

# Masoud Mirza

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## **QUALIFICATION:**

**2009**

Graduation in (Bachelor in Arts) from Peshawar University of Pakistan

**2005**

Graduation from F.S.C (Pre Medical) from Board of Intermediate & Secondary Education, NWFP Peshawar, Pakistan

**2003**

Metric from Science Board of Intermediate & Secondary Education, NWFP Peshawar, Pakistan

## **Work Experiences:**

### **Senior Admin and Finance Officer**

20<sup>th</sup> August, 2017 till 20<sup>th</sup> February 2019

Worked as Senior Admin and Finance Officer in Rayyan Mohmand Trading and Logistic Co. Kabul, Afghanistan.

## **Duties and responsibilities**

- Preparing Contracts for all staff after renewal of contracts or amendments in it.
- Preparing the attendance monthly and preparing the attendance sheets for salary.
- Daily Financial Reporting through email
- Daily cash count on closing and opening balance
- Preparing income statement and balance sheet monthly
- Preparing salaries monthly basis
- Prepared Finance filling system
- Supervision of Accounts Receivable and Payable.
- Maintaining the daily petty cash book for the regional cash expenses.
- Monitor vehicles at regional level and maintaining the log book of vehicles and updating them.

## **Senior Admin/ Finance Officer**

1<sup>st</sup> November 10<sup>th</sup> August, 2017

Worked as Senior Finance/ Admin Officer in Afghan Health Hospital Kabul, Afghanistan

### **Duties and responsibilities**

- Collecting cash twice a day from front desk and Pharmacy.
- Daily Financial Reporting through email
- Daily cash count on closing and opening balance
- Preparing income statement and balance sheet monthly
- Preparing salaries monthly basis
- Prepared Finance filling system
- Supervision of Accounts Receivable and Payable.
- Maintaining the daily petty cash book for the regional cash expenses.
- Preparing Quarterly Budget for the petty cash for the hospital operations.
- Supervise all the financial matters with the board of directors and checking the financial documents.
- Hiring Staff after whole HR procedure.
- Performing the internal auditing after a full financial year.
- Preparing Contracts for all staff after renewal of contracts or amendments in it.
- Preparing the attendance monthly and preparing the attendance sheets for salary.
- Supervising all Finance, administration and HR sections.
- Assigning all staff in day and night duties.
- Inventorying all the assets available in hospital on quarterly basis.

## **SME Team Leader (Small & Medium Enterprises)**

Sept 2014 till Oct 2016

Worked as SME Team Leader in Mutahid DFI Kabul, Afghanistan

### **Duties and Responsibilities**

- Preparing the appraisals for the new clients.
- Payment of the clients
- Preparation of Financial Results and Coordination with Auditors.
- Supervision of Accounts Receivable.
- Monitor section and units actual expenditure and report to section head any deviation from planned and secured budget.
- Prepare monitoring and utilization reports.
- Provided a well manner filling system to the organization.
- Check that book keeping of the actual expenditures is booked correctly in the system.
- Preparation of Budget and Forecast and variation analysis.
- Reporting files to the Core banking Solutions ICBS system.
- Writing the proposals in English and presenting it in CC meetings in English language.

## **Finance Income Specialist**

March, 2014 till Aug 2014

Worked as Finance Income Specialist in Shams Group International Kabul, Afghanistan.

### **Duties and Responsibilities**

- Develop and update budget and financial management policy and system.

- Account and Finance Management, including Quarterly Financial Reports, Mid-term review (at 12 months) and closure of accounts at end of project.
- Payment of staff salaries
- Preparation of Financial Results and Coordination with Auditors.
- Examines and verifies accuracy of bookkeeping records such as invoice, sales journals, general ledgers, bank statements and inventory records.
- Supervision of Accounts Receivable and Payable.
- Keeping daily accounts of Shams group International accounts and tracking budget expenses.
- Preparation of Budget and Forecast and variation analysis.
- Preparing monthly statements for management reporting.
- Compile and submit quality financial reports and meet reporting requirements and deadlines.
- Performing the internal auditing
- Providing consultative support to branches and other departments with regard to adequate design and execution of risk management processes.
- Any other duties assigned by self or management in function of evolving nature of the work.

### **Finance Specialist**

June 2013 till March 2014

Worked as Financial Specialist in Galaxy Cnstructions

#### **Duties and Responsibilities**

- Develop and update budget and financial management policy and system.
- Preparation of Financial Results and Coordination with Internal Auditors.
- Preparing monthly statements for management reporting.
- Supervision of Accounts Receivable and Payable.
- Compile and submit quality financial reports and meet reporting requirements and deadlines
- Liaising with managerial staff and presenting findings and recommendations.
- Implementation of approved plans and procedures.

