

## **Amir Naeem**

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### **KEY SKILLS**

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Results driven expertise in accounting, financial management, corporate and legal affairs. A leader with an 'out of box' innovative approach to problem solving, consistently driving performance, efficiency and process improvement. Experienced in leading and advising the company through complex restructurings, expansion, donor management and capital market transactions. Accomplished in structuring and negotiating transactions and favorable terms with multilaterals, bilaterals and commercial banks with a track record of documented contributions leading to improved financial performance, heightened productivity, and enhanced internal controls. Excellent ability to work under pressure and meet tight deadlines and targets.

### **ACHIEVEMENTS**

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- Key member of the team involved in spin off/demerger of lending operations of the Pakistan Poverty Alleviation Fund by creating first of its kind wholesale microfinance company in the country (Pakistan Microfinance Investment Company).
- Developed financial strategies leading to operational and financial sustainability of organization.
- Developed and implemented robust governance structure.
- Provided input into the strategic plans and their implementation
- Value-added contributions to the bottom line
- An active and visible part of the executive management team

### **PROFESSIONAL EXPERIENCE**

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#### **The Pakistan Poverty Alleviation Fund**

**Senior Group Head Financial Management and Corporate Affairs and Company Secretary July 2016 – to date**

**Group Head Financial Management and Corporate Affairs and Company Secretary February 2012 – June 30, 2016**

- Managing the financial and corporate affairs of USD 1 billion apex fund with multifaceted transactions involving tripartite agreements with Government of Pakistan and multilateral/bi-laterals
- Supervising contractual arrangements and covenants compliance of over 100 non-governmental/private sector organizations.
- Provided financial leadership in: formulation of regional strategies and financing plans; framing prospective programmatic budgets; setting annual plans and targets, developing risk management framework; identifying new funding avenues, devising framework for financial self-sufficiency.
- Responsible for overseeing the treasury function and capital market transactions.
- Shareholder representative for matters related to PMIC.
- Supporting the governing body and senior management in making decisions and facilitating the understanding of performance of organizational functions or units

- Balancing short-term concerns and pressures, such as managing cash, liquidity, and profitability, and long-term vision and sustainable organizational success.
- Lead the Company to financial sustainability and robust financial position through effective resource management and financial controls that resulted in improved equity (US\$100 m), stronger assets base (US\$300 m) and sustained annual returns (US\$15 m).
- Fulfilling stewardship responsibilities by ensuring effective compliance and control and responding to ever increasing regulatory developments, including financial reporting, capital requirements, and corporate responsibility.
- Driving and managing change and innovation within the organization.
- Engaging and communicating effectively with colleagues, investors, customers, suppliers, regulators, and other internal and external stakeholders.
- Managing all Board and Committee meeting logistics - coordinating, preparing and distributing Board/committee pre-read materials, meeting agendas, notifications, and meeting minutes for the Board of directors and committees
- Attending Board and committee meetings - recording minutes, highlighting Board and committee decisions and information items; reporting outstanding agenda items and ensuring information is provided to the Board/committee members in a timely manner; preparing all correspondence for the Board/committees including responses to enquiries or complaints directed to the Board/committees
- Assist in the induction of directors, including assessing the specific training needs of directors/executive management and facilitate the acquisition of information for Board and Committee members so that they can effectively contribute to Board meetings, discussions.

### **The Pakistan Poverty Alleviation Fund**

#### **General Manager – Finance and Accounts Unit**

**November 2009 – January 2012**

- Participated in the appraisal, negotiation, agreements finalization and execution of 15 projects with multilateral and bilateral (World Bank, International Fund for Agricultural Development, KfW Development Bank, US AID, US Department of Agriculture, Committee Encouraging Corporate Philanthropy of USA) involving financing of US\$ 1,046 million.
- In line with overall strategy of the company, developed operating model and a long term holistic finance road map that addresses financial strategy, processes, organization and system requirements.
- Managed successful financial closure of 11 multifaceted projects (US\$ 750 million).
- Focal person for satisfactory coordination with external auditors, donors and third party assessments (including audit by Auditor General of Pakistan) related to financial affairs. Secured clean audit report over last twelve years.
- Dealt with all legal and corporate affairs including organizing General Body, Board and Board committees meetings; formulating meeting agendas, preparing minutes and ensured filing of periodic/annual corporate returns with Securities and Exchange Commission of Pakistan as company secretary.
- Oversaw all tax affairs of the Company in collaboration with tax advisors. Played major role in securing tax exemption for the organization.
- Formulated treasury management strategy and successfully managed treasury functions (financial risk management; funds management; funding and investment, stakeholders' relations).
- Directed the process of automation of financial information and made transition to more efficient and productive practices by leveraging innovative new technologies to enhance organization's' efficiency and effectiveness and reducing costs and overhead.
- Active involvement in formulation of policies and procedures related to operations, financial management, human resource, internal audit and information technology.
- Developed and implemented framework for strengthening the financial management systems at the partner's organizations and community institutions level.



- Oracle Financials Course 2000  
Amsterdam Institute of Finance, Netherland
  - Foundation of Finance Certification 2007
- HARVARD BUSINESS SCHOOL.
- Authentic Leadership Development Course December 1-6, 2014
- Lahore University of Management Sciences
- Management Development Program March 1-12, 2021

### **Interests**

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Sports, travelling, watching movies, reading

### **Other assignments/engagements**

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Observer in the Board of Pakistan Microfinance Investment Company	2016 onwards
Representative of PPAF in PMIC	2016 onwards
Grievance Redresal Officer - PPAF	2021 onwards
	2014-2016

### **Seminars, Conferences and Trainings**

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- As part of senior management visited IFAD and FAO offices in Rome, BMZ and KfW in Germany and CGAP in Paris in February 2014.
- Attended Bank Governance Programme (Jan 16-17, 2013 and July 12, 2012) organized by International Finance Corporation.
- Three days course on “7 Habits of Highly Effective People” signature program of Franklin and Covey.
- Attended Microcredit Summit in Manila from October 9-11, 2013 on the theme “Partnership against Poverty”.
- Represented PPAF in Global Meeting on Reaching the Poorest organized by CGAP in March 2011 in Paris, France.
- Represented PPAF in annual conference organized by Small Enterprise Education and Promotion (SEEP) - Building Inclusive Markets: Impact Through Financial and Enterprise Solutions - in November 2012.
- Participated in various seminars organized by SECP, international financing agencies (World Bank, International Fund for Agricultural Development, USAID) and development partners (NGOs, Microfinance Institutions, Microfinance Banks etc.).
- Attended seminars/workshops and training organized in-house (within PPAF) on leadership, governance, poverty alleviation, development strategies, gender etc.

### **Personal Information**

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Date of Birth	September 6, 1974
Marital Status	Married