

# Syed Ali Raza

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## Career Objective

To contribute towards goals achievement of an innovative and result oriented organization, where numerical, analytical and strategic skills are valued.

## Education

- **Certified Chartered Accountant (ACCA - UK) – 2015**
- **Masters in Commerce (Finance) - 2007**  
The Islamia University of Bahawalpur, Pakistan. 1<sup>st</sup> Division
- **Bachelors in Commerce (Accounting) – 2005**  
Islamia University Bahawalpur. 1<sup>st</sup> Division.
- **Diploma In Commerce – 2003**  
Govt. College of Commerce Rahim Yar Khan.

## **Professional Experience**

### **United Nations Development Program – Fiji Islands International Finance Specialist – The Global Fund April,2020 – Present**

#### **A ) Implementation of operational and financial management strategies**

1. Establish and/or improve financial procedures: e.g. receipts, payments, disbursements and bookkeeping, filling procedures for the GFATM projects of sub-recipients; ensure that financial procedures and systems in place comply with the financial/accounting and procurement requirements in consultation with office management, and UNDP JOC.
2. Continuous analysis and monitoring of the financial situation, presentation of forecasts for the Programmes
3. Routinely monitoring of financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions. Informs supervisors of the results of the investigation when satisfactory answers are not obtained.
4. Analysis and elaboration of proposals on cost saving and reduction strategies.
5. Ensure preparation of other financial reports to be submitted to the LFA/Global fund. At as a Focal point for finance information for the LFA/Global Fund.
6. Ensures that UNDP and the SRs/Implementing Partners prepare for internal and external audits, coordinates the audit process and follows up on all action items and ensures that they are closed

#### **B) Projects' budget management and donor financial reporting**

1. Preparation and monitoring of budgets; regular analysis and reporting on the budget approvals and the delivery situation.
2. Establishment of projects' budgets preparation/modification monitoring system, control of budgetary status versus authorized spending limits (ASL) and budgets delivery levels.
3. Completion of Project Registration and Budget Revision (BR) in Atlas.
4. Completion of Expenditure Correction and adjust GLJE in Atlas.
5. Regular monitoring and review of the submitted quarterly financial reports from the SRs.
6. Regular preparation of the drafted consolidate Programme's Progress Update and Disbursement Request reports and prepare quarterly and bi-annual Cash Flow and annual Cash Flow Forecasts, and statement of sources and uses of funds in compliance with the Global Fund requirements.
7. Timely preparation of monthly disbursement as review the submitted Funding Authorization and Certificate of Expenditures (FACE) Form from the SRs.
8. Regular monitoring of PR (UNDP) and the SRs fund balance and provide update reports to the Finance and GF Programme Analyst and for further analysis.
9. Timely preparation of the Enhanced Financial Report and any other adhoc financial reports as required by the Global Fund

#### **C) Monitoring of the sub-recipients and other implementing partners**

1. Access financial management and capacities of sub recipients and develop an action plan to close identified gaps
2. Provide guidance and capacity building of Ministry of Health, partners and sub recipients (SRs) on issues of finance – from contracting and banking issues to budgeting, accounting and reporting
3. Ensure advance payments and direct payments for SRs and vendors are properly reviewed, processed and retired, as well as ensuring that payment information is properly recorded into the Atlas system on a timely basis
4. Harmonize reporting and accounting practices of sub-recipients including budgeting and key financial performance indicators
5. Monitor sub-recipients for accuracy of financial information and safeguards to eliminate fraud; ensure annual audits of subrecipients; and
6. Ensure continuous support for the financial managers of sub-recipient organizations

#### **D) Facilitation of knowledge building and knowledge sharing**

1. Supports the Programme Manager on the organization of finance trainings for the relevant staff of the GF programmes and subrecipients
2. Synthesizes lessons learnt and best practices Global Fund Programme finance related matters.
3. Sound contributions to knowledge networks and communities of practice

**United Nations Development Program – Pakistan  
Administrative and Finance Executive (SDGs Project)  
Nov,2018 – April,2020**

