

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	KHAN, Muhammad Imtiaz		02/06/1965	M	PAK	mik02665@yahoo.com
2.	KURBANOV, Nodir	672092	13/06/1964	M	UZB	nodirkurbanov@yahoo.co.uk
3.	MANUJA, Arun		27/04/1965	M	IND	arunmanuja@hotmail.com
4.	MISAKI, Chester	070168	20/08/1968	M	KEN	misaki@un.org
5.	MISAKI, Chester	070168	20/08/1968	M	KEN	misaki@un.org
6.	MUJUNANGOMA, Kamanja	091062	20/12/1952	M	URT	kamanja.mujunangoma@undp.org
7.	PRATAP SINGH, Vijay		15/05/1969	M	IND	singh139@un.org
8.	SANWAR, Fuad		31/12/1952	M	JOR	f.sanwar@unrwa.org
9.	SHRESTHA, Ramesh	618787	13/04/1959	M	NEP	ramesh_stha@yahoo.com
10.	SINGH, Sarab Jit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
11.	SINGH, Sarab Jit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
12.	SINGH, Sarab Jit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
13.	SNEH, Augustine	066657	27/12/1965	M	LIR	gusneh@yahoo.com

Personal History Profile for Muhammad Imtiaz KHAN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KHAN	Muhammad Imtiaz	Imtiaz	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
02/06/1965	Nowshera	Pakistan	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Pakistan		Pakistan	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	187	87	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: mik02665@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Preston University (USA)	Peshawar Campus Pakistan	Jan-1997 - Mar-1998
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master in Business Administration (Accounts & Finance)	Masters	

University Name	City, Country	From - To
University of Peshawar	Peshawar Pakistan	Apr-1996 - Mar-1997
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Post Graduate Diploma in Public Administration		

University Name	City, Country	From - To
The Institute of Corporate Secretaries of Pakistan	Karachi Pakistan	Jan-1996 - Dec-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Associate Member of the Institution		

University Name	City, Country	From - To
University of Peshawar	Peshawar Pakistan	Apr-1990 - May-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Master in Arts - Economics		

University Name	City, Country	From - To
University of Peshawar	Peshawar Pakistan	May-1985 - May-1988
Main Course of Study	Field of Study	
Statistics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
Bachelor of Science	Bachelor of Sciences	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
The Institute of Management Studies	Peshawar Pakistan	Jun-1996 - Sep-1996

Main Course of Study Economic Planning, Management, Human Resource Development		Certificate or Diploma Certificate
Name of School The Institute of Chartered Accountants of Pakistan	City, Country Karachi Pakistan	From - To Jan-1990 - Dec-1994
Main Course of Study Accounting, Auditing, Financial Management, Company Law, Mercantile Law, Cost Accounting, Financial Accounting, organisational behavior		Certificate or Diploma Articles Completed- Apprenticeship (Professional experience in the field of Accounting, Auditing and Financial management.)
Name of School Secondary & Intermediate Education Board	City, Country Peshawar Pakistan	From - To Aug-1982 - May-1985
Main Course of Study Mathematics, Statistics, English, Literature, History		Certificate or Diploma Higher Secondary School Certificate
Name of School Federal Government Public High School	City, Country Peshawar Pakistan	From - To May-1977 - Mar-1982
Main Course of Study Mathematics, Physics, Chemistry, Biology, English, Pakistan Studies, Literature		Certificate or Diploma Secondary School Certificate

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Supervisor - Vendors unit	Type of Business The United Nations Peacekeeping Missions	From - To 01/07/2007 -
Name of Employer Department of Field Support (DFS) /United Nations Interim Force in Lebanon (UNIFIL)		Name of Supervisor Adang Sanusi
Salaries per Annum: Starting 86938	Final USD	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 9611827000	Email Address mik02665@yahoo.com	
Address of Employer Lebanon		
Number of Employees Supervised by You 28		
Description of Duties Deputize to the Chief Finance Officer and act as OIC Finance during his absence. Act as Approving Officer for all financial documentation as well perform releasing function in the INSIGHT. Ensures implementation of Finance Section operational strategies focusing on achievement of full results with compliance of financial activities, financial recording/reporting system and audit follow up with UNIFIL rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system; supervises the staff of the Vendors Unit; and performs related duties. Specifically, ensure timely processing of vendors payments and settle IOBs and Debit Advices; promptly acknowledge requests and answer accurately and promptly to vendors. Ensure the availability of all required documents before processing payments; Ensure timely payment of all clients and minimize complaints from recipients of services. Liaise with procurement Section, Receiving & Inspection Unit and other related sections with regards to payments of vendors. Regular follow up on pending issues in order to settle payments: Ensure the timely and efficient request for VAT refund and recovery to the Lebanese Government; Ensure that Petty cash and Imprest Accounts are established, managed and replenished accordingly; plan and manage the monthly cash flow forecast for the mission. Manage and monitor Sun Systems, Progen and Mercury System; coordinate financial planning of activities related to all sections and keep the Programme Manager informed about any new developments in administrative and financial procedures; promote team work and facilitate the efficient management of the Vendors unit/Finance Section in regards to performance and professional development of the staff. Improve staff competency to produce more responsive and result oriented finance operations. Strengthen teamwork culture. Perform other duties as assigned by the CFO.		
Summarize any of Your Achievements Strong support to Chief Finance Officer, Finance section and Mission. Payments are processed on timely manner. A prompt responses address to the client and consistent, accurate and client-oriented answers are provided. Staff members are aware of the required and relevant information that facilitates to reply to senior management at any time; Minimize Audit observation. Due to rotation within the units of Finance Section both local and international staffs are trained on multiple tasks and this confirms/ensures the proper backup of staff; Finance work is not interrupted during the absence of any staff.		
Reasons for Leaving Career advancement, experience and promotion on higher grade for more challenging responsibilities.		

Job Title Chief of Accounts	Type of Business United Nations Peacekeeping Mission	From - To 01/08/2005 - 01/07/2007
Name of Employer Department of Peacekeeping Operation (DPKO) /United Nations Stablization Mission in Haiti (MINUSTAH)		Name of Supervisor Chandan Baidya
Salaries per Annum: Starting 83342	Final 85080	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 5092442050	Email Address mik02665@yahoo.com	
Address of Employer Haiti		

Number of Employees Supervised by You

34

Description of Duties

Ensured the implementation of financial rules, regulations and instructions; supervised the staff of the Accounts Unit; and performed related duties. Specifically, Provided backup to the Chief Finance Officer (CFO) and act as OIC Finance during his absence (for more than 10 times during last two years from one week to 4 weeks). Acted as Approving Officer for the mission as well performed releasing function in the INSIGHT. Ensured that monthly accounts are closed properly, formatted in a presentable manner and that financial reports submitted on time to UNHQ, administrative and management staff of the mission. Prepared reply for inquiries relating to the mission accounts. Monitored status of allotments to ensure funds allocated are sufficient to cover operational requirements, including any trust fund operations in the mission; Reviewed and analyzed Accounts Receivables/Payables and unliquidated obligations; Processed all Inter-Office Vouchers (IOVs) received from UNHQ and prepared monthly outgoing IOVs to UNHQ; Received incoming inter-office Billings (IOB) from other missions/agencies/offices and forwarded to concerned Units for verification and/or settlement; Compiled and dispatched debit advices to other UN offices, Peacekeeping missions and other entities to which the mission has provided support; Supervised monthly bank reconciliation statements for all mission bank account ; Prepared requests for write-off cases for unrecoverable receivables; Supervised filing system for all financial documents; Liaised with the Cashier office for day to day transactions. Liaised with the Payroll unit to ensure that deductions for outstanding advances reflect in the payrolls. Approved and supervised day-to-day accounting transactions. Liaised with the systems administrator for set up for user access for Sun System; Acted as alternate member for LCC, LBSP, HPSB etc. Performed other duties as assigned by the CFO.

Summarize any of Your Achievements

Strong support to Chief Finance Officer, Finance section and Mission. I acted as OIC Finance for more than 10 times for 2 to 4 weeks on different occasions during the absence of Chief Finance Officer. I was the Approving Officers for the mission of having budget for more than half Billion US dollar. Managed, established & organized functional Accounts unit and finance section. We achieved optimum volume of outstanding obligations. A proper filing system is in place to provide the required documents in time. The audit observation has been minimized due to the strict compliance with the UN rules and regulations.

Reasons for Leaving

Career advancement, exposure and accept challenging jobs in different part of the world

Job Title	Type of Business	From - To
Deputy Municipal Representative /Finance	The United Nations Peacekeeping Mission	01/07/2003 - 01/07/2005
Name of Employer	Name of Supervisor	
Department of Peacekeeping Operation (DPKO) /United Nations Interim Administration Mission in Kosovo. (UNMIK)	Margarethe Matic & Massamba Seck	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	69408	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
38138504604	mik02665@yahoo.com	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
12		
Description of Duties		
Deputized/assisted UNMIK Municipal Representative (MR) for managing/overseeing different functions with over 100 Municipal and 10 international staff in the Municipality. Monitored and supervised financial management function of the municipality including accounting, budgeting, procurement, financial reporting, the preparation and production of semi-annual programmed budgets; ensured full implementation of all existing Financial Rules, Regulations and Instruction. Prepared/submitted periodic administrative, financial and other reports. Arranged training to build capacity of national administrative and financial staff in the field Financial management and internal control. Advised on major decisions relating to procurement, budget, finance, administration and personnel. Assisted the MR's in the implementation of return projects. Assisted the communities committee setting priorities on expenditures for fair share financing. Monitored recruitment of minority staff members into the municipal structures. Encouraged local officials to take responsibility for all communities. Planned and conducted meetings in the MR's absence of the Municipal Working Group, Local Crime Prevention Councils, Securities agencies and Tasks Force. Coordinate with Ministries, Regional Offices, various donors such as UNDP, EU and international NGO's, to meet their requirements of financial assessment, documentation, monitoring, reporting and evaluation of all development, reconstruction and capital outlay projects/programs; Undertake ad-hoc assignments, as required, including; deputizing for the Administrator, particularly in the Municipal Assembly, Board of Directors, security meetings with NATO Force (KFOR) , Police, Municipal Working Group, Local Crime Prevential Council, Coordination Committees and Task Forces. Acted as member of the Disaster Management Team (DMT). Acted as Municipal Representative (MR) in her absence. Performed other duties assigned by Municipal & Regional Representative.		
Summarize any of Your Achievements		
Improved reports and correspondences of the local administration. Good cooperation with local staff and functional municipality. Enhanced local staff capabilities through training. Functional Internal Control System for Administration and Finance departments were in placed. Trained local staff to improve skills in the field of Finance and Budgets. We were among the first group to hand over finance management functions of the municipality to elected and appointed local officials. Local authorities understood their responsibilities and act in a transparent manner, periodic reports produced. Expenditures did not exceed ceilings approved in the budget line, Enhanced capability of the national staff. Established a fully functional UNMIK Office; Proper implementation of financial laws, rules, regulations, policies, and best practices are in place. Local authorities do not take decisions outside of their responsibilities. Local Authorities willingly engage in the process and take a lead in implementation of return programs. Violations of rules and procedures reported immediately to higher authorities for corrective measures. Municipal services were provided irrespective of groups, party or ethnic considerations.		
Reasons for Leaving		
I got an opportunity to get a professional post in the field of Accounts, Finance, Administration and Budget, relevant to my education and experience.		

Job Title	Type of Business	From - To
Budget and Finance Officer	The United Nations Peacekeeping Mission	01/07/2000 - 01/06/2003
Name of Employer	Name of Supervisor	
Department of Peacekeeping Operation (DPKO) /United Nations Interim Administration Mission in Kosovo. (UNMIK)	Lalit Agalawatta	
Salaries per Annum:		
Starting	Final	Currency Paid
61750	68306	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
38138504604	khan41@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
14		
Description of Duties		

Established budgeting, accounting, procurement and asset management systems for the municipality and trained 25 municipal staff to operate the system. Drafted regulations on fees, charges and property taxes and assisted the municipality to implement the regulations which increased annual municipal revenues. Kept Track of revenues and expenditures of the municipality; reconciled bank and cash registers. Conducted budget reviews and suggested measures to control variances. Prepared/submitted periodic accounting, financial and statistical reports to management. Coordinated/supervised the preparation of semi-annual programme budgets and performance reports; ensured full implementation of all existing Financial Rules, Regulations and Instructions of the United Nations. Reviewed and submitted monthly accounts/reports; Analyze and monitor status of obligations and expenditures. Supervised day-to-day accounting transactions; prepared Cash Flows & Bank Reconciliation statements. Trained, educated and supervised the local Municipal Staff to ensure the accounting system (including procedures, financial statements, book keeping, archiving, and reporting). Approved payments, such as budgetary expenditures and advances on the basis of proper supporting invoices and other documents which indicate that the goods & services have been received, payments have not been previously made and that are properly due. Review procurement process to ensure adequate supporting documentation, accuracy of amounts and control over payments. Monitor bid selection process. Maintained inventory records of office equipments, furniture, fittings and tracked physical movements of office inventories. Replied all queries on financial matters from Regional Headquarters, Auditors (Internal/External), and ensured full implementation of the accepted recommendations of internal/external auditors. Performed other duties assigned by Municipal Administrator.

Summarize any of Your Achievements

Established financial management systems for the municipality and build capacity of the local to take-over and operate systems. Reduced administrative cost and increased collection of revenue. Utilized allocated budget in due time and provided accurate reporting and data. Developed internal control system for Finance & Procurement and got implemented through the Department of Economy & Finance. Trained, educated, guided and supervised the local Municipal Staff to ensure the accounting system, (including procedures, financial statements, book keeping, archiving, reporting) proposed by Central Fiscal Authority is fully in place. Established proper procedures for Competitive shopping in the municipality. Developed internal financial system for Education Budget in 2002, which was recommended by the Regional Office as Model for other Municipalities. Among the few Municipalities who got certification from the External International auditors to be handed over to the local authorities.

Reasons for Leaving

I was promoted as Deputy Municipal Representative/Finance with higher responsibilities.

