

**To: HR Department**

Dear Sir/Madam,

In response to your advertisement here I feel myself enough capable to apply to the announced position and offering my services in your esteem organization to sharp my abilities there, as I am **MBA-Finance** degree holder from International Islamic University Islamabad(IIUI) Pakistan, BBA(HONS) in Information Technology Management from the same university, and having more than nine years of relevant experience with international organizations.

My attached CV provides very details of my skills, professional experience, trainings and academic qualifications, which I strongly trust will prove my eligibility for an interview where I could further express myself.

I will be looking forward hearing from you and strongly hope to have a chance to be invited for an interview.

Kind Regards,

Rahmat Shah  
Financial Analyst  
Pakistan Center for Philanthropy

Phone: 0092 3009369373  
E- Mail ~ [rahmatshah\\_786@yahoo.com](mailto:rahmatshah_786@yahoo.com)  
Skype: momand.iuu

## Rahmat Shah

### Objective

Seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in an organization working on a global scale offering scope for career growth and professional development.

### Personal information

- Father` s name Iqbal Shah
- Date of birth 09 March1984
- Religion Islam
- Nationality Pakistani
- Domicile FATA (Mohmand Agency)

### Education

Degree/Certificate	University/College/School	Session	CGPA / %
MBA-Finance	International Islamic University Islamabad	2008 – 2009	3.15 72.5%
BBA(HONS)-ITM	International Islamic University Islamabad	2005 – 2008	2.96 71%
F.Sc	Govt. Superior Science College Peshawar	2002 – 2004	2nd Division
SSC	Govt High School Wazir Bagh Peshawar	2000 – 2002	1st Division

## **Professional experience**

- Worked as **Financial Analyst with PCP (Pakistan Center for Philanthropy)** from March 04, 2021 to April 2021.
- Worked as **Finance Officer** with Common Management Unit, Directorate of Malaria Control Program for a short term (Two months) assignment (LLINs, Bed nets distribution) of The Global Fund project from December 04, 2020 to February 01, 2021.
- Worked as **Financial Management & Systems Specialist with UNOPS LFA for GFATM** Kabul Afghanistan from July 2016 till September 2018.

### **Main Responsibilities:**

- ✓ Review Disbursement Request/Financial Progress Updates and complete the LFA Progress Review and Recommendation for Ongoing Disbursement forms.
- ✓ Timely and relevant review and comments to the Global Fund on the PR's completed Enhanced Financial Reporting format.
- ✓ Review various documents submitted by Principal Recipient and provide independent opinion/analysis of financial adequacy for GFATM grants including budgets, their revisions, Concept Notes, etc.
- ✓ Follow data verification procedures and formats, conduct field visits and using the format given by GFATM, provide independent opinion and analysis on the financial management by the PR.
- ✓ To conduct any other analysis requested by the LFA Team Leader from time to time.
- ✓ Identify financial weaknesses and make recommendations with timeframes for necessary follow up by the PR.
- ✓ Discuss with the Country Team Leader any other institutional and financial aspects to be reviewed and take action.
- ✓ Prepare mission reports on the format required by Global Fund and submit it to the Country TL.
- ✓ Mission travel may be required to support LFA team as and when needed.
- ✓ Other activities as per The LFA Manual and/or as assigned.
- ✓ Attend field visits with/ without the finance team members and debrief the SRs/SSRs on the filed visit outcomes.
- ✓ Suggest remedial measures on the potential weaknesses of the SR

Management in the optimum utilization of GFATM grant money and safeguarding the GF grants against any fraud.

- ✓ Red-flagging for the Global Fund of any potential risk of misuse of the GFATM Grants.
- ✓ Perform other related duties as required and assigned by LFA Team Leader.

**Major achievements:**

1. All PUHDRs(2 MoPH & 4 UNDP) related to NFM Grant(2015 - 2017) reviewed and submitted to The Global Fund with comprehensive financial analysis, red-flagging the ineligible expenses and recommendations, and achieved the deadlines.
  2. Budget revision for 2017 related to all NFM grants were reviewed and submitted to GF with quantity and unit cost analysis and verification on time.
  3. New budgets(2018 - 2020) were reviewed and submitted to GF with detailed analysis, verification and recommendations.
  4. NFM grants(2015 - 2017) related to HSS & TB of MoPH and HSS, TB, HIV and Malaria of UNDP were successfully closed, closure reports were prepared and submitted to GF within the deadline.
  5. Other FMS spot checks in the field were conducted on timely basis as per GF requirement according to the specific ToRs from GF.
- Worked as **Regional Supervisor (Center & East) with ADF** Kabul Afghanistan from July 2014 till July 2016.