**Insaf Network Pakistan (INP), Islamabad  
Program Finance Manager  
Aug, 2015 to Nov,2018.**

**Duties & Responsibilities**

- I. Donor reporting for all projects (Protection the right to fair trail and due process in Pakistan, Legal Incubator, Access to justice, Rule of Law)
- II. Close liaison with finance department of donor’s agencies, US state department, UNDP, The Asia Foundation.
- III. Review all project payments requests to certify that supporting documents have been provided and correct budget codes are used.
- IV. Ensure that all operational & grant payments related to project are paid on time by processing all cash & bank transactions.
- V. Engage with partnering organizations to streamline financial commitments and maintenance of Sub Grant Agreements
- VI. Assist in analysing operational & sub-grant expenditure against budgets.
- VII. Provide accurate finance clearance of every sub-grant to enable the efficient closeout of completed grants.
- VIII. Ensure that all financial documents relating to the project (cash books, ledgers, registers, payrolls, bank statements, invoices, counterfoil receipts and other vouchers) are retained and are available for inspection by donors.
- IX. Bank Reconciliation for each bank account operated by the entity and ensures that differences are followed up and satisfactorily explained.
- X. Prepares and computes monthly salaries and taxes calculation for reviewed and approval from Sr. Finance/Admin Manager and Executive Director.
- XI. Ensuring the financial transactions are properly authorized, recorded, have adequate supporting documentation and can be easily extracted for the purpose of preparing financial statements.
- XII. Carrying out reconciliation of subsidiary ledgers with General Ledgers. Ensure timely payment of WHT on salaries, service & supplies and complies with tax filing requirements.
- XIII. Responsible for monthly donor financial reporting and audits

**United Nation's Development Programme  
Country office, Islamabad.  
Internal Auditor ( Quality Assurance)  
1<sup>st</sup> Sep, 2012 to Aug,2015**

**Duties & Responsibilities**

- I. Review that expenditures incurred are in conformity with the approved project budgets and for the approved purposes of the project and expenditures are in compliance with the relevant regulations and rules, policies and procedures of UNDP; and all of its documentations are complete as per external audit work.
- II. Review the expenditures reported in combined deliver report (CDR).
- III. Suggest improvement in asset management while checking the assets physically.
- IV. Check and review the project's internal controls system and suggest improvements.
- V. Ensure the accuracy, existence and transparency of transactions.
- VI. Prepare missing documents and suggest corrective measures to meet the requirement of supporting documents against transactions.
- VII. Assess the overall project structure for effective work flows and management arrangements, including assignment of authority, accountably and responsibility to staff.
- VIII. Sampling of transactions / data.
- IX. Examination of documentations relating to the process of recruitment, procurement and financial expenditure on random basis.
- X. Follow up on spot check findings and suggest measures.
- XI. That the consultant will observe the strict confidentiality of the organization data.

**United Nation's Human Settlement Programme.  
Operations Assistant  
Oct 2011 to June 2012.**

**Duties & Responsibilities**

Under the overall supervision of the Provincial Manager and the direct supervision of the Field Coordinator and in close coordination with the operations team, I performed following duties and responsibilities:

- Monitor the expenditures to ensure that program funds are utilized appropriately by the IPs / CCBs. (Implementing Partner/ Citizen Community Boards).
- Coordinate, develop, implement and maintain all the administrative and financial support required to the projects
- Provide accurate budget and expenditure reports to the management.
- Prepare and review admin, finance and procurement documents, reports and records
- Maintain staff attendance, leave records, purchase requisitions, travel authorizations and maintain the relevant information
- Manage petty cash vouchers and preparing payment vouchers
- Prepare forecast for the expenditure every month in the respective budget lines as per the budget limit provided by country office.
- Handle all the project expenditures on a daily basis and ensure that the disbursement voucher and supporting documents are attached with every payment.
- Ensure adherence to UN-HABITAT operational policies
- Perform any other task assigned by the supervisor

**United Nation's Food & Agriculture Organization.**  
**Admin & Finance Assistant**  
**Nov 2010 to July 2011.**

During my stay with FAO, I have achieved to perform key role in achieving its operational targets in the flood hit areas. My key achievements are illustrated below:

- Effective implementation of the Financial Control System.
- Effective implementation of all procedures & controls by the IPs' (Implementing Partners).
- Accurate and timely maintenance of all financial record.
- Assisting the Pilot Project Committee in preparing quarterly Budgets.
- Review and Audit of the financial reports of the Pilot Project with IPs.
- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the organization on budget expenditures.
- Assisting in the procurement/maintenance of the office equipments and its set up.
- Maintaining and updating project equipment inventories;
- General correspondence/co-ordination with NCU and Projects Implementing Partners (IP).
- Prepare the periodic accounting reports, Bank Reconciliations and ensure timely submission of reports to NCU.