Job Title	Type of Business	From - To
Controller Finance	International NGO	01/07/1996 - 01/03/2000
Name of Employer	Name of Supervisor	
International Rescue Committee (IRC)	Richard Pascaul	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
240000	360000	PKR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
92915703310		irc@irc-pk.org	
Address of Employer			
Pakistan			
Number of Employees Supervised by You			
16			
Description of Duties			
<p>Founded in 1933, IRC is the leading non-sectarian US-based voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or in internal conflict. With local staff over 1200, IRC projects covered the whole gamut of relief and development activities ranging from health and education to agriculture and infrastructure rehabilitation. My main responsibilities were: recording of all vouchers in the Sun Accounting System, produced various reports/schedules (Funding Source Reports, Summary of Receipts & Expenditures, General ledger, Trial Balance, Balance Sheet, Accounts Receivables and Payables, Revenue Receipts etc) and to conducted training workshops to educate the accountants of all IRC's offices. Other responsibilities were: Coordinate and facilitate external, internal and donor auditors: Arranged required records, explaining & responding to observations rose by the auditors, and prepared final accounts. Ensured that all policies and procedures are in compliance with IRC and funding source policies, procedures, and requirements. Supervise and assist the IRC Program Managers in developing departmental, program and grants budgets, as per IRC financial policies. Ensure that donor reports, situation reports, project proposals and budgets were prepared within defined time-frames and requirements. Approve payments for budgetary expenditures on the basis of properly prepared vouchers and supporting documents. Organize training programs/workshops for staff in the areas of accounting and reporting. Timely prepare & submit financial reports to the donors and Headquarters in New York. Review and approve transactions to ensure compliance with grant requirements. Deputized and assisted the Controller Finance and Country Director (CD) on financial & budgetary accounting control matters. Perform other assignments as require by Controller Finance and Country Director.</p>			
Summarize any of Your Achievements			
<p>Timely submission of financial reports and other required information. Managed to utilize total Budget. Trained field staff through workshops and seminars to ensure the proper understanding of accounting system in place. Trained local staff through workshops for book keeping, accounting and managing budgets. Established a sound Financial system. Trained local staff through trainings & seminars for operating Sun Accounting system. Acted as Controller Finance for more than 8 months. I was promoted as Acting Controller Finance for 7 month.</p>			
Reasons for Leaving			
Joined the United Nations Organisation			

Job Title	Type of Business	From - To
Coordinator Administration & Finance	NGO	01/06/1995 - 01/06/1996
Name of Employer	Name of Supervisor	
Coordination of Humanitarian Assistance(CHA)	Abdul Salam Rahimi	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
150000	180000	PKR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
9291813299			
Address of Employer			
Pakistan			
Number of Employees Supervised by You			
22			
Description of Duties			

Coordination of Humanitarian Assistance (CHA) was working in the field of capacity building, infrastructure, agriculture, Health and rehabilitation. My main responsibilities were: Supervision of bank related activities such as negotiation of fees, interest and currency exchange rates. Closely monitor all financial activities, and keep Country Director/Deputy Director advised of all situations with potential for negative impact on internal controls or financial performance. Maintain proper cash controls, and review of all bank reconciliation. Monitor banks and imp rest account balances on a daily basis; and ensure that proper levels were maintained at all times; Keep track of expenses by donor, and office. Ensure that donor reports, situation reports, project proposals and budgets were prepared within defined time-frames and requirements. Prepare monthly, yearly and end of budget accounts, reports and bank reconciliation. Designed and implemented training programs for main office and field offices staff in the areas of accounting, reporting and internal control. Reviewed procurement function to ensure adequate supporting documentation, accuracy of amounts and control over payments; Maintained inventory records of office equipments, furniture, fittings and tracked physical movements. Managed timely financial reports/budgets to donors like EU, IRC, NOVIB, UNHCR and UNDP; Make frequent visits to field offices to provide training to finance & administrative staff on administrative procedures and requirements. Oversee all financial activities. Coordinated with external auditors, production of required records, explaining & responding to queries raised by auditors, and preparation. Performed other related duties & assignments as require by Country Director/ Deputy Country Director.

Summarize any of Your Achievements

From July to September 1995, I was in the city of Herat, which was the Regional office of Coordination of Humanitarian Assistance (CHA). The war was at peak, due to intense fighting all International Staff was repatriated. In this situation I was the only International, who remained in the Herat to supervise the work of 700 field staff, collecting their reports, distribution of funds, payment of salaries and liaison with the main office Peshawar, Pakistan. I managed to keep the activities going on and did not allow the regional office to be closed down. Trained local staff in the field of Accounting & Finance. Utilised budget in due time and provided accurate report and data to donors.

Reasons for Leaving

Joined an International NGO, IRC (International Rescue Committee).

Job Title Manager Finance & Administration		Type of Business Manufacturing	From - To 01/01/1995 - 01/05/1995
Name of Employer Gadoon Plastic Industries (Pvt) Ltd		Name of Supervisor Arshad Shiekh	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 144000 150000 PKR Is this a position within the UN Common System? Yes			
Telephone Number		Email Address	
Address of Employer Pakistan			
Number of Employees Supervised by You 25			
Description of Duties Main responsibilities were management of internal financial and administrative matters, dealings with financial institutions and banks regarding company's credit limit and financing, preparation for accounts and financial statements for external auditors and taking care of issues related to Government policies like taxes, Letter of Credit and Inventory Control. Represented company in Commercial courts etc.			
Summarize any of Your Achievements Increased Production and profit with limited resources and less cost.			
Reasons for Leaving Joined NGO			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Arabic	No	Not easily	Easily	Easily	Not easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Pashto	Yes	Easily	Easily	Easily	Easily
Persian	No	Not easily	Easily	Easily	Not easily
Urdu	No	Easily	Easily	Easily	Easily

Address

Apartment # 6, Floor # 3, D Block
Abbasiyya (Hussaini Building)
Tyre Lebanon
Telephone: 961-71127682
Fax: 961-3876 020
Contact: Muhammad Imtiaz Khan

Address

Supervisor Vendors Unit

UNIFIL, Naqaura
Beirut Lebanon
Telephone: 961-1-827000 extension 6878
Fax: 961-3876020
Contact: Muhammad Imtiaz Khan

Address

Street # 1, Saithi town # 1, Haji Camp, Post Office
Waris Abad
Peshawar NWFP Pakistan
Telephone: 92-91-2965008
Fax: 92-333-9168565
Contact: Muhammad Imtiaz Khan

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Dr. Abdul Aziz KHAN	Advisor (International Liaison)	COMSATS Instiute of Information Technology (CIIT) Pakistan	92519258481-3 abdulazizkhan@yahoo.com
Syed Jahangir SHAH	Joint Director	Banking Inspection Department, State Bank of Pakistan, Pakistan	923332191082 syed.jahangir@sbp.org.pk
Waqar ZAFAR JHAGRA	Manager Coordination,	NWFP Emergency Rehabilitation Project I Pakistan	923018585225 nerpnwfp@yahoo.com

Personal History Profile for Nodir KURBANOV

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KURBANOV	Nodir		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
13/06/1964	Tashkent	Uzbekistan	672092
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uzbekistan		Uzbekistan	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	182	86	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/12/1999			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: nodirkurbanov@yahoo.co.uk			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of World Economy and Diplomacy	Tashkent, Uzbekistan	Sep-1993 - Aug-1996
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master in Business Management (MBM)	Masters	

University Name	City, Country	From - To
Tashkent State University	Tashkent, Uzbekistan	Sep-1986 - Aug-1991
Main Course of Study	Field of Study	
Education Science	Education	
Degree Title or Equivalent	Degree Type	
Master in English and literature	Advanced university degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Union Bank of Switzerland	Zurich, Switzerland	Jun-1992 - Sep-1992
Main Course of Study	Certificate or Diploma	
Banking Management and Finance Control	Diploma	

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Administrative Officer	Administrative Management	01/04/2009 -
Name of Employer	Name of Supervisor	
Romanian Embassy in Kazakhstan	Emil Rapcea, Ambassador	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? No	
9600		
Final		
9600		
Currency Paid		
USD		
Telephone Number	Email Address	
77772162910	amb@romania.kz	
Address of Employer		
Kazakhstan		
Number of Employees Supervised by You		

2

Description of Duties

Administrative management: (official receptions; appointments and etc); Visa and other arrangements for outgoing and incoming guests; Translation and interpreting duties; Performing other administrative/ suport duties; Adhering to Embassy policies and procedures, including code of conduct;

Summarize any of Your Achievements

The Embassy recently moved to the capital city within the Republic of Kazakhstan and I just started settiing all administrative management from zero.

Reasons for Leaving

It would be good for me to join UN DPKO again and to make my own contribution into peacekeeping activity of the main international agency in the world

Job Title Projects Officer		Type of Business Projects Implementation	From - To 01/04/2007 - 01/09/2008
Name of Employer Islamic Development Bank		Name of Supervisor Mr. Nik Zainal Abidin	
Salaries per Annum:			
Starting 22000	Final 32400	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 73272727000		Email Address nodir_roa@nursat.kz	
Address of Employer Kazakhstan			
Number of Employees Supervised by You 150			
Description of Duties Coordinate with Project Implementing Units their activities; Review all stages of the project with Project Coordinators and Executing Agencies; Work out appropriate schedule of implementing for each project; To arrange field visits and examination for complicated and long lasted projects; Other duties given by Director of Regional Office			
Summarize any of Your Achievements I established Database for overall Projects Management; Project Implementation Units do not waste their time contacting IDB HQ in Jeddah, but receive instructions from the Regional Office; I set projects status report on weekly basis;			
Reasons for Leaving The position has been abolished			

Job Title Private Consultant		Type of Business Supporting Private business	From - To 01/05/2005 - 01/03/2007
Name of Employer N/A		Name of Supervisor N/A	
Salaries per Annum:			
Starting 1	Final 1	Currency Paid UZS	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 998711704469		Email Address nodirkurbanov@yahoo.co.uk	
Address of Employer Uzbekistan			
Number of Employees Supervised by You 0			
Description of Duties Advice to private entrepreneurs to make international settlements;Prepare business plans for concrete projects;Work out strategic courses of the private companies;To conduct negotiations with potential clients of companies;Protect rights of private companies in Tax and other committees.			
Summarize any of Your Achievements I am aware of things happening in private sector;I am learning changes in international settlement of the country;I offer the concrete support to private entrepreneurs for free.			
Reasons for Leaving I am looking forward for more challenging jobs.			

Job Title Deputy Municipal Representative		Type of Business Civil Administration	From - To 01/03/2003 - 01/04/2005
Name of Employer UNMIK		Name of Supervisor Mr Haque Nawaz	
Salaries per Annum:			
Starting 42000	Final 42000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 38138504604		Email Address nodirkurbanov@yahoo.co.uk	
Address of Employer Yugoslavia			

Number of Employees Supervised by You

40

Description of Duties

Monitoring overall Budget Planning for the Municipality, including all sector: like Health and Education. Supervise Development Projects. Their implementation and sustainability. Advise Local Officials to find additional ways to attract foreign investors. Suggest ideas to improve the economy in the area. Replace Municipal Representative in his absence.

Summarize any of Your Achievements

The work in Finance Department of the Municipality is well arranged. Number of development projects implemented and going on. Some private sectors expressed their interest to invest into the region. Few companies are already doing business. Agricultural Sector, which is the backbone of the economy in the area, started to be given to private sectors and it gives positive results.

Reasons for Leaving

My position was abolished

Job Title	Type of Business	From - To
Finance Officer of Municipality	Finance and Management	01/01/2001 - 01/02/2003
Name of Employer	Name of Supervisor	
UNMIK	Anthony Thomson	
Salaries per Annum:		
Starting	Final	Currency Paid
42000	42000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
12129638442		
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
23		
Description of Duties		
Supervising and administering budget planning, control and regular reports, certifying functions, bank arrangements and cash operations. Payment salaries for Public Employees. Purchasing Office Supplies and Logistics control. Monitoring development projects, submitting financial reports.		
Summarize any of Your Achievements		
Trained Local staff on financial management. Established accounting filing system, planning, submitting regular financial reports. As the result of my successful activity the Municipality obtained Certificate for Budget and Financial Management. Established business relations between Majority and Minority Local Staff in Finance and Social Welfare Departments.		
Reasons for Leaving		
I was given upgrade and transferred to other Municipality.		

Job Title	Type of Business	From - To
Projects Officer	Finance	01/12/1999 - 01/12/2000
Name of Employer	Name of Supervisor	
UNMIK	Peter Goddard	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
	kurbanov@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
1		
Description of Duties		
Preparing and establishing mechanisms locally to identify and review Quick Impact Projects. Elaborating existing Trust Fund Proposals for QIP and support to local Administration. Management of submitted QIP for financing by UNMIK Trust Fund. Identifying and initiating financing of projects. Reporting on submitted/financed QIP and etc.		
Summarize any of Your Achievements		
Prepared Database in Excel for QIP projects. Established side-visit programme plans. Prepared list of required documents for presenting QIP Projects. (Project Proposals, Evaluation Reports, Final Reports).		
Reasons for Leaving		
Got an offer P-2 (ALD) DPKO (UNMIK).		

Job Title	Type of Business	From - To
Administrative and Logistics Officer	Adm. Finance and Logistics	01/03/1998 - 01/12/1999
Name of Employer	Name of Supervisor	
UNDP, Uzbekistan	Muredach Kelly	
Salaries per Annum:		
Starting	Final	Currency Paid
6000	7200	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	

9983711394835

Address of Employer

Uzbekistan

Number of Employees Supervised by You

20

Description of Duties

Supervising Finance Management. Customer clearance, fuel consumption, arranging car maintenance and etc. Monitoring Office maintenance. Visa support for UNDP Staff.

Summarize any of Your Achievements

Established system self control for drivers. Set up relations with international companies on repairing UN vehicles. (UNDP is in charge for all asset management and other controls in UN agencies of Uzbekistan. Established contact between Ministry Foreign Affairs and UN Agencies.

Reasons for Leaving

Got an offer UNV (Fin. Officer) position with UNMIK.

Job Title		Type of Business	From - To
Administrative and Logistics officer		Administration	01/11/1996 - 01/02/1998
Name of Employer		Name of Supervisor	
Rep. Office of Law Firm "White and Case"		Williams Butler	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
3600	3600	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Uzbekistan			
Number of Employees Supervised by You			
2			
Description of Duties			
Administering finance management, opening and managing account, budget reports to Customer Departments in Uzbekistan, reports to HQ of "White and Case" in Washington, the USA. Logistics control in Representative Office.			
Summarize any of Your Achievements			
Established successful business relations with local and international companies.			
Reasons for Leaving			
Got and offer from UNDP, Uzbekistan.			