**Main Responsibilities:**

**Management:**

- ✓ Coordinate with Operations & Admin Department about area-based operations, supervision, and project implementation to ensure compliance with the policies and procedures required by ADF/DAI, USAID.
- ✓ To build and maintain working relationship with stakeholders.
- ✓ Work with the regional staff in the development of work plans, public events, loan, and grant applications.
- ✓ Review the regional team members' performance of their duties and take necessary actions and measures for optimal functioning of the team.
- ✓ Site visits from all business and giving narrative report to Main office.
- ✓ Conduct regular weekly staff meetings to review the progress, constraints, and solutions for project activities.
- ✓ Report on the project achievements on daily, weekly, monthly and quarterly

basis.

- ✓ Handling the regional office petty cash and bank reconciliation on monthly basis.

**Technical:**

- ✓ Develop strategic partnerships, resources and activities to enhance the impact of the project at the regional level.
  - ✓ Ensure effective and proactive exchange of knowledge, experiences and practices drawn from the implementation of the Project to ensure synergy and a flow of information between regions and core team.
  - ✓ Supervise, monitor, evaluate, and report on all activities in line with the components and overall work plan.
  - ✓ Participate in meetings with DAIL, and other agribusiness stakeholders in the provinces.
  - ✓ Conduct pre-qualification assessments of PIs/FIs and assist them in preparing loan applications.
  - ✓ Work with financial institutions and the farm service centres to develop financing arrangements.
  - ✓ Collect financial information and to make it accessible by building financial statements which are then to be analysed.
  - ✓ Analyze loan applications, verifying credit worthiness and economic viability of the proposed wholesale and sub-loans, (specialization MFIs)
  - ✓ Independent credit analysis encompassing financial analysis, collateral analysis, management assessment and assessment of credit enhancement.
  - ✓ Discuss, analyse and decide on loan requests.
  - ✓ Communicate the terms and conditions to the target clients.
  - ✓ Participate in pre-credit committee.
  - ✓ Prepare loan documentation.
  - ✓ Manage assigned loan portfolios.
  - ✓ Presenting the complete loan package to Deputy Minister in Ministry of Agriculture, Irrigation & Livestock for approval.
- Worked as **Senior Lending Officer with ACE/DAI/USAID** Jalalabad office Afghanistan from December 2011 till July 2014.

**Main Responsibilities:**

- ✓ Conduct pre-qualification assessments of PIs/FIs and assist them in preparing loan applications.

- ✓ Work with financial institutions and the farm service centres to develop financing arrangements.
  - ✓ Collect financial information and to make it accessible by building financial statements which are then to be analysed.
  - ✓ Analyze loan applications, verifying credit worthiness and economic viability of the proposed wholesale and sub-loans, (specialization MFIs)
  - ✓ Independent credit analysis encompassing financial analysis, collateral analysis, management assessment and assessment of credit enhancement.
  - ✓ Participate in pre-credit committee.
  - ✓ Presenting the complete loan package to Deputy Minister in Ministry of Agriculture, Irrigation & Livestock for approval.
- Worked as **Coordinator Budget & Reporting with MTN** Head office Kabul Afghanistan from January 2011 till December 2011.

**Main Responsibilities:**

- ✓ Review all vouchers and supporting documents to ensure completeness and accuracy prior to data entry into the system.
- ✓ Review the payroll is prepared accurately in compliance with national tax and labor regulations.
- ✓ Allocation of Budget against each Purchase Order being issued for Capital Expenditure and Operating Expenditure.
- ✓ Preparing & Issuance of Variance Analysis Report of Opex and Capex to all Divisional Heads on monthly basis.
- ✓ Collection of data on monthly basis from all Divisions to prepare Non-Financial Load File, monthly, Quarterly and Year-End Reporting.
- ✓ Preparation of Business Performance “KPI” Report on daily basis for top level Management.
- ✓ Collection of Data from all Division for preparation of company annual budget and business plan.
- ✓ Preparation of quarterly and yearly report to ATRA(Afghanistan Telecommunication Regulatory Authority).
- ✓ Preparation of all types of Internal Reports including Synergy and HR Reports for all Divisions.
- ✓ Analysis of Halting and Down Sites on Daily Basis for higher Management.
- ✓ Preparation of Province wise Revenue Report along with Analysis highlights impact of Halting and down sites on revenue.

