly checked and completed, and strictly follow the guidelines established for data collection.</li><li>• Hand in the data as instructed by the supervisor along with any other notes taken through direct observation.</li><li>• Recognize and give account to problems faced during data collection and provide updates on the progress and challenges and seek guidance on the way forward.</li><li>• Participated in briefings, orientation sessions and trainings.</li></ul>	

## **Accomplishments**

- Monitored, collected and reported data of 73 villages in 12 Union Councils.
- Attended meetings with more than 660 key stake holders of the community from November 2022 to October 2023.

## **Balochistan Education Foundation**

*Admin and Finance Assistant*

*February 2021 – August 2022*

- Tracked spending against budget and project progress to ensure effectiveness of financial controls and accuracy.
- Prepared and presented monthly, quarterly, and annual spending reports to Supervisor.
- As Admin and Finance assistant conducted sensitivity analysis to negotiate 15 vendor contracts that resulted in 15% savings.
- Responsible to deal all the accounts of the project and settles all matter of banks.
- Responsible to maintain ledger books for regional office.
- Make sure verification of all the accounts record before auditory process,
- Responsible to submit the financial report to the Project Director/Director Finance of implementing partner for compilation, review and onwards submission to the donor.
- Make sure all the records/ accounts/ financial transactions are booked before the audit commencement.
- Records all incoming and out-going letters and documents.
- Conveys all the required instructions and policies of the implementing partner and donor to the project staff and the views of the regional project staff to the implementing partner and donor.
- Monitors administrative aspects of the regional project office/staff and evaluates discipline and punctuality of the staff to the assigned tasks.
- Ensure maintenance of attendance register on daily basis, keep the leave record of staff and share it with PM and Director HR/Admin of the implementing partner on monthly basis.
- Make sure the compilation of Personal file of project staff in all contexts.
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, renting vehicles, air conditioner and miscellaneous.
- Responsible to negotiate service agreements with vendors.

## **Accomplishments**

- processed, salaries amounting over Rs. 12 million per month.
- Successfully managed accounts, maintain ledgers, analyse and submit financial reports using Peachtree accounting Software.
- Maintained over 225 personal files of ALP facilitators. Successfully managed 20 trainings of 215 clients in three different districts.

## **Tolaneez Consultancy**

*Admin and Finance Officer*

*July 2020 – January 2021*

- Manage budgets and track expenditures.

- Process payments and invoices.
- Maintain financial records.
- Provide administrative support to the organization, such as managing office supplies, scheduling meetings, and preparing travel arrangements.
- Liaise with donors and other stakeholders on financial matters.
- Stay up-to-date on accounting and financial regulations.
- Conducting financial audits.
- Managing the organization's assets.
- Ensuring compliance with financial regulations.
- Providing training to staff on financial matters.

### **Accomplishments**

- Processed all payments and invoices in a timely and accurate manner, ensuring that the organization's finances were always up-to-date.
- Negotiated with vendors to get the best possible prices on goods and services.
- Maintained all financial records in a secure and organized manner, ensuring that they were easily accessible for auditing purposes.
- Managed office supplies, ensuring that the organization always had the supplies it needed.
- Liaise with donors and other stakeholders on financial matters, ensuring that the organization's finances were well-represented.

### **Core Competencies**

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|----------------------|----------------------------|-----------------------|
| • Peachtree Software | • MS Office                | • Management          |
| • Data Analysis      | • Reporting and Monitoring | • Financial Reporting |