Job Title		Type of Business	From - To
Chief Economist		Finance	01/02/1992 - 01/10/1996
Name of Employer		Name of Supervisor	
National Bank of Uzbekistan (NBU)		Rustam Sadykov	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	90000	UZS	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Uzbekistan			
Number of Employees Supervised by You			
5			
Description of Duties			
Administering "Nostro" accounts in US Correspondent banks. Managing all incoming and outgoing transactions. Supervising the work of SWIFT Department.			
Summarize any of Your Achievements			
The Bank established correspondent relations with more than 100 foreign Banks (opening correspondent accounts). The Back Office was established for problematic transactions. There were opened "LORO" accounts with NBU for banks in Uzbekistan.			
Reasons for Leaving			
Got an offer from Law Firm "White and Case".			

Job Title		Type of Business	From - To
Economist		Banking	01/08/1991 - 01/02/1992
Name of Employer		Name of Supervisor	
"Uzagrobank" Uzbekistan		Mr Abdurafik Akhadov	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	70000	UZS	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			

Uzbekistan

Number of Employees Supervised by You
0

Description of Duties
Managing hard currency transactions with Central Bank of Uzbekistan. Preparing regular account reports. Managing accounts of customers.

Summarize any of Your Achievements
Hard currency transaction system has been established. Accounts of customers has been sorted (as it was transitional period in USSR).

Reasons for Leaving
Got an offer from NBU.

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Arabic	No	Not easily	Not easily	Not easily	Not easily
Russian	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Serbo Croatian	No	Easily	Easily	Not easily	Easily
Turkish	No	Easily	Easily	Not easily	Easily
Uzbek	Yes	Easily	Easily	Easily	Easily

Address

St. Aibek 5/12
Tashkent Uzbekistan Uzbekistan
Telephone: 998-7197-52938
Fax: 998-90-1879823
Contact: Nodir Kurbanov

Address

Zangi Ata District
Tashkent Uzbekistan
Telephone: 998-71-1704469
Fax: 998-71-1879823
Contact: Nodir Kurbanov

Address

St. Kunaeva 35/1 App 33
Astana Kazakhstan
Telephone: 7-701-7741453
Fax: 7-701-7896687
Contact: Rizvana Sadykova

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Nik Zainal ABIDIN	Director IDB Regional Office in Almaty	67 Aiteke bi St. Almaty 050000, Kazakhstan PO Box 194 Kazakhstan	77017140330 abidin_n@hotmail.com
Anthony COSTANZO	Executive Director	BGSI, Business nad Government Strategies, International 310 North Pitt Street Alexandria, VA 22314-2509, the USA Kazakhstan	17036833793 BGSIAPC@aol.com
Muredach KELLY	Former Head of Administrative Office	Last address:UNDP Uzbekistan, Tashkent Kazakhstan	muredach@hotmail.com

Personal History Profile for Arun MANUJA

General Details

- | | | | |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| MANUJA | Arun | | |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 27/04/1965 | Delhi | India | |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| India | | India | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Male | 170 | 64 | Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/1995**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **arunmanuja@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Indian Institute of Foreign Trade	Delhi India	Oct-1993 - Sep-1994
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Executive Masters in International Trade	Postgraduate degree	

University Name	City, Country	From - To
Institute of Chartered Accountants of India	Delhi India	Sep-1985 - Sep-1988
Main Course of Study	Field of Study	
Auditing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Chartered Accountant	Postgraduate degree	

University Name	City, Country	From - To
Delhi University	Delhi India	Jul-1982 - Jun-1985
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce	Degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
M/S Price Waterhouse	Delhi India	Sep-1985 - Sep-1988
Main Course of Study		Certificate or Diploma
Auditing		Completed articleship for Chartered Accountancy

Name of School	City, Country	From - To
Mukherjee Memorial School	Delhi India	Apr-1980 - Mar-1982
Main Course of Study		Certificate or Diploma
Commerce, Accountancy and Mathematics		Undergraduate (10+2)

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Sr Financial Management Specialist		Type of Business Financing for development and infrastructure projects	From - To 01/03/2007 -
Name of Employer World Bank		Name of Supervisor Robert J. Saum	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1880000	3400000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address amanuja@worldbank.org	
Address of Employer India			
Number of Employees Supervised by You			
Description of Duties Responsible for financial management matters of various projects under preparation as well as supervision			
Summarize any of Your Achievements Negotiated important projects with success within one year of joining			
Reasons for Leaving presently working			

Job Title Chief Finance Officer		Type of Business NGO	From - To 01/04/2005 - 01/02/2007
Name of Employer Aga Khan Foundation		Name of Supervisor Mr Nicholas Mckinlay	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1620000	2150000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address arunmanuja@hotmail.com	
Address of Employer India			
Number of Employees Supervised by You 10			
Description of Duties • Chief Finance Officer (CFO) for the operations of AKF in India, including, Financial Management, Financial Accounting, Investments, Property Management, IT, HR and also strengthening the grantees' operations through review of the governance mechanisms, review of internal controls, assessment of risks, providing necessary recommendations to strengthen the systems and ensuring the implementation. • Closely working with the Chief Executive Officer (CEO) and focusing on execution and implementation of the projects with the programme staff ensuring quantitative and qualitative deliverables. • Formulating guidelines/manuals and imparting coaching through workshops to project personnel. • Coordinating the external audits of AKF and its projects, performed by internationally reputed firms and the European Commission Court of Auditors. • Responsible for all legal compliances in India including the Companies Act, Income Tax Act and FCRA.			
Summarize any of Your Achievements Developed the HR Manual and the Performance Appraisal System. Completed the risk assessment of all grantees including reputation risk, operational risk and resource mobilisation risk.			
Reasons for Leaving Career with UN			

Job Title Operations Manager		Type of Business UN Specialized Agency	From - To 01/04/2004 - 01/03/2005
Name of Employer International Labour Organization		Name of Supervisor Mr Herman van der Laan	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1380800	1380800	INR	Is this a position within the UN Common System? Yes
Telephone Number 911124602101		Email Address manuja@ilodel.org.in	
Address of Employer India			
Number of Employees Supervised by You 20			
Description of Duties - Supervising units of finance, accounting, administration and publications for South-Asia sub regional office at New Delhi. - Responsible for implementation of ERP package from Oracle for the sub regional operations. - Co-ordinating Audits by Internal and External auditors. - An integral member of the management team that takes operational decisions.			
Summarize any of Your Achievements Assisting the Director in the change management.			
Reasons for Leaving			

International career with UN.

Job Title Senior Manager/Principal Consultant	Type of Business Consultancy	From - To 01/06/2003 - 01/03/2004
Name of Employer PricewaterhouseCoopers	Name of Supervisor Mr Neel Ratan	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 1000000 1000000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address 911151250000		
Address of Employer India		
Number of Employees Supervised by You 10		
Description of Duties - Supervising three e-Governance pilot projects in Himachal Pradesh, Punjab and Haryana for computerisation of land records in the capacity of Project Manager. - Responsible for the deliverables in the form of "As Is Assessment", "Target Envisioning", "Gap Analysis" and "Roll Out Plan for the Pilot District with the budget" in phase 1 of the project, and for implementation of the Roll Out Plan in the phase 2. - Necessary coordination with the Department of Information Technology (DIT) and the State Governments on the related planning and implementation. - Dealing with important issues of Process Re-engineering and Change Management in these projects.		
Summarize any of Your Achievements -		
Reasons for Leaving To join UN		

Job Title Chief Finance Officer	Type of Business UN organisation	From - To 01/05/1995 - 01/11/2002
Name of Employer World Food Programme	Name of Supervisor Mr Pedro Medrano	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 660000 1572000 INR Is this a position within the UN Common System? Yes		
Telephone Number Email Address arunmanuja@hotmail.com		
Address of Employer India		
Number of Employees Supervised by You 4		
Description of Duties -Supervision of Finance & Accounts related activities of the WFP in India. -Suggesting innovative methods to improve internal controls at the Country Office level. -Coordinating Audits by Internal Auditors from WFP, Rome and external auditors. -Monitoring Financial aspect of about 8 projects involving funds management of over USD 40mn. -Formulating guidelines/manuals and imparting training through workshops to project personnel. -Coordinating appointment of internationally reputed firms for project audits from WFP office. -As Fund Management Specialist, involved in evaluation of Finance and project records. -Addressing short-term operational issues and delegating assignments to other WFP offices and overseas offices.		
Summarize any of Your Achievements -Successfully implemented the financial module of the corporate software SAP/wings during the present job. -Formulated guidelines & manuals for WFP generated funds; imparted training through workshops etc. to project personnel; and appointed internationally reputed firms for project audits. -Handled short-term trouble shooting assignments pertaining to Accounts, Finance & MIS for previous employer in Rome (8 months), Jakarta (2 months), Kampala (3 weeks), Bangkok (2 weeks) and Skopje (1 week).		
Reasons for Leaving Funding constraints for WFP`s programme in India and related restructuring		

Job Title Financial Controller	Type of Business Mail Order Group	From - To 01/02/1991 - 01/04/1995
Name of Employer Otto International (Hong Kong) Ltd.	Name of Supervisor Mr Viet Geise	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 180000 600000 INR Is this a position within the UN Common System? Yes		
Telephone Number Email Address 911123721712		
Address of Employer India		
Number of Employees Supervised by You 5		
Description of Duties		

-Controlled and managed all accounting, financial and administration related tasks. -Implemented the corporate software iSNavisioni". -Was responsible for ensuring internal controls for the Indian operations of the company. -Managed Statutory compliances, liaison with auditors, consultants etc. -Reporting to the Head Office in Hamburg and the Regional Office in Hong Kong.

Summarize any of Your Achievements

-Implemented the corporate software "Navision".

Reasons for Leaving

For joining United Nations Organisation and Career Growth

Job Title Accountant	Type of Business Petroleum Sector	From - To 01/02/1989 - 01/01/1991
Name of Employer Amoco India Petroleum Company	Name of Supervisor Mr John Carter	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 60000 90000 INR Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer India		
Number of Employees Supervised by You 1		
Description of Duties -Managed regular accounting operations including MIS, Receivables control, Cash requirement forecasting, Financial Projection statements. -Coordinated the Statutory Audit of Accounts and prepared P&L Account & Balance Sheet. -Reporting to the Head Office in USA.		
Summarize any of Your Achievements Organised the setting up of new office of Amoco in India		
Reasons for Leaving Career Growth		

Job Title Accounts Officer	Type of Business Manufacturing	From - To 01/10/1988 - 01/01/1989
Name of Employer India Glycols Ltd.	Name of Supervisor Mr.S.K.Sood	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 48000 48000 INR Is this a position within the UN Common System? Yes		
Telephone Number 911126815772		Email Address
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties -Handled routine accounting functions of Invoicing, Bank payments, Budgeting and Variance Analysis		
Summarize any of Your Achievements Assisted the top Management in creating accounting systems for the company		
Reasons for Leaving To join an international company and career growth		

Job Title Article Trainee	Type of Business Audit Firm	From - To 01/09/1985 - 01/09/1988
Name of Employer Price Waterhouse	Name of Supervisor Mr Deepak Kapoor	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 0 0 INR Is this a position within the UN Common System? Yes		
Telephone Number 911151250000		Email Address deepak.kapoor@in.pwc.com
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties		

-Handled all types of audits viz. Management, Statutory, Internal, Tax etc. -Prepared Audit Planning Memorandum, Audit Programmes. -Handled special assignments of Stock Evaluation, Collateral inspections on behalf of Citibank and Bank of Tokyo for clients. -Handled Company Audits of corporates like Jagatjit Industries Ltd, NBCC, Metal Box India Ltd., Delton Sales Ltd., Avery India and Universal Glass. -Involved in management audits of Raza Textiles Ltd., Indrol Lubricants & Specialities Ltd. and Branch audit of Grindlays Bank.

Summarize any of Your Achievements

Assisted the management in development of accounting standards

Reasons for Leaving

Completion of three years of articleship for the course of Chartered Accountancy

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	Yes	Easily	Easily	Easily	Easily
Punjabi	No	Easily	Not easily	Not easily	Easily

Address

41 Paryag Apartments, Vasundhra Enclave
Near Dharamshila Hospital
Delhi Delhi India
Telephone: 91-11-22625320
Fax: 91-9871377483
Contact: Arun Manuja

Address

41 Paryag Apartments, Vasundhra Enclave
Near Dharamshila Hospital
Delhi Delhi India
Telephone: 91-11-22629642
Fax: 91-9871377483
Contact: Arun Manuja

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Renate JAHN	Ex-Financial Controller, Otto Versand, Hong Kong	C/Olivar 71, Urb.Valtocado, 29650 Mijas (Malaga), Spain. Spain	34952591247 renatejahn@hotmail.com
Joy JAIN	Chartered Accountant	Executive Director, Price Waterhouse Coopers Pvt.Ltd., Saidulahjab Centre, Opposite D Block, Saket, Mehrauli Badarpur Road, New Delhi - 110030 Spain	911151250506 joy.jain@in.pwc.com
Antony TYRRELL	Regional Financial and Administration Head	WFP, C/o United Nations Building Spain	6626554115 antony.tyrrell@wfp.org

Personal History Profile for Chester MISAKI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MISAKI	Chester	GIMWEI	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/08/1968	Vihiga	Kenya	070168
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	160	80	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: misaki@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Nairobi	Nairobi Kenya	Oct-1988 - Aug-1991
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce, Accounting Major	Bachelor of Arts	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Orbit School of Management	Nairobi Kenya	Dec-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Final Course in the CPA Program Advanced Auditing, Advanced Taxation and Advanced Accounting.		Certified Public Accountant of Kenya

Name of School	City, Country	From - To
Kenya College of Accountants	Nairobi Kenya	Jan-1994 - Jun-1994
Main Course of Study		Certificate or Diploma
Principles and Practice of Management. Management Accounting. Taxation and tax Management.		Certified Public Accountant Part III Section V

Name of School	City, Country	From - To
Strathmore College	Nairobi Kenya	Jan-1992 - Jun-1993
Main Course of Study		Certificate or Diploma
Accounting		Certified Public Accountant Part I and II

Name of School	City, Country	From - To
Kakamega High School	Kakamega Kenya	Jan-1982 - Oct-1987
Main Course of Study		Certificate or Diploma
Mathematics, Geography and Economics.		Kenya Advanced Certificate of Education.