- ✓ Updating of Master working file on monthly basis.
  - ✓ Loading of Intercompany Transactions on Hyperion Financial Management System.
  - ✓ Loading of Financial and Non-Financial data on Hyperion Financial Management System for MTN Group in South Africa.
  - ✓ Keep close liaison with our External Auditors for different Tax issues.
  - ✓ Assist Senior Manager in preparation of forecasting (3+9; 6+6 and 9+3).
  - ✓ Assist Senior Manager in preparation of company annual budget and business plan.
- Worked as **Operations Officer/SWIFT Operator with HBL** (Habib Bank Limited) Main Branch Kabul Afghanistan from 1<sup>st</sup> July 2009 till 6<sup>th</sup> January 2011.
    - Main Responsibilities:**
      - ✓ Account opening, Maintenance and balancing of Account Open and Close Register.
      - ✓ Issuance of Cheque books and maintenance of cheque book Register.
      - ✓ Lodgment, Realization and Monitoring of Foreign and Local Bill Collection.
      - ✓ Insertion of all transfer vouchers in system.
      - ✓ Supervision of account open and close register and balancing of number of accounts with system.
      - ✓ All remittances Inward, Outward and keeping its complete record.
      - ✓ All kind of queries and necessary information of the customers.
      - ✓ Posting of cash Dr and Cr vouchers and cancellation of cheques.
      - ✓ Disbursement of salary to Staff and maintenance of Salary Register.
      - ✓ ACSS Operator, composing of ACCS messages and retrieval of Inward and Outward messages and its vouchering.
      - ✓ Daily reconciliation of Local banks and DAB accounts.
      - ✓ International Transaction Reporting System(ITRS).
      - ✓ Taking Care of Daily Compliance within the bank.
      - ✓ Monitoring Large Cash Transactions Reports to the central bank (DAB).
      - ✓ SWIFT operator, composing of MT's, Retrieval of Inward data and sending of Outward data.

### **Trainings Attended**

- Attended Dale Carnegie Training on “Creating a professional Demeanor” in December 2013.

- Attended Dale Carnegie Training on “Business Execution” in December 2013.
- Attended Dale Carnegie Training on “Creating An Executive Image That Wins Friends & Influences People” in August 2012.
- Attended Dale Carnegie Training on “How To Deliver Sales Presentations That Win The Business” in August 2012.
- Attended ACE/ADF Advanced Credit Training form USAID in July 2012.
- Attended ACE/ADF Credit Officer Training form USAID in Dubai, United Arab Emirates from November 30 – December 6, 2011.
- Attended three days Training Program on Hyperion Financial Management System arranged by MTN Group in Dubai, United Arab Emirates.
- Attended Training Program On Introduction To Banking And Finance from AIBF(Afghanistan Institute of Banking And Finance) on 2<sup>nd</sup> & 3<sup>rd</sup> August 2010.
- Attended Training on Afghanistan Clearing House from USAID on 7<sup>th</sup> June 2010.
- Two Months internship in The Bank of Khyber Peshawar.
- Have completed the Advanced Levels of the English Language Program in 1999.
- Twenty Four hours Training Seminar for English Language Teachers in 1999.
- Worked as a teacher for Two years with Oriental Institute of Languages.

### **Projects**

- Professional Project: Three Year Fundamental Analysis of UBL (United Bank Ltd).  
**Supervisor:** Mr. Wasimullah-Head of Finance IIUI.
- Professional Project: Financial Ratio Analysis of PSO (Pakistan State Oil).  
**Completed Under:** International Islamic University Islamabad
- Professional Project: Poverty Alleviation through ICT (Information Communication Technology). **Completed Under:** International Islamic University Islamabad

### **Professional skills**

- Team Player
- Takes Initiative
- Responsible and cooperative
- Works well with less Supervision
- Seeks new challenges.
- ASP.NET, Oracle / SQL
- QuickBooks, Peachtree, Grade Plane, Tabs, MTN Portal.
- Hyperion Financial Management System
- Advance Excel

- MOBS(Multi User Online Banking System)
- SWIFT(Society for World Wide Interbank Financial Telecommunication)
- ACSS(Afghanistan Clearing Settlement System)
- Outlook, Lotus Notes and THAMIS
- Operating System: Windows XP, 2000 Professional
- IT Tools: Microsoft Office, HTML

### **Extra curriculum activities**

- Book Reading, Cricket playing, and Internet Surfing.

### **Languages**

- English, Dari, Pashto, Urdu.

### **Reference**

Fazal Karim  
Monitoring & Evaluation Manager  
WfWI Afghanistan  
Cell # 0093 (0) 774 040326  
E-mail: [fkarim@womenforwomen.org](mailto:fkarim@womenforwomen.org)

Nizam Ul Mulk Jalala (Former supervisor at HBL)  
Director of Finance  
Agricultural Development Fund Kabul, Afghanistan  
Cell # +93797514664  
E-mail: [nizam\\_jalala@adf-af.org](mailto:nizam_jalala@adf-af.org)

Saeedullah Saeed  
GL Manager  
MTN Kabul Afghanistan  
Cell # 0093 (0) 77 222 1929  
E-mail: [saeedullah.saeed@mtn.com](mailto:saeedullah.saeed@mtn.com)

S.M. Alamgir  
Fund Manager (Former LFA Team Leader)  
UNOPS Dhaka Bangladesh  
Cell # +88 01731692015  
E-mail: [SMA@unops.org](mailto:SMA@unops.org)