**Pakistan Wetlands Programme - WWF Pakistan**  
**Accounts Officer**  
**July 2009- Oct 2010**

- Coordination and administrative support of Operations Division Staff stationed at Site Offices.
- Maintenance of Programme finances and complete record of accounts.
- Maintenance of all accounts and related record keeping using software AccPac.
- Processing of advance requests, budgets, etc. of Programme Site Office.
- Amicable management of Programme bank accounts.
- Budget forecast, quarterly budget, annual budget, revised budget preparation.
- Preparation of monthly, quarterly and annual bank and other statements and reconciliation.
- Assistance with the purchase and procurement for goods, services and consultants.
- Disbursement and related work according to UNDP's Project Cycle Operations Manual (PCOM).
- Submission of various taxes at source details with tax authorities.
- Calculation, review and maintenance of Tax affairs.
- Maintain control of banking providing regular reconciliations
- Prepare data for VAT Returns for review

**Action Aid Pakistan's Partner DA**  
**Finance and Admin officer**  
**June 05 to June 09**

- Preparation of financial reports and vouchers, Budget variance report, Bank Book, Cash book, Bank Reconciliation Statement, Funds Reconciliations Thematic expense Report and other relevant documents regarding accounting & Administration.
- Management of all inventory items and control the administrative activities of the organization.
- Ensure salaries and wages are paid
- Conducting financial workshops with the coordination of other organizations.
- Implementation of the approved budgets according to the policies.
- Maintaining and recording of fixed (NC) Assets and their valuation.
- Fund reconciliation, cash reconciliation, Account receivable reconciliations etc.

- Attend random stock takes, close monitor any area of concern

**Askari Bank Ltd. Rahim Yar Khan**

**Six Months Internship**

- Worked in all the areas like operations, credits, cash and accounts

**Financial Software (Peach Tree) Consultant:**

- Help Foundation to train their District staff , using Accounting Software.
- Well skilled in accounting software Peachtree.
- Training to Finance Officers & Finance Managers of Help Foundation regarding Financial Software implementation and other Accounting Standards.

**Other Skills:**

- Certificate of International Public Sector Accounting Standards (Property, Plant & Equipment)
- Certificate of IPSAS ( Finance Lease & Operating Lease)
- Certificate of IPSAS ( Accrual Basis Accounting System)
- Certificate of IPSAS ( Accounting for Inventories )
- Certificate of IPSAS ( Employee Benefits)

**IT Skills:**

- Efficient at MS Office Suite
- Peach Tree (Accounting Software)
- Acc Pac ( Accounting Software)
- Quick Book
- ATLAS ( UN system ERP)

**Strengths:**

- Honesty
- Loyalty & Adaptability
- Hard work.

**Achievements:**

- Best performance award of the year 2014 (UNDP RAHA project).
- Accomplishment of \$140m million project financial reporting and donor coordination.
- Efficient coordination with donors (EU & Govt. of Japan) for the smooth implementation of projects.

**Languages:** English, Urdu, Saraiki, Sindhi, Punjabi

**Interests**

- Cricket, Swimming, Travelling

**Training**

- Age of Sustainable Development – Columbia University in the City of New York.
- 4 Days training for Accounting SOPs conducted by Action Aid Pakistan.
- 10 days training for Accounting Software (Peachtree) Conducted by Action Aid Pakistan at Lahore.
- 13 Days training for Accounting Software (AccPac) & general applicable accounting rules, conducted by "Pakistan Wetlands Programme" at Islamabad.
- UNDP program & Project Management at Serena hotel Islamabad.
- 3 days Safe and Secure Approach in the field environment (SSAFE), Islamabad boys scouts.
- Prevention of Harassment, Sexual Harassment & Abuse of Authority trainings at Serena Business complex Islamabad.
- UNDP legal framework.
- The Gender Journey – Think out of the box.
- Training of Fundamentals of foreign exchange.

- Training on “Ethics at workplace”
- Training on “Basics on Anticorruption” at Serena hotel Islamabad.
- 2 days training on “Conflict Analysis, causes and tools” by United Nations System Staff College (UNSSC) at Marriott hotel, Islamabad.
- 3 days training on “Decentralized Governance and Peace building” by United Nations System Staff College (UNSSC) at Marriott hotel, Islamabad.
- Training on UN financial disclosure Programme at Serena hotel Islamabad.

**References:**

**Reference Type:**

Professional  
**Reference Name:** Khadija Zeeshan  
**Position:** Monitoring Analyst  
**Organization:** UNICEF  
**Telephone:** 00923025619561 **Email:** khadijazeshan@gmail.com

**Reference Type:**

Professional  
**Reference Name:** Rabia Khattak (Ms.)  
**Position:** Assistant Country Director / Chief Crises Prevention and Recovery Unit  
**Organization:** United Nations Development Program  
**Telephone:** 00971551482655 **Email:** rabia.khattak@undp.org

**Reference Type:**

Professional  
**Reference Name:** Zabardast Khan Bangash  
**Position:** National Project Coordinator  
**Organization:** United Nations Development Programme  
**Telephone:** 00923452004101 **Email:** zabardast.khan@undp.org

**Personal**

16<sup>th</sup> Jan 1986. Single. C.N.I.C # 31303-4325088-5