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Finance Officer	Peace Keeping - Political Mission	01/10/2008 -
Name of Employer		Name of Supervisor
United Nations Assistance Mission for Iraq (UNAMI)		Mr. Akashi Murayama

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
71729	93943	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
9652230222		misaki@un.org	
Address of Employer			
Kuwait			
Number of Employees Supervised by You			
5			
Description of Duties			
<p>Act as Deputy to the CFO as well as OIC in his absence. Supervision of the international staff benefits payments, including MSA, Hazard and other allowances. Review all claims pertaining to international staff to ensure that they are in accordance with the UN Financial Regulations and Rules. Provide information necessary to respond to audit findings, budgeting and any other finance related activities. Chairing the UNAMI Tender Opening Committee. Brief staff who are checking into the mission on all matters relating to finance and staff checking out of the mission about any outstanding obligations. Reconciliation of the staff accounts payables and receivables (Account 131 & 211). Perform other duties as and when required. Supervision of the archiving of all finance documents.</p>			
Summarize any of Your Achievements			
<p>Head team responsible for payment of allowances for international staff. To date, I have been able to ensure that all the international staff have received their payments on time and with no complaints at all.</p>			
Reasons for Leaving			
Desire to broaden my experience within the UN system.			

Job Title	Type of Business	From - To
Controller	Community Development	01/03/2006 - 01/07/2008
Name of Employer	Name of Supervisor	
SINERGIA, Inc.	Ms. Myrta Cuadra-Lash	
Salaries per Annum:		
Starting	Final	Currency Paid
75000	80000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
1 212643 2840	chester_misaki@yahoo.com	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
5		
Description of Duties		
<p>Duties included, preparation of Quarterly Board Reports. This entailed the preparation of a Balance Sheet, a Profit and Loss Account for the period under review and a Budget to Actual statement for the various departments. In liaison with the respective managers, an explanation of the variances. Supervised Fiscal and Human Resources Staff plus a Receptionist. Other duties included the preparation of contract vouchers, grant reports, grant and contract budgets. Trained non-finance managers in budgeting and the whole financial process. Prepared reports for various managers on the donor funding status and assisted them in analysing the variances. Managed all contributions by donors for the annual gala. Also managed the cash flow of the Agency and advised the Board of Directors, the Executive Director and Managers on issues that have a financial implications on the Organization.</p>		
Summarize any of Your Achievements		
<p>Improved the Cash Flow position of Sinergia, Inc. through improved cost control measures. Improved the quality of Board Financial Reporting. Streamlined the Fiscal and Human Resources functions of Sinergia, Inc. Improved the Fiscal know-how of the non-finance managers through training and one-on-one assistance. Initiated the setting up of a web based online electronic contribution system. Spearheaded the setup of a donor database that facilitated constant communication and enhanced clarity in reporting as well as enhancing communication with our clients. Contributed greatly to enhancing the use of statistical cost benefit analysis in decision making by various departments.</p>		
Reasons for Leaving		
Desire to return to the UN system.		

Job Title	Type of Business	From - To
Comptroller	Community Development	01/11/2003 - 01/02/2006
Name of Employer	Name of Supervisor	
STRIVE Inc.	Mr. Clifford Charles	
Salaries per Annum:		
Starting	Final	Currency Paid
50000	50000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
0012123601100	Chester_Misaki@yahoo.com	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
2		
Description of Duties		
<p>Duties included coordinating the fiscal year end activities such as year end audit schedules; developing and revising accounting policies and practices; supervising payroll information; maintaining the Chart of Accounts; preparing Quarterly Board Reports, preparing contract vouchers, grant reports, grant and contract budgets; explaining and assisting non-finance managers understand budgets and the entire financial system; supervising the agency's annual budget; and managing the cash flow of the Agency. Duties also included supervising the HR Officer who was in-charge of personnel issues and the Staff Accountant who was responsible for processing all financial transactions and recording accounting information to the general ledger. Handled all financial donor related correspondences.</p>		
Summarize any of Your Achievements		

Enhanced the efficiency of Foundations and Government reporting system. Improved Cash monitoring and control. Oversaw the smooth completion of the year-end and The Department of Youth and Community Development Audits.

Reasons for Leaving

Left to take up a more challenging opportunity.

Job Title	Type of Business		From - To
Finance Assistant	Peace Keeping		01/01/2002 - 01/12/2002
Name of Employer	Name of Supervisor		
UNMIK	Ms. Marjo Callaghan		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
42888	42888	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
38138504604		Chester_Misaki@yahoo.com	
Address of Employer			
TFYR of Macedonia			
Number of Employees Supervised by You			
40			
Description of Duties			
Duties included overseeing and ensuring the effective running of the finance, procurement and administrative arm of Lipjan Correctional Facility. This entailed such duties as tendering, recruiting, engaging external consultants and overseeing the budget allocated to the prison.			
Summarize any of Your Achievements			
Recruited staff for different positions within the institution. Trained Finance and Procurement staff. Enhanced the efficiency of resource utilization within the prison. Enhanced staff relationships in a hostile post-war multi ethnic environment. Improved cash monitoring and control. Oversaw various constructions within the prison. Created links between the prison and other external agencies.			
Reasons for Leaving			
Relocated to New York to join spouse upon marriage.			

Job Title	Type of Business		From - To
Grants Finance Officer	Relief Development.		01/10/1999 - 01/12/2001
Name of Employer	Name of Supervisor		
World Vision International, Kosovo.	Mr. David Finley		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
19920	36000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
38138540664		DAVID_FINLEY@WVI.ORG	
Address of Employer			
Yugoslavia			
Number of Employees Supervised by You			
4			
Description of Duties			
Duties included the production of financial reports (SUN Systems), reconciliation of the Project Budget and Actual System (PBAS), reconciliation of the General Ledger as well as Bank reconciliations. Also undertaking Grant Accounting, Budget preparation, monitoring and reporting of the various grants. I was also charged with training the locals to take over the running of the office.			
Summarize any of Your Achievements			
Trained the staff to a level where they were able to take over the running of the office. Was part of a team that successfully handled the World Vision Kosovo \$20 Million US dollars relief projects. These were multifunded projects requiring detailed reporting from diverse sources such as USAID, UNHCR, UNICEF, EU, CIDA, TAFKO among others. Trained the locals as well as managers in grant and budget management. I was the Audit contact person and I enhanced the relationship between World Vision and external Auditors.			
Reasons for Leaving			
End of Contract			

Job Title	Type of Business		From - To
Senior Accountant	Relief and Development.		01/03/1999 - 01/09/1999
Name of Employer	Name of Supervisor		
World Vision International, Sudan.	Mr. Bill McCormic		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
473000	660000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Kenya			
Number of Employees Supervised by You			
5			
Description of Duties			

Supervision and training of Finance staff, production of financial reports, data entry and control of funds. Fixed Assets control and undertaking reconciliations such as the Project Budget Actual System (PBAS), the General Ledger (GL) and bank reconciliations.

Summarize any of Your Achievements

Trained new staff that joined the team. Monitored cash allocated to field offices in Sudan. Together with my colleagues, contributed to reducing the crisis in Sudan.

Reasons for Leaving

Received an offer for a more challenging job in Kosovo.

Job Title Proprietor	Type of Business Financial Management	From - To 01/05/1998 - 01/02/1999
Name of Employer Chess Financial Services	Name of Supervisor Self	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
550000	550000	KES	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
10

Description of Duties
Overall management and control of the firm, provision of a wide range of services such as accountancy, taxation, insurance and finance related trainings.

Summarize any of Your Achievements
Self employed. Created employment and helped educate many especially on tax issues after the introduction of the self assessment tax system in Kenya.

Reasons for Leaving
Received a more financially rewarding offer.

Job Title Senior Accountant	Type of Business Community Development.	From - To 01/01/1994 - 01/05/1998
Name of Employer Educational and Training Consultants International (ETC)	Name of Supervisor Mr. Musa Enyola	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
440000	495000	KES	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
4

Description of Duties
Supervised four district based Accountants. This entailed monthly reviews of their expenditure requests to ensure that they were operating within their budget and that all necessary documentation was in order. Other duties included performing internal auditing and assisting the external auditors during the annual or project specific audits. Coordinated the Budget preparation process. Responsible for cash management and advising the management on the cash flow of the Program.

Summarize any of Your Achievements
Trained both accountants and managers in financial management for donor funded programs.

Reasons for Leaving
End of program

Job Title Management Trainee.	Type of Business Banking	From - To 01/06/1993 - 01/12/1993
Name of Employer Diamond Trust Company of Kenya Ltd.	Name of Supervisor Ms. Yasmin Muhammed	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
247500	247500	KES	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
0

Description of Duties
Opening of fixed deposit accounts and subsequent computation of interest thereon on maturity. Handling of customer questions in relation to deposit accounts. Performed reconciliations of the fixed deposits to the General Ledger.

Summarize any of Your Achievements

Assisted in the setting up of the computerised deposits section. Organised the Deposits Section and enhanced the updating of client`s records.

Reasons for Leaving

Obtained a more challenging offer.

Job Title		Type of Business		From - To	
Audit Assistant		Banking and Finance		01/09/1991 - 01/06/1993	
Name of Employer		Name of Supervisor			
Trade Bank Ltd		Mr. Joseph Kimburi			

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

No

Is this a position within the UN Common System?

No

165000

247500

KES

Telephone Number

Email Address

Address of Employer

Kenya

Number of Employees Supervised by You

0

Description of Duties

Reconciliations of payables, audit trail of customer deposits, checking of teller data entry accuracy.

Summarize any of Your Achievements

Devised a means of reducing customer waiting time during the processing of fixed or call deposit transactions.

Reasons for Leaving

A desire to widen my experience.

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

733 Greeley Avenue
Fairview New Jersey United States of America
Telephone: 001-201-9455416
Fax: 1-917-703 1711
Contact: CHESTER MISAKI

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Pat BEAN	Reverend	112 Townhill Road United States of America	1845429 5915
Richard KIPRONO	Engineering Stores Supervisor	Box 5580-00100 United States of America	254721922341 Richard.Kiprono@unilever.com
Robert OTIENDE	Accountant	58 Southbound Avenue United States of America	61431935965 mwole2001@yahoo.com

Personal History Profile for Chester MISAKI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MISAKI	Chester	GIMWEI	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/08/1968	Vihiga	Kenya	070168
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	160	80	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: misaki@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Nairobi	Nairobi Kenya	Oct-1988 - Aug-1991
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce, Accounting Major	Bachelor of Arts	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Orbit School of Management	Nairobi Kenya	Dec-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Final Course in the CPA Program Advanced Auditing, Advanced Taxation and Advanced Accounting.		Certified Public Accountant of Kenya

Name of School	City, Country	From - To
Kenya College of Accountants	Nairobi Kenya	Jan-1994 - Jun-1994
Main Course of Study		Certificate or Diploma
Principles and Practice of Management. Management Accounting. Taxation and tax Management.		Certified Public Accountant Part III Section V

Name of School	City, Country	From - To
Strathmore College	Nairobi Kenya	Jan-1992 - Jun-1993
Main Course of Study		Certificate or Diploma
Accounting		Certified Public Accountant Part I and II

Name of School	City, Country	From - To
Kakamega High School	Kakamega Kenya	Jan-1982 - Oct-1987
Main Course of Study		Certificate or Diploma
Mathematics, Geography and Economics.		Kenya Advanced Certificate of Education.

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Finance Officer	Peace Keeping - Political Mission	01/10/2008 -
Name of Employer		Name of Supervisor
United Nations Assistance Mission for Iraq (UNAMI)		Mr. Akashi Murayama

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
71729	93943	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
9652230222		misaki@un.org	
Address of Employer			
Kuwait			
Number of Employees Supervised by You			
5			
Description of Duties			
<p>Act as Deputy to the CFO as well as OIC in his absence. Supervision of the international staff benefits payments, including MSA, Hazard and other allowances. Review all claims pertaining to international staff to ensure that they are in accordance with the UN Financial Regulations and Rules. Provide information necessary to respond to audit findings, budgeting and any other finance related activities. Chairing the UNAMI Tender Opening Committee. Brief staff who are checking into the mission on all matters relating to finance and staff checking out of the mission about any outstanding obligations. Reconciliation of the staff accounts payables and receivables (Account 131 & 211). Perform other duties as and when required. Supervision of the archiving of all finance documents.</p>			
Summarize any of Your Achievements			
<p>Head team responsible for payment of allowances for international staff. To date, I have been able to ensure that all the international staff have received their payments on time and with no complaints at all.</p>			
Reasons for Leaving			
Desire to broaden my experience within the UN system.			

Job Title		Type of Business	From - To
Controller		Community Development	01/03/2006 - 01/07/2008
Name of Employer		Name of Supervisor	
SINERGIA, Inc.		Ms. Myrta Cuadra-Lash	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
75000	80000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
1 212643 2840		chester_misaki@yahoo.com	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
5			
Description of Duties			
<p>Duties included, preparation of Quarterly Board Reports. This entailed the preparation of a Balance Sheet, a Profit and Loss Account for the period under review and a Budget to Actual statement for the various departments. In liaison with the respective managers, an explanation of the variances. Supervised Fiscal and Human Resources Staff plus a Receptionist. Other duties included the preparation of contract vouchers, grant reports, grant and contract budgets. Trained non-finance managers in budgeting and the whole financial process. Prepared reports for various managers on the donor funding status and assisted them in analysing the variances. Managed all contributions by donors for the annual gala. Also managed the cash flow of the Agency and advised the Board of Directors, the Executive Director and Managers on issues that have a financial implications on the Organization.</p>			
Summarize any of Your Achievements			
<p>Improved the Cash Flow position of Sinergia, Inc. through improved cost control measures. Improved the quality of Board Financial Reporting. Streamlined the Fiscal and Human Resources functions of Sinergia, Inc. Improved the Fiscal know-how of the non-finance managers through training and one-on-one assistance. Initiated the setting up of a web based online electronic contribution system. Spearheaded the setup of a donor database that facilitated constant communication and enhanced clarity in reporting as well as enhancing communication with our clients. Contributed greatly to enhancing the use of statistical cost benefit analysis in decision making by various departments.</p>			
Reasons for Leaving			
Desire to return to the UN system.			

Job Title		Type of Business	From - To
Comptroller		Community Development	01/11/2003 - 01/02/2006
Name of Employer		Name of Supervisor	
STRIVE Inc.		Mr. Clifford Charles	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
0012123601100		Chester_Misaki@yahoo.com	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
2			
Description of Duties			
<p>Duties included coordinating the fiscal year end activities such as year end audit schedules; developing and revising accounting policies and practices; supervising payroll information; maintaining the Chart of Accounts; preparing Quarterly Board Reports, preparing contract vouchers, grant reports, grant and contract budgets; explaining and assisting non-finance managers understand budgets and the entire financial system; supervising the agency's annual budget; and managing the cash flow of the Agency. Duties also included supervising the HR Officer who was in-charge of personnel issues and the Staff Accountant who was responsible for processing all financial transactions and recording accounting information to the general ledger. Handled all financial donor related correspondences.</p>			
Summarize any of Your Achievements			

Enhanced the efficiency of Foundations and Government reporting system. Improved Cash monitoring and control. Oversaw the smooth completion of the year-end and The Department of Youth and Community Development Audits.

Reasons for Leaving

Left to take up a more challenging opportunity.

Job Title	Type of Business		From - To
Finance Assistant	Peace Keeping		01/01/2002 - 01/12/2002
Name of Employer	Name of Supervisor		
UNMIK	Ms. Marjo Callaghan		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
42888	42888	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
38138504604		Chester_Misaki@yahoo.com	
Address of Employer			
TFYR of Macedonia			
Number of Employees Supervised by You			
40			
Description of Duties			
Duties included overseeing and ensuring the effective running of the finance, procurement and administrative arm of Lipjan Correctional Facility. This entailed such duties as tendering, recruiting, engaging external consultants and overseeing the budget allocated to the prison.			
Summarize any of Your Achievements			
Recruited staff for different positions within the institution. Trained Finance and Procurement staff. Enhanced the efficiency of resource utilization within the prison. Enhanced staff relationships in a hostile post-war multi ethnic environment. Improved cash monitoring and control. Oversaw various constructions within the prison. Created links between the prison and other external agencies.			
Reasons for Leaving			
Relocated to New York to join spouse upon marriage.			

Job Title	Type of Business		From - To
Grants Finance Officer	Relief Development.		01/10/1999 - 01/12/2001
Name of Employer	Name of Supervisor		
World Vision International, Kosovo.	Mr. David Finley		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
19920	36000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
38138540664		DAVID_FINLEY@WVI.ORG	
Address of Employer			
Yugoslavia			
Number of Employees Supervised by You			
4			
Description of Duties			
Duties included the production of financial reports (SUN Systems), reconciliation of the Project Budget and Actual System (PBAS), reconciliation of the General Ledger as well as Bank reconciliations. Also undertaking Grant Accounting, Budget preparation, monitoring and reporting of the various grants. I was also charged with training the locals to take over the running of the office.			
Summarize any of Your Achievements			
Trained the staff to a level where they were able to take over the running of the office. Was part of a team that successfully handled the World Vision Kosovo \$20 Million US dollars relief projects. These were multifunded projects requiring detailed reporting from diverse sources such as USAID, UNHCR, UNICEF, EU, CIDA, TAFKO among others. Trained the locals as well as managers in grant and budget management. I was the Audit contact person and I enhanced the relationship between World Vision and external Auditors.			
Reasons for Leaving			
End of Contract			

Job Title	Type of Business		From - To
Senior Accountant	Relief and Development.		01/03/1999 - 01/09/1999
Name of Employer	Name of Supervisor		
World Vision International, Sudan.	Mr. Bill McCormic		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
473000	660000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Kenya			
Number of Employees Supervised by You			
5			
Description of Duties			

Supervision and training of Finance staff, production of financial reports, data entry and control of funds. Fixed Assets control and undertaking reconciliations such as the Project Budget Actual System (PBAS), the General Ledger (GL) and bank reconciliations.

Summarize any of Your Achievements

Trained new staff that joined the team. Monitored cash allocated to field offices in Sudan. Together with my colleagues, contributed to reducing the crisis in Sudan.

Reasons for Leaving

Received an offer for a more challenging job in Kosovo.

Job Title	Type of Business	From - To
Proprieter	Financial Management	01/05/1998 - 01/02/1999
Name of Employer	Name of Supervisor	
Chess Financial Services	Self	
Salaries per Annum:		
Starting	Final	Currency Paid
550000	550000	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
10		
Description of Duties		
Overall management and control of the firm, provision of a wide range of services such as accountancy, taxation, insurance and finance related trainings.		
Summarize any of Your Achievements		
Self employed. Created employment and helped educate many especially on tax issues after the introduction of the self assessment tax system in Kenya.		
Reasons for Leaving		
Received a more financially rewarding offer.		

Job Title	Type of Business	From - To
Senior Accountant	Community Development.	01/01/1994 - 01/05/1998
Name of Employer	Name of Supervisor	
Educational and Training Consultants International (ETC)	Mr. Musa Enyola	
Salaries per Annum:		
Starting	Final	Currency Paid
440000	495000	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
4		
Description of Duties		
Supervised four district based Accountants. This entailed monthly reviews of their expenditure requests to ensure that they were operating within their budget and that all necessary documentation was in order. Other duties included performing internal auditing and assisting the external auditors during the annual or project specific audits. Coordinated the Budget preparation process. Responsible for cash management and advising the management on the cash flow of the Program.		
Summarize any of Your Achievements		
Trained both accountants and managers in financial management for donor funded programs.		
Reasons for Leaving		
End of program		

Job Title	Type of Business	From - To
Management Trainee.	Banking	01/06/1993 - 01/12/1993
Name of Employer	Name of Supervisor	
Diamond Trust Company of Kenya Ltd.	Ms. Yasmin Muhammed	
Salaries per Annum:		
Starting	Final	Currency Paid
247500	247500	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
0		
Description of Duties		
Opening of fixed deposit accounts and subsequent computation of interest thereon on maturity. Handling of customer questions in relation to deposit accounts. Performed reconciliations of the fixed deposits to the General Ledger.		

Summarize any of Your Achievements
Assisted in the setting up of the computerised deposits section. Organised the Deposits Section and enhanced the updating of client`s records.

Reasons for Leaving
Obtained a more challenging offer.

Job Title Audit Assistant		Type of Business Banking and Finance	From - To 01/09/1991 - 01/06/1993
Name of Employer Trade Bank Ltd		Name of Supervisor Mr. Joseph Kimburi	

Salaries per Annum:
Starting
165000

Final
247500

Currency Paid
KES

Is this a civil servant position of your Government? **No**

Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
0

Description of Duties
Reconciliations of payables, audit trail of customer deposits, checking of teller data entry accuracy.

Summarize any of Your Achievements
Devised a means of reducing customer waiting time during the processing of fixed or call deposit transactions.

Reasons for Leaving
A desire to widen my experience.

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

733 Greeley Avenue
Fairview New Jersey United States of America
Telephone: 001-201-9455416
Fax: 1-917-703 1711
Contact: CHESTER MISAKI

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Pat BEAN	Reverend	112 Townhill Road United States of America	1845429 5915
Richard KIPRONO	Engineering Stores Supervisor	Box 5580-00100 United States of America	254721922341 Richard.Kiprono@unilever.com
Robert OTIENDE	Accountant	58 Southbound Avenue United States of America	61431935965 mwole2001@yahoo.com

Personal History Profile for Kamanja MUJUNANGOMA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MUJUNANGOMA	Kamanja	Karutagorwa	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/12/1952	Bukoba	Tanzania, United Rep. of	091062
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Tanzania, United Rep. of	Tanzania, United Rep. of	Tanzania, United Rep. of	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	178	66	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/1980			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: kamanja.mujunangoma@undp.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
MERCY COLLEGE	DOBBS FERRY, NEW YORK United States of America	Sep-1985 - May-1990
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Accounting	Bachelor of Sciences	

University Name	City, Country	From - To
UNIVERSITY OF DAR ES SALAAM	DAR ES SALAAM Tanzania, United Rep. of	Aug-1975 - May-1978
Main Course of Study	Field of Study	
Public Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts	Bachelor of Arts	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
UNITED NATIONS DEVELOPMENT PROGRAMME	New York United States of America	Nov-2005 - Nov-2005
Main Course of Study		Certificate or Diploma
Operations Managers' Workshop		Certificate

Name of School	City, Country	From - To
MERCY COLLEGE	DOBBS FERRY, WESTCHESTER United States of America	Jan-1979 - Dec-1979
Main Course of Study		Certificate or Diploma
LEGAL STUDIES		PARALEGAL DIPLOMA

Name of School	City, Country	From - To
TANZANIA MILITARY ACADEMY	ARUSHA Tanzania, United Rep. of	Jul-1974 - Dec-1974
Main Course of Study		Certificate or Diploma
MILITARY OFFICER CADET TRAINING		OFFICER CADET DIPLOMA

Name of School	City, Country	From - To
MUSOMA HIGH SCHOOL	MUSOMA Tanzania, United Rep. of	Sep-1971 - May-1972
Main Course of Study		Certificate or Diploma
"A" LEVEL		"A" LEVEL - FORM VI DIPLOMA

Name of School	City, Country	From - To
IHUNGO SECONDORY SCHOOL	BUKOBTA Tanzania, United Rep. of	Jan-1968 - Dec-1971

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title SENIOR FINANCE ASSOCIATE	Type of Business INTERNATIONAL ORGANISATION/DEVELOPMENT AGENCY	From - To 01/03/2002 -
Name of Employer UNITED NATIONS DEVELOPMENT PROGRAMME	Name of Supervisor VINCENT SMITH	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 01212906-5519	Email Address kamanja.mujunangoma@undp.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties 1. Manages Reserve for Field Accommodation set at \$25 million. Mandate of Reserve was to build and and now to maintain worldwide housing and office premises. This involves: Vetting Country Offices' requests for budgetary allocations. Ensuring yearly budgetary allocations are issued. Monitoring Country Offices to ensure housing/office premises' financial operations running smoothly. Preparing year end financial statements summarizing results of operations, include Balance Sheet, Income Statement and various schedules. 2.Liaises with World Health Organisation, 50 Country Offices and UN Medical Services to ensure running of UN Dispensaries, supplying of medicines, invoicing and settling of same is running smoothly. This is critical as most Country Offices in Africa rely on UN Dispensaries for medical services. 3. Serves as Section's financial and budgetary resource person.		
Summarize any of Your Achievements 1. COMMUNICATION AND ANALYTICAL SKILLS. As Finance Associate, working with Chief, Country Office Support Section (COSS), UNDP, I was able to make vendor capitulate on big monetary claim against UNDP. From 1994 to 2002, Soares da Costa, a construction company had claimed UNDP owed it in excess of \$2.3 million for construction projects completed in Guinea Bissau (under the Reserve for Field Accommodation). UNDP instead had argued, without success, that the claims only amounted to \$0.5 million. In 2002 on joining COSS and reviewing files, I determined that UNDP had not convincingly supported its position with facts. I drafted a letter, supported by figures and other documentation which showed that Soares da Costa's claims had either been settled or could not be adequately substantiated. The vendor agreed to settle for the amount of \$0.5 million. 2. TEAMWORK. Assist Country Offices meet deadlines. In December 2008 with year end closing of accounts looming and Country Offices facing prospect of losing unencumbered funds and thus reneging on obligations, assisted them to get the funds encumbered before end of year. This involved forming an impromptu task force within Unit to review pending unused allocations and more importantly, had to help Country Offices navigate PeopleSoft/Oracle ERP system by providing queries and reports to ascertain balances and in some cases amending allocations. Needless to say, no allocations were lost. 3. TASK MANAGEMENT SKILLS. Was able to resolve two very urgent issues that arose at same time. In early 2008, WHO threatened to cut off medical supplies to 42 Country Offices for not settling invoices. During this period, our office had to submit working papers/finance statements s to Office of Finance (OF) so that OF could achieve 2007 year-end closing. Contacted the Resident Representatives and Operations Managers from 42 countries, secured immediate payments to WHO and meanwhile coordinated the compilation of working papers/financial statements to meet Office of Finance's deadline. 4. RECOGNIZED POTENTIAL FOR LEADERSHIP. In 2006 confirmed by UNDP Appointment and Promotion Panel to position of Operations Specialist, a P/3 post. However, the idea of Service Centre where position was located was scratched at last minute. Thus, promotion not implemented.		
Reasons for Leaving Seeking temporary secondment to the UN Peace-keeping/making missions.		