### **Compliance officer and Member of AML Dept.**

May, 2012 till March 2013

Worked as Compliance Officer in Pashtany Tijarati Bank, Kabul Afghanistan.

#### **Duties and Responsibilities**

- Working on KYC (know your customers)
- Checking the account opening files
- Checking LCTRs (Large Cash Transaction Reports)
- Reporting to DAB (Da Afghanistan Bank)
- Bringing out the politically exposed people and Black Listed companies and people.
- Making check on the Branches about their work.

### **Admin/Finance Officer**

09 May, 2010 till 5<sup>th</sup> March, 2012

Worked as Admin/Finance Officer with NRAP/NERAP/MRRD North Region

#### **Duties & Responsibilities**

- Preparing the weekly, monthly, and quarterly reports with supported documents and send them to main office.
- Maintaining the daily petty cash book for the regional cash expenses.
- Checking the proficiency and accuracy of financial transactions.
- Preparing Quarterly Budget for the petty cash for the regional operations.
- Maintaining the fixed assets register for the regional assets registration.
- Maintaining the proper filing system for both Administration and Finance sections.
- Preparing the monthly time sheets and sending them to main office for preparing the payrolls.
- Handling the regional office operational expenses in appropriate manner.
- Organizing the meetings between the regional office and the Contractors.
- Preparing Financial Monitoring reports (FMRs) at regional level at the end of each Quarter or per project requirements.
- Prepare the monthly and other work plans and reports as per required and submit to the appropriate management
- Preparing the statements of expenditures (SoEs) at regional level.
- Monitor vehicles at regional level and maintaining the log book of vehicles and updating them.
- Helping the colleagues in their works and giving them a full business support if any.
- Any other tasks assigned by Regional Senior Engineer

### **Admin/Finance Officer**

Sept, 2009 till May, 2010

Worked as an Finance Officer with ADF

#### **Duties & Responsibilities**

- Coordination with programs and units to produce yearly-planned budget and make sure budget entry in the system in timely manner.
- Projection proposal budgeting and preparation of the budgets.
- Monitor section and units actual expenditure and report to section head any deviation from planned and secured budget.
- Check and make sure with program and sections that contracts requirements are fulfilled.
- Present the required documents to internal and external audits whenever needed.
- Check that book keeping of the actual expenditures is booked correctly in the system.
- Keep track of records for vehicles and non-expandable under each contract.
- Keep informed relevant sections about contracts rules and obligations.
- Supervise all the financial matters with the finance manager and checking the financial documents.

### **Admin Assistant**

January, 2009 to Sept, 2009

Worked as Finance Assistant with Afghan Development Foundation (ADF), Peshawar, Pakistan

#### **Duties & Responsibilities**

- Coordination with programs and units to produce yearly-planned budget and make sure budget entry in the system in timely manner.
- Projection proposal budgeting and preparation of the budgets.
- Monitor section and units actual expenditure and report to section head any deviation from planned and secured budget.
- Check and make sure with program and sections that contracts requirements are fulfilled.
- Present the required documents to internal and external audits whenever needed.
- Check that book keeping of the actual expenditures is booked correctly in the system.

- Keep track of records for vehicles and non-expandable under each contract.
- Keep informed relevant sections about contracts rules and obligations.

## **TRAININGS RECEIVED:**

### **Fundamentals of Accounting**

15-Sep – 11-Oct, 04

Preston University, Peshawar, Pakistan

### **Certification in English Advance Levels**

Pamir English Language centre

### **Computer Training Courses (Office Automation)**

Comsats computer Academy

### **Passed IELTS in 2007**

### **Basic First Aid Training**

Pakistan Red Crescent Society Fata Branch Peshawar

### **Certification in Hotel Management**

Haris Institute of Hospitality Management Peshawar, Pakistan.

### **Special Course of Hardware from 2<sup>nd</sup> Dec till 20<sup>th</sup> Feb 2009**

## **LANGAUGE ABILITY:**

	<b><u>Speaking</u></b>	<b><u>Writing</u></b>	<b><u>READING</u></b>
<b>Pashto</b>	Fluently	Excellent	Fluently
<b>English</b>	Fluently	Fluently	Fluently
<b>Urdu</b>	Fluently	Fluently	Fluently

### **Refferences:**

Provide upon request