Job Title OFFICER IN CHARGE ADMINISTRATION AND FINANCE	Type of Business PEACE-MAKING	From - To 01/03/1999 - 01/08/2000
Name of Employer UNITED NATIONS PEACE-BUILDING SUPPORT OFFICE IN GUINEA BISSAU	Name of Supervisor MR. NANA SINKAM	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Guinea-Bissau		
Number of Employees Supervised by You 8		
Description of Duties Operations Manager. Set up mission. Run day to day operations. Duties included: 1. Finance Manager: Drafted budget. Managed payroll of 8 locally recruited staff. Computed and disbursed monthly Mission Subsistence Allowances for 12 staff-members. Settled all Travel Claims. Paid all vendor claims. Manager of donor Trust funds. 2. Administrative Officer: Day to day administering of office. Liaising with UNDP on space allocation, common services, etc and other UN Agencies. Liaising with Executive Office, Department of Political Affairs. 3. Personnel Officer: Recruiting and administering locally recruited staff. Administering internationally recruited staff. 4. Travel Manager: Arranging and facilitating local, regional and international official travel of staff. 5. Transport Manager: Overseeing mission's fleet of 10 motor vehicles. Included assignment and maintenance of vehicles, etc. 6. Procurement Officer: Managed procurement for mission and mission supported peace-building projects. 7. Assets Manager: Custodian of all mission's assets. This included maintaining and updating inventory. 8. Events Manager: Arranged seminars, meetings and conferences in support of peace-building initiative.		
Summarize any of Your Achievements		

1. MANAGEMENT AND LEADERSHIP. As Operations Manager, executed plan to hire locally available privately-owned motor vehicles to be used in the monitoring of General Elections. During the 2000 general elections the UN wanted to hire vehicles from Dakar, Senegal, to transport election monitors. However, the vendor wanted its cars to be driven by its own Senegalese drivers. Guinea Bissau did not want any en masse Senegalese presence in the country because it had just been through war with Senegal. To overcome this, we decided to use locally available privately-owned motor vehicles. I advertised in the local newspapers. Not only was the response overwhelming with local owners making their vehicles available to us, but using donor funds obtained directly from European Union States, we paid the vehicle owners without invoking financial assistance from UN Headquarters, and conducted a flawless general election. Thus, initiative prevented another/potential conflict between Senegal and Guinea Bissau and at same time provided direct monetary benefit to the people of Guinea Bissau; namely, income to motor vehicle owners and indirectly their families and extended families. **2. MEETING CLIENTS' NEEDS.** As Operations Manager resolved problems of personal finance and banking international staff-members faced. To safeguard dearly earned Mission Subsistence Allowances, because local banks were insolvent, convinced UN Headquarters to pay staff-members in US Dollar denominated travellers' cheques and to foot related transaction fees. Sought and received special dispensation from local bank to agree to disburse such a big volume of travellers' cheques. **3. PROBLEM SOLVING.** Successfully managed logistics that resulted in running smooth General Elections of 2000. Because elections observers have to travel to all polling stations countrywide, I had to ensure that not only were the private vehicles Mission hired in good condition, that Mission got value for money, that they were assigned correctly, that drop off and pick up of monitors was properly coordinated but also that the owners were paid correctly and above all that the monitors received their allowances. I was happy and proud that the elections went off without a hitch.

Reasons for Leaving

End of secondment from UNDP.

Job Title FINANCE/ADMINISTRATIVE	Type of Business PEACE-MAKING	From - To 01/05/1995 - 01/06/1996
Name of Employer UNITED NATIONS COMMISSION OF ENQUIRY INTO THE MASSACRES IN BURUNDI	Name of Supervisor ROSSETTI	
Salaries per Annum: Starting Final Currency Paid		
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number Email Address		
Address of Employer Burundi		
Number of Employees Supervised by You 8		
Description of Duties AS DEPUTY ADMINISTRATIVE OFFICER: 1. Recruited and supervised local support staff. 2. Managed 10 motor vehicles. 3. Managed Mission's assets. AS FINANCE OFFICER: 1. Managed Mission's Imprest account. 2. Managed payroll for local support staff that included 20 translators and 8 drivers/other support. 3. Computed and disbursed Mission Subsistence Allowance to 6 Jurists and 15 international support staff. 4. Settled travel and vendor claims.		
Summarize any of Your Achievements 1. CORE VALUES AND CORPORATE COMMITMENT. As Deputy Administrative Officer, I was able to defuse a brewing inter-tribal feud between the Tutsi and Hutu locally recruited support staff. Both sides claimed the UN Mission was favouring one tribe over another. Demonstrated that vacancies were advertised in the newspapers and that Commission recruited based strictly on competence and that rigorous selection criteria was followed. To remove lingering doubts, I suggested to Administrative Office that Commission should hire equal numbers of Tutsis and Hutus. 2. PROBLEM SOLVING AND MEETING CLIENTS' NEEDS. As Finance Officer, negotiated with local bank terms to allow staff-members to open bank accounts. To safeguard Mission Subsistence Allowances successfully convinced bank to allow staff-members' convertible currency accounts to also accept deposits in local currency. 3. MANAGEMENT AND LEADERSHIP. As Deputy Administrative Officer successfully administered mission. I arrived in advance party. DPA Officer departed after a week and Administrative Office arrived after one month. Meantime put everything in place and successfully run mission. Similarly, Admin Officer retired two months before closure of mission, I was made de facto Admin Officer. In this regard, prepared mission for closure following completion of Commission's work. Compiled inventory reports, asset transfer documents, etc when replacement arrived it was simply to formally close mission. I was designated last person to leave mission area, which I did after overseeing last transfer of assets.		
Reasons for Leaving END OF SECONDMENT		

Job Title FINANCE	Type of Business PEACE-KEEPING	From - To 01/01/1994 - 01/08/1994
Name of Employer UNITED NATIONS PEACE KEEPING FORCE IN FORMER YUGOSLAVIA	Name of Supervisor MOLINEAUX/JAMES MUTISO	
Salaries per Annum: Starting Final Currency Paid		
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number Email Address		
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 1		
Description of Duties As Finance Officer for Bosnia and Herzegovina: 1. Acted as paymaster: Disbursed Mission Subsistence Allowances to Civilians, Military Observers and Civilian Police. 2. Managed payroll for local support staff. 3. Disbursed payments to Vendors. 4. Oversaw all Mission assets in the Region.		
Summarize any of Your Achievements 1. PROBLEM SOLVING AND MEETING CLIENTS' NEEDS. As Finance Officer ensured MSA entitlements paid. Because region of Bosnia and Herzegovina is big and travel was difficult because of the war, to ensure Military Observers and Civilian Police posted in the Sectors received their MSA allowances, volunteered to open and man cashier's window on Weekends and holidays. Needless to say, gesture was greatly welcomed.		
Reasons for Leaving End of secondment		

Job Title FINANCE	Type of Business PEACE-KEEPING	From - To 01/03/1991 - 01/08/1992
Name of Employer UNITED NATIONS PEACE-KEEPING FORCE IN FORMER YUGOSLAVIA	Name of Supervisor MOLINEAUX	

Salaries per Annum:
StartingFinalCurrency PaidIs this a civil servant position of your Government? No
Is this a position within the UN Common System? Yes

Telephone NumberEmail Address

Address of Employer
Croatia

Number of Employees Supervised by You
1

Description of Duties
Arrived in Advance Party. Put in charge of local staff payroll. 1. Manually computed and prepared monthly payroll for all local support staff in the Mission area. Numbered over 80. 2. Delivered by helicopter, to mission Sectors, monthly local staff payroll, vendor and Mission Subsistence Allowance payments.

Summarize any of Your Achievements
1. PROBLEM SOLVING. To speed up preparation of monthly payroll, created spreadsheet with formulas and links that easily accomodated changes. This way I cut down on time it took to prepare the payroll, especially given that there were consant changes and additions of staff. I am proud of fact that not once did a delay occur to pay the local support staff.

Reasons for Leaving
End of secondment.

Job Title
TRAVEL/FINANCE ASSISTANT
Name of Employer
UNITED NATIONS DEVELOPMENT PROGRAMME

Type of Business
DEVELOPMENT ORGANISATION
From - To
01/08/1985 - 01/02/2002
Name of Supervisor
GLORIA ALVIR

Salaries per Annum:
StartingFinalCurrency PaidIs this a civil servant position of your Government? No
Is this a position within the UN Common System? Yes

Telephone NumberEmail Address

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Managed travel entitlements: Certified/Approved travel authorizations. Computed DSA, ticket and shipping entitlements. Co-administered Travel Card Pilot. Acted as Alternate Officer-in-Charge during absence of Manager: • Verified correct entitlements computed. • Ensured correct payments made to staff-members and vendors. • Reconciled year-end travel accounts for reporting to Office of Finance

Summarize any of Your Achievements
PROBLEM SOLVING. Devised mechanism to advise staff-members to pay Travel Card charges. Travel Card was given to Senior Staff as a pilot. Due to pressures of work, users tended to forget to pay charges this resulted in late payment penalty fees. Devised spreadsheet that allowed me to track potential delinquent accounts, this enabled me to follow up with staff-members. This method saved Organisation embarrassment not to mention anger with our Office from staff-members who were required to pay the late payment penalties.

Reasons for Leaving
Promotion.

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:
Indicate typing speed in words per minute: English - French -
List any office machines or equipment you can use:
Knowledge of following computer software: 1. Oracle/PeopleSoft Enterprise Resources Planning system (dubbed Atlas by UNDP). 2. Intergrated Management Information Syststem (IMIS) 3. Familiarity with SAP Enterprise Resources Planning system. 4. Worked with SUN SYSTEM and PARADOX while on DPKO run missions. 5. Proficient with: Microsoft EXCEL, WORD, POWERPOINT and ACCESS 6. Proficient with: BRIO (Finance) and UPSTAR (Budget) reporting software linked to IMIS.

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Haya	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

22 Braemar Avenue
New Rochelle NY United States of America
Telephone: 1-914-654-1913
Contact: Kamanja Mujanangoma

References

Personal History Profile for Vijay PRATAP SINGH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
PRATAP SINGH	Vijay		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
15/05/1969	Delhi	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	175	75	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: singh139@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
IMT (Institute of Management Technology)	GHAZIABAD India	Jun-1999 - Jun-2001
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA/PGDFM	Postgraduate degree	

University Name	City, Country	From - To
Institute of Chartered Accountants of India	DELHI India	Nov-1989 - Nov-1992
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
C.A. Intermediate		

University Name	City, Country	From - To
Agra University Agra	Agra India	Jul-1987 - Aug-1989
Main Course of Study	Field of Study	
Mathematics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
B.Sc. (Mathematics)	Bachelor of Sciences	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
UNITAR	Port au Prince Haiti	Jul-2009 - Aug-2009
Main Course of Study		Certificate or Diploma
The International Players in Public Finance and Debt Management covers study of world class organizations e.g. World Bank Group, IMF, BIS, OECD, IDA, UNDP, UNFPA, UNITAR and UNCTAD about their incorporation, broad main objects, organization structure, board of directors, management, functions & activities, resources of funds, funds deployment, achievements and how World is benefited by these great Organisations.		INTERNATIONAL PLAYERS IN PUBLIC FINANCE AND DEBT MANAGEMENT (IPPFDM)

Name of School	City, Country	From - To
UNITAR	Port au Prince Haiti	Apr-2008 - May-2008
Main Course of Study		Certificate or Diploma
Advanced Topics in United Nations Logistics.		Advanced Topics in United Nations Logistics.

Name of School	City, Country	From - To
UNITAR	Port au Prince Haiti	Apr-2008 - May-2008
Main Course of Study		Certificate or Diploma

The Conflict of Humanitarian Relief Operations		The Conflict of Humanitarian Relief Operations
Name of School UNITAR	City, Country Port au Prince Haiti	From - To Apr-2008 - May-2008
Main Course of Study Security measures for United Nations Peacekeepers		Certificate or Diploma Security measures for United Nations Peacekeepers
Name of School UNITAR	City, Country Port au Prince Haiti	From - To Apr-2008 - May-2008
Main Course of Study Global Terrorism		Certificate or Diploma Global Terrorism
Name of School UNITAR	City, Country Gonaives Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Principles of Peace Support Operations		Certificate or Diploma Principles of Peace Support Operations
Name of School UNITAR	City, Country Gonaives Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Logistical Support to UN Peace Keeping Operations		Certificate or Diploma Logistical Support to UN Peace Keeping Operations
Name of School UNITAR	City, Country PAP Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Command on United Nations Peacekeeping Mission		Certificate or Diploma Commanding on United Nations Peacekeeping Mission
Name of School UNITAR	City, Country PORT AU PRINCE Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Peacekeeping in Yugoslavia: Dayton-Kosovo		Certificate or Diploma Peacekeeping in Yugoslavia: Dayton-Kosovo
Name of School UNITAR	City, Country HAITI Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study An Introduction of UN System		Certificate or Diploma An Introduction of UN System
Name of School UNITAR	City, Country PORT AU PRINCE Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Peacekeeping and International Conflict Resolution		Certificate or Diploma Peacekeeping and International Conflict Resolution
Name of School UNITAR	City, Country PORT AU PRINCE Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Ethics in Peacekeeping		Certificate or Diploma Ethics in Peacekeeping
Name of School UNITAR	City, Country PAP Haiti	From - To Mar-2008 - Apr-2008
Main Course of Study Operational Logistical Support		Certificate or Diploma Operational Logistical Support
Name of School United Nations Department of Safety and Security	City, Country Gonaives Haiti	From - To Nov-2007 - Nov-2007
Main Course of Study Advance Security in the Field		Certificate or Diploma Advance Security in the Field
Name of School CMS	City, Country DELHI India	From - To Apr-2006 - Sep-2006
Main Course of Study Lotus Notes Domino Administration		Certificate or Diploma CSA - IBM Certified System Administrator - Lotus Notes & Dominoes

Name of School CMS	City, Country DELHI India	From - To Jun-2005 - Dec-2005
Main Course of Study Computer engineering about LAN/WAN and hardware, additional education of softwares, servers and database administrations		Certificate or Diploma MCP – Microsoft Certified Professional,

Name of School Institute Chartered Accountants of India	City, Country Delhi India	From - To Dec-1994 - Feb-1995
Main Course of Study Certificate course in Computer Applications for Accountants for various accounting softwares and MS Office and other project works		Certificate or Diploma Certificate of Participation

Name of School SNM Inter College	City, Country Kaimganj, Farrukhabad, UP India	From - To Jul-1985 - Jun-1987
Main Course of Study Mathematics Physics Chemistry English General Hindi		Certificate or Diploma Senior Secondary (12th Standard)

Name of School SNM Inter College	City, Country Kaimganj, Farrukhabad, UP India	From - To Jul-1983 - Jul-1985
Main Course of Study Science -II Biology Mathematics-II Social Science English Hindi		Certificate or Diploma Secondary School (10th Standard)

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Finance Officer		Type of Business United Nations Peacekeeping Mission	From - To 01/10/2007 -
Name of Employer UNITED NATIONS "MINUSTAH"		Name of Supervisor KARMA YEDEN	
Salaries per Annum: Starting 34548		Final 34548	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address yeden@un.org	
Address of Employer Haiti			
Number of Employees Supervised by You 5			
Description of Duties <p>1) Finance Officer (UNV) responsible for payment of all types claims such as F10 claims for traveling within mission area, medical reimbursement, residential fuel & security, installation of razor wire, bar, grill and safe haven within the provisions of MORSS and DSA, terminal expenses, other approved incidental expenses incurred during business travel out side mission area for training, repatriations, checkout, new appointment, any other authorized business travel. 3) Process advance DSA payments for of UNV, ICs (Individual Contractors), LS (Local staff), Civilian International Staff, staff officers, short term appointee. 4) Co-ordinate with budget and account unit to obligate documents such as individual travel authorization (PT-8s) and other miscellaneous obligation documents (MOD). 5) Responds to staff members regarding their queries for payment of claims and etc. 6) Payment to regional vendors, supplier's requests receive from Engineering, Supply, Procurement and other cost centers through Imprest fund, DDR & PO. 3) Prepare & process monthly replenishment of Imprest fund. 7) Inter office training for cashier office for using INSIGHT to transfer MSA, VLA and other payments into International Accounts (CT\$) and transfer into National account (STU). 8) Inter office training for Progen for processing monthly payroll of UNV, ICs (Individual Contractors), LS (Local staff), MSA of UNPOL, Civilian, International Staff. 9) Inter office training for preparing Inter office Vouchers (IOVs) and Inter- Office Bills (IOBs) to Agencies and other missions. 10) Prepare and maintain F10 claim database and made analytical reports, reconciliation statements for Internal control, budgeting and management. 11) Other duties and assistance assigned by unit chief and CFO time to time.</p>			
Summarize any of Your Achievements <p>Presently, I am working in Disbursement Unit of Finance Section MINUSTAH HQ and responsible for processing of all types F10 claims. My significant achievements are as under during this assignment; 1) Strong emphasis on follow UN Financial Rules and Regulations while processing claims and recommended important changes in MORSS conditions to disallow retrospective claims for past period in case security survey report and engineering inspection certificate was not obtained prior to claim period. 2) Notified duplicate payments in relocation grant lump sum for new s/m and recommend for counter confirmation from staff member and personnel section for receipt of any advance payment from parent mission to avoid duplicate payment. 3) Gave feedback in the updating SOP for MORSS. Earlier I was assigned as a Regional Finance Officer (RFO) of the second largest region of MINUSTAH " Gonaives" for a year, Gonaives is real hazardous duty station since beginning of MINUSTAH also there was flood in September 2008 many peoples died and lost survival belongings including my self, I experienced 30hrs trauma life in flood. In this natural disaster, I performed special tasks & duties to support AID operations on the ground to distribute salary/wages in cash to National staff, ICs and daily casual workers because mean time Banking Services were temporary terminated, Also act as focal point to assist UN agencies like UNFPA, WFP and OIM for distributing salary/financial AID to their National Staff and NGOs. As Volunteer, I proudly feel this assignment was remarkable achievement in my life. Other achievements are as under; 1.) Successful custodian of Imprest funds, level was 10,000US\$ to provide best finance assistance to region and sub-region. 2.) Process disbursement of all kind regional payments e.g. DSA advance, petty cash expenditures, DDR, and F-10 claims with the conformity of UN Financial rules and regulations. 3.) Reporting to RMS, CFO for all regional finance activities and requirement. 4.) Excellent remark received from cash physical verification team to keep up to date ready records in proper manner. My Main Ability and Strength acquired from previous assignments and continuous learning: - 1. Preparation of all kind financial records, statements and reports as required or approved as per work plan. 2. Excellent in planning and preparing budget and analysis to ensure expenditures are within guidelines. 3. Excellent in verifying and correct budget check errors, bank reconciliation, match exceptions, unapproved vouchers and report to concerned authorities. 4. Excellent in computerized accounting and budgeting systems, proven conceptual, analytical, evaluative and able to use Sun System, Progen, INSIGHT and TRIM, took online training for Mercury & ATLAS. 5. Excellent computer skills, including proficiency in word processing, spreadsheet, power point ms access applications and ERP Progiciel PeopleSoft. 6. Strong ability to conduct independent research and analysis, identify issues, formulate options, arrive at conclusions and make recommendations. 7. Strong ability to establish priorities, plan, encourage performance, training to staff, coordinates and monitors the work of others. 8. Very good in develop and maintain effective work relationships with financial counterparts, teamwork, strong interpersonal skills and able to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity. 09. Very confident to work in disaster, hard conditions and always interested in peace keeping field mission assignments.</p>			
Reasons for Leaving Good Exposer and looking for more challanging and responsible position within UN system.			

Job Title	Type of Business	From - To
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Sr. Finance Officer			Export / Financial Consultancy & Project work / BPO	01/08/2000 - 01/09/2007
Name of Employer ADVENT MATRIX INC. CO. (U.S.A.)			Name of Supervisor Puneet Talwar	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes	
20000	35000	USD	Is this a position within the UN Common System? No	
Telephone Number 911244380716			Email Address info@adventmatrixinc.com	
Address of Employer India				
Number of Employees Supervised by You 25				
Description of Duties Responsible for all aspects of financial, accounting and reporting system including budgeting, finalization of Accounts e.g. trail balance, statement of Income and Expenditure/Profit and Loss Account, Balance Sheet and Fund flow statement & conducting Internal audit, managing complete operations with key focus on profitability. Monitoring complete Export / IMPORT and sale / purchase of the company including documentation, buying the material, dealing with suppliers & correspondence with Vendors, Complying to various government regulatory authorities including Custom department, Income Tax , Sales Tax & Other authorities, to Make report of closing monthly accounts and preparing financial statements for submission to the Head office in USA. Reconciling and reviewing suspense accounts and ensuring that proper clearance procedures have been followed; Preparing worksheets and assisting with the preparation of financial statements; Consolidating data into financial statements and reports; Assisting with the monitoring of expenditures to ensure they remain within authorized levels in USA office; Preparing disbursement vouchers to replenish accounts; Auditing various accounting transactions, e. g., payroll, Bonus, annual salary increment, Incentives, Overtime, final payments, travel claims, etc., to ensure correctness of disbursements of salaries and vendors payment , Assist cashier in the daily operation of the Cashier's responsible for the transmittal of payments and cash management, including cash flow forecasts; advance funding, dealing with Venture capitals monitoring the cheque stock and ordering new stock as required; Filing and archiving documentation as required. Making budget and projected Income and Expenditure on monthly, quarterly basis and compiling with annual budget and projections. Monthly/Quarterly M.I.S. to board of directors of the company.				
Summarize any of Your Achievements Assist the Fund/Administrative Officer in ensuring proper execution of the yearly budgets, including the preparation and revision of project. Assist the Fund/Administrative Officer in supervising and monitoring of the utilization of the automated accounting system by all accounting staff for financial transactions. Preparing report for closing monthly accounts and preparing financial statements for submission to the head office in USA. Scrutinizing Investigating erroneous charges and taking appropriate corrective accounting actions; Reconciling and reviewing suspense accounts and ensuring that proper clearance procedures have been followed; Extracting details of expenditure, assets and liability from accounting system in order to analyze and verify accuracy and validity; Preparing worksheets and assisting with the preparation of financial statements; Consolidating data into financial statements and reports; Assist with the monitoring of expenditures to ensure they are remain within authorized levels; Assist to verify and generate manual and electronic vouchers of Sale, purchases , income, office expenses, petty cash, miscellaneous expenses and for salary and shipment expenses, Audit various accounting transactions, e. g., payroll, Bonus, Incentives, Travel claims, miscellaneous expenses, overtime, custom duty, insurance premium, loan and interest, claims, and vendors and clients final payments, to ensure correctness of disbursements according to financial regulations and rules, of the organization; Assist in the processing of payments to governments and vendors for material and services, including calculation and checking payments for correctness and communicate discrepancies to supervisors; Reconcile bank statements for all funds in foreign and local currencies by comparing transactions recorded in bank statements with accounting reports of the Head office in USA, in other regional office in India, clarify and interpreted variances that may arise; Provided guidance and training to colleagues as and when required; Supervise Account officers / clerk; Draft and prepare memorandum of company, project for new company registration and for changing of name, Monitor and review methods utilised to remit payments; supervise investigation of non-receipt of payments; Assist cashier in the daily operation of the instructions and cheques to banks; Creat receipts and deposits for all incoming funds; Assist Cashier in cash management and investment issues, including cash flow forecasts; Investigate complaints of non-receipt; Monitored the cheque stock and order new stock as required, Made Financial proposal to sale of the company IMG Colorado USA and this company was taken over by The DAL Tile on the basis of my financial report. Made Financial plan for American Stone International Inc and Stone Resources Inc USA for raising funds by way private placement of equity and also implemented costing systems, inventory control system and minimum order quantity, MIS, quarterly budgeting and compilation with actual sales target and profitability, Prepared a Corporate systems and policy manuals. Assist remotely a BPO company for providing services for all the group companies from India. Successfully fulfilled functional responsibilities pertaining to Corporate Finance, Costing, MIS, Budgeting, Systems, Legal, Secretarial, EXIM, Liaisoning with Govt. Authorities, Internal Auditing & Corporate Affairs.				
Reasons for Leaving Good exposer				

Job Title Manager Finance & Accounts		Type of Business First Capital is promoted by renowned Indian business group "DALMIAS". First capital is exclusively dealing in Corporate Advisory, Merchant Banking and Investment Banking Services.	From - To 01/07/1995 - 01/07/2000
Name of Employer FIRST CAPITAL INDIA LIMITED		Name of Supervisor Brijender Ahuja	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
400000	600000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address firstcap@vsnl.net.in	
Address of Employer India			
Number of Employees Supervised by You			
Description of Duties Responsible for all aspects of financial, accounting & reporting system including A to Z Accounting in the fully computerized environment and was using "Tally" & "Tata Ex" Accounting Software. • Complete Banking and Cash Management. • Monthly/Quarterly/Annually preparation of Budget and M.I.S, Internal Audit report. • Independently dealing with all statutory government authorities like – Income Tax, Service Tax, Provident fund Dept., R.O.C., RBI and etc • Independently dealing with share brokers and assisting to Treasury Department. • Port Folio Management and forecasting. • Preparation of Business & Financial plans and those were used to raising funds by way of Private Placement Equity, ECBs, Debts funding and IPO during my tenure. • General office administration.			
Summarize any of Your Achievements Independently handled clients Sales Accounting, Purchase Accounting, Quotations, Order processing, Invoicing, General Ledger, Reconciliation, Stock Accounts, Bank a/c, Bank Guarantees, LCs, Liaise with Banks, Statutory authorities, Pay roll, Accounts Receivables, Accounts Payables, Monitoring, Budgeting for Expenses, Cash / fund flow, MIS, Internal / Statutory Audit, Commercial Tax formalities and Assessment, Income tax, TDS, EPF, ESI, Central Excise. Computerised Accounting on TALLY Package. Finalisation of accounts. MS-Excel, MS-Word. General Administration. Budget project work for foreign clients on market statistics basis for 5 years work plan and venture capital proposal plans etc. Training to junior staff for Accountancy, Business Laws and Income Tax. Proficiency in Accounting Software Tally versions 4.5, 5.4, 6.3, 7.2, Accounting Software PRO-FIT version 6.5, UK based Accounting Software VT-Accounts, US based Accounting software Quick Book, MS Office, Lotus Notes, E-mail, Internet.			
Reasons for Leaving Good Exposer			

Job Title Asst. Manager Accounts & Finance		Type of Business Import / Export Global Business of Commodities and Services		From - To 01/01/1993 - 01/06/1995
Name of Employer INTRADE IMPEX PRIVATE LIMITED		Name of Supervisor H.M. Prabhakar		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
3000	5000	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address info@intradeimpex.com		
Address of Employer India				
Number of Employees Supervised by You 5				
Description of Duties Accounting, preparing income and expenditure statement, Purchasing, Payroll, Co-ordination with HR Dept., EPF, ESI, Sales Tax, ITDS, Staff Income Tax, Income tax returns, eTDS returns, Profession Tax, Commercial Tax, Banks, Accounts Payables (AP), Accounts Receivables (AR), Reconciliation, Fixed Assets, Depreciation, General Ledger (GL) Statutory Compliance, Taxation, Internal Audit, Liaise with Statutory Auditors and external agencies, Liaise with overseas clients, P & L, Balance sheet. Cash / Fund Flow, Budgeting, Estimates, MIS Reports.				
Summarize any of Your Achievements 1. Created Inventory control system. 2. Cash and bank management system. 3. Monthly, quarterly and yearly budget system. 4. Shifted on computerised accounting and book keeping from manual system. 5. Prepared project report for expansion of the Company.				
Reasons for Leaving Good Exposure				

Job Title Audit Assistant (Training Period)		Type of Business Chartered Accountant		From - To 01/11/1989 - 01/12/1992
Name of Employer SINGHI & Co. (C.A.)		Name of Supervisor Ravi Anand		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes	
1000	2000	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer India				
Number of Employees Supervised by You				
Description of Duties Statutory, Internal, concurrent and Revenue Audit of books of accounts of the organizations, companies, banks, firms and reporting to board of directors of the organisations; Mainly audit of Financial Accounts, Purchasing, Bank Payments/Receipts, AR, AP, Payroll, Inventory, General Ledger, Journal Book, Bank Reconciliation, Fixed Assets and Depreciation statement, Trail Balance, Income Expenditure Statement, Profit & Loss Account, Balance Sheet, Cash Flow and Fund Flow statements, Statutory compliance as per Company Law Board and Income Tax Act, Sales Tax, Custom Department, Reserve Bank Of India, Service Tax and other government levies, Time Office, Co-ordination with HR Dept., EPF, ESI, Staff Income Tax assessments, Income tax returns, eTDS returns, Profession Tax, Commercial Tax, Internal Audit, Liaise with external agencies on behalf of clients in the capacity of Statutory and Internal Auditor, Liaise with overseas CPA to finalize accounts at the end of financial year, MIS Reports to board of director of the company.				
Summarize any of Your Achievements Completed three years practical training and conducted statutory and internal audits of following companies; Hindustan Everest Tools Ltd, Oriental Carbon & Chemicals Ltd, Premier Cable Co.Ltd, Modi Rubber Ltd, Deepak Spinners Ltd, Suraj Vanaspati Ltd, Samtel India Ltd, Nippon Denro Ispat Ltd, Bank Of India, Canara Bank, Chirawa Cements Limited, ESS Services Private Limited and etc.				
Reasons for Leaving Good Exposer				

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - **65** French -

List any office machines or equipment you can use:

Desktop Laptop printer Fax Scanner Radio Telephone Answering machine Digital Sender Photocopier Currency counting machine

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	Yes	Easily	Easily	Easily	Easily

Punjabi	No	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

MINUSTAH LOGBASE
DISBURSEMENT UNIT, FINANCE SECTION
PORT AU PRINCE PORT AU PRINCE Haiti
Telephone: 509-36713759 extension 6781
Fax: 509-36713759
Contact: VIJAY PRATAP SINGH

Address

B-39
Shakarpur
Delhi India
Telephone: 91-9958129801
Fax: 509-36713759
Contact: Vijay Pratsp Singh

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Chandan BAIDYA	OPPBA Accounts Division, New York	Peacekeeping Accounts Section United States of America	baidya@un.org
Dhindsa HARJIT	CMIS - MINUSTAH, Port au Prince	"MINUSTAH" United States of America	dhindsa@un.org
Pablo SUAREZ	HCDH \$ OHCHR	ROOM 5 -14 United States of America	410229289523 pablo.suarez@ohchr.org

Personal History Profile for Fuad SANWAR

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SANWAR	Fuad	Abdel Karim	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
31/12/1952	Jericho	Jordan	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Jordan	Jordan	Jordan	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	178	96	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/09/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: f.sanwar@unrwa.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University Of Jordanan	Amman Jordan	Sep-1991 - Dec-1994
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
M.B.A Master of Business Adminstration- Accounting	Masters	

University Name	City, Country	From - To
Yarmouk University	Irbid Jordan	Feb-1986 - Aug-1990
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Accounting	Bachelor of Sciences	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Institute of Education-UNESCO	Amman Jordan	Sep-1976 - Aug-1978
Main Course of Study		Certificate or Diploma
Mathmathics Methods of teaching		Diploma

Name of School	City, Country	From - To
Amman Training Center	Amman Jordan	Oct-1971 - Jun-1973
Main Course of Study		Certificate or Diploma
Mathmathics		Diploma in Mathmathics

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Head Finance Unit	Financial Management	01/08/2002 - 01/09/2008
Name of Employer		Name of Supervisor
UNRWA		Colin White
Salaries per Annum:		
Starting	Final	Currency Paid
8400	12000	JOD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No

Telephone Number 96265808115	Email Address f.sanwar@unrwa.org
Address of Employer Jordan	
Number of Employees Supervised by You 7	
Description of Duties • Maintain HQ (A) financial accounts, prepares financial records, statements and reports as required or reviews the work of subordinates. • Supervise the preparation of the operating budget for the office of the coordinator, co-ordinates and assists in preparation of the operating budget of the various department at HQ (A) and monitors expenditures against budget allotments and report on variances. • Ensure the proper receipt, management, safeguarding, and disbursement of all Agency monies handled by HQ(A) • Ensure that the provisions of the financial regulations, the finance manual and finance and Budget Technical Instructions are complied with. • Approve journal, payment and cash receipt vouchers ensuring that the supporting evidence justifies raising the transaction and that the computations are correct. • Supervise the preparation of periodic budget reviews and ensure the accurate and timely data input into the computerized finance system. • May serve on Headquarters Amman committees involving financial matters including Headquarters Property Survey Board and Tender Opening Committee. • Instruct and trains finance staff in HQ (A) and trains and assist staff in charge of financial matters in other departments on implementation of internal control procedures	
Summarize any of Your Achievements I have been awarded four times with meritorious increments for my outstanding performance. Also, the operational budget which was prepared and implemented under my supervision was one of the most successful for UNRWA Headquarters-Amman.	
Reasons for Leaving I am still working in this post	

Job Title Administration & Finance Officer	Type of Business Financial Management, Human Resources Management and Administrative Services	From - To 01/09/2001 - 01/07/2002						
Name of Employer UNRWA		Name of Supervisor Dr. Fathi Mousa						
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>7440</td> <td>8400</td> <td>JOD</td> </tr> </table>			Starting	Final	Currency Paid	7440	8400	JOD
Starting	Final	Currency Paid						
7440	8400	JOD						
Telephone Number 96265808115								
Address of Employer Jordan								
Number of Employees Supervised by You 35								
Description of Duties • Supervise and oversees the preparation and submission of, the budget estimates for the Administration and Finance Department and control expenditure, directs the financial operations function. • Supervise the implementation of the Area Staff regulations, rules and personal directives and instructions covering the whole personal process including recruitment, selection, appointment transfer duties, obligations. • Supervise the administrative services functions in respect of Headquarters (Amman), administer travel and transportation arrangements, communication functions.								
Summarize any of Your Achievements Improve security issues and the preparation of UNRWA-Headquarters operational budget.								
Reasons for Leaving Reclassification of posts.								

Job Title Accounting Control & Budget Officer	Type of Business Accounts and Budget control	From - To 01/12/1994 - 01/07/2002						
Name of Employer UNRWA		Name of Supervisor Maher Nasser						
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>5400</td> <td>6600</td> <td>JOD</td> </tr> </table>			Starting	Final	Currency Paid	5400	6600	JOD
Starting	Final	Currency Paid						
5400	6600	JOD						
Telephone Number 96265808115								
Address of Employer Jordan								
Number of Employees Supervised by You 2								
Description of Duties • Reviews and checks budget estimates, adjustments and reports to ensure conformity with the Agency's instructions and availability of funds. • Review on monthly/ quarterly basis the budget and expenditure data. Reports and follow up on significant over or under expenditures. • Advises expending officers on budget preparation and co-ordinate corrective actions circulates Headquarters budget instructions and insures timely submissions of budget estimates. • Complies and verifies budget statistics and other related financial information as required • Raises and analyses obligation documents, reconciles/ analyses on monthly basis the obligation status report with budget and expenditure. • Maintain and controls the general ledger and subsidiary ledgers, including accounting actions on losses and goods in-transit. • Prepare and reviews the monthly bank reconciliation and reconciles the monthly balances of the general ledger with the balances of the subsidiary ledger. • Check lists of liabilities and commitments and mid-term and biennium end and drafts journal vouchers to record them in the Agency's accounts coordinates accounting actions for the closure of accounts								
Summarize any of Your Achievements I received a letter of appreciation because I succeeded in the refund back a huge amount of sales tax paid by the Agency and was considered as bad debt.								
Reasons for Leaving -								

I was promoted to the post of Admininstration and Fianance Officer.

Job Title Assistant Claims Examination Officer	Type of Business Claims verification and payments processing	From - To 01/06/1993 - 01/12/1994
Name of Employer UNRWA	Name of Supervisor Armando Diaz	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 5760 6200 JOD Is this a position within the UN Common System? No		
Telephone Number Email Address 96265609100		
Address of Employer Jordan		
Number of Employees Supervised by You 6		
Description of Duties * checks and verifys claims * control Area Staff Payroll for more than 6000 employees and actions on payroll and payroll payments. *Pension funds and separation benefits payments.		
Summarize any of Your Achievements My performance was rated as outstanding.		
Reasons for Leaving I was promoted for the post of Accounting & Budget Officer at UNRWA-Headquarters-Amman		

Job Title Accountant	Type of Business Accounting	From - To 01/01/1991 - 01/05/1993
Name of Employer AI-Tubakhi Industrial Establishment	Name of Supervisor Hussien Tubakhi	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 3600 4200 JOD Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer Jordan		
Number of Employees Supervised by You		
Description of Duties *Recording and posting all accounting transactions. *Prepares Financial statements. *Follow-up income tax issues and social securities funds.		
Summarize any of Your Achievements I established a good accounting system which was not avialable before joining the company.		
Reasons for Leaving I got a post within the United Nations Organization.		

Job Title Junior Auditor	Type of Business Auditing	From - To 01/01/1989 - 01/12/1990
Name of Employer Majdi Al-Samman Audit Office	Name of Supervisor Majdi Al-Samman	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 3000 3400 JOD Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer Jordan		
Number of Employees Supervised by You		
Description of Duties Plan and conduct audit assignments. Follow-up aufit recommendations with clients. Reports on finding to Auditors.		
Summarize any of Your Achievements I did my work in a good mannar and learnt a lot.		
Reasons for Leaving I got a permanant job		

Job Title Mathmathics Teacher	Type of Business Teaching Mathmathics at various shcools	From - To 01/09/1973 - 01/12/1989
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Name of Employer UNRWA			Name of Supervisor UNRWA		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
480	2800	JOD	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer Jordan					
Number of Employees Supervised by You					
Description of Duties Prepare mathematics annual and conduct various teaching activities. Participates in curriculams enrichment activities.					
Summarize any of Your Achievements The establishment of the first "Learning Resources Center" in the Agency.					
Reasons for Leaving I got a promotion in the field of accounting.					

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Arabic	Yes	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Address

Amman- Hay Al-Yasameen- Hassan Shareef St.
Building No. 17(B)
Amman Jordan
Telephone: 962-6-4201320
Fax: 962-79-6450222
Contact: Fuad Sanwar

Address

UNRWA-Headquarters-Amman
Bayder-Wadi Seer
Amman Jordan
Telephone: 962-6-5808593 extension 2593
Fax: 962-79-6450222
Contact: Fuad Sanwar

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Nidal AHMAD	Personnel Officer	UNRWA-Headquarters-Amman Jordan	96265808122 n.ahmad@unrwa.org
Ramadan ALOMARI	Comptroller	UNRWA-Headquarters-Gaza Jordan	97086777260 r.alomari@unrwa.org
William LEE	Ex. Coordinator & Representative	UNDP Jordan	wmflee@gmail.com

Personal History Profile for Ramesh SHRESTHA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SHRESTHA	Ramesh	Lal	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
13/04/1959	Khalanga	Nepal	618787
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Nepal		Nepal	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	161	63	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: ramesh_stha@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
The University of Hull	Hull, England United Kingdom	Sep-1996 - Aug-1997
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
MBA in Finance		

University Name	City, Country	From - To
Tribhuvan University	Kathmandu Nepal	Aug-1981 - Jul-1988
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Degree in Business Administration and Commerce		

University Name	City, Country	From - To
Tribhuvan University	Kathmandu Nepal	Aug-1978 - Jul-1980
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Diploma in Commerce		

University Name	City, Country	From - To
Tribhuvan University	Kathmandu Nepal	Aug-1976 - Jul-1978
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certificate in Commerce (equivalent to higher secondary)	Undergraduate degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
IMTC, MINUSTAH	PORT-AU-PRINCE Haiti	Dec-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Conflict Resolution and Mediation		Compl. of Training on Conflict Resolution & Mediation

Name of School	City, Country	From - To
MINUSTAH	PORT-AU-PRINCE Haiti	Apr-2008 - Apr-2008
Main Course of Study		Certificate or Diploma
Training on Procurement		Completion of Training on Procurement

Name of School Dufferin-Peel Adult Learning Centre	City, Country Mississauga Canada	From - To Sep-2006 - Dec-2006
Main Course of Study Introduction to Accounting using Simply Accounting software version 2003		Certificate or Diploma Introduction to Accounting and Advance Level Accounting
Name of School UN PAS and Training Unit, UNMIK	City, Country Pristina Yugoslavia	From - To Nov-2004 - Nov-2004
Main Course of Study Enhancing Writing Skills: Style and Usage		Certificate or Diploma Certificate of Completion of Enhancing Writing Skills
Name of School Mercantile Office Systems	City, Country Kathmandu Nepal	From - To Nov-1998 - Dec-1998
Main Course of Study Introduction to MS DOS, MS Windows 95, MS Word 97, MS Excel 97, Power Point 97, Access 97 and Virus and Utilities		Certificate or Diploma Certificate of Completion of MSWord97, Excel97 & Power Point97
Name of School Revenue Training Centre/MOF	City, Country Lalitpur Nepal	From - To Aug-1993 - Oct-1993
Main Course of Study Revenue administration		Certificate or Diploma Revenue Administration Training
Name of School Ottawa-Carleton University	City, Country Ottawa Canada	From - To Sep-1989 - Aug-1990
Main Course of Study Public Administration		Certificate or Diploma Training on Public Administration
Name of School Nepal Staff College	City, Country Lalitpur Nepal	From - To Mar-1983 - Jul-1983
Main Course of Study Basic Administration		Certificate or Diploma Administrative Training
Name of School Padmodya Secondary School	City, Country Ghorahi, Dang Nepal	From - To Jul-1973 - Dec-1974
Main Course of Study Nepali, English, Math, Science and Secretrial Science.		Certificate or Diploma School Leaving Certificate (SLC)

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Finance Officer	Type of Business Accounting	From - To 01/09/2007 -
Name of Employer MINUSTAH		Name of Supervisor Jessica Turner
Salaries per Annum: Starting 83235	Final 83235	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 0019173673202	Email Address shrestha42@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties 1. As the Chief Cashier and Bank Signatory, safeguard the financial assets of MINUSTAH: (i) maintain the confidentiality of MINUSTAH bank accounts; (ii) sign cheques and Payment Orders for Banks ensuring that payments were processed accurately; (iii) ensure safe keeping of cheque books, Cash Receipt Vouchers (CRV), and their timely replenishment; (iv) ensure safe keeping of bank guarantees and all Insight payment release and local bank transfer documents. 2. Custodianship of US\$ 15,000 and HTG 300,000 MINUSTAH Imprest Funds. 3. Provide reliable, cost effective, prompt and flexible Financial Services to Clients: (i) to ensure maintenance of accurate and updated bank details of all MINUSTAH staff and vendors in Sun Account and Insight; (ii) ensure that all local payments for MINUSTAH staff and vendors are processed within three business days; (iii) ensure that all international wire transfers through Insight are processed within three business days; (iv) respond to all queries about payments and bank transfers accurately within 24 hours. 4. Timely accounting and reporting of MINUSTAH's financial activities: (i) ensure that remittance requests are prepared and submitted to UNHQ in timely manner; (ii) ensure that adequate funds balances are available in all MINUSTAH bank accounts to meet payment obligations; (iii) ensure "Generate Payment of all Disbursement Vouchers accurately; (iv) issue CRV, and record them on Sun Account accurately; (v) provide reports on funds status and payments status when needed. 5. Promote team work and succession planning in the Unit: (i) ensure clear division of work and delegation of responsibilities among staff; (ii) disseminate information to staff; provide opportunities for on-the job cross training of staff, (iii) encourage and motivate staff for accelerated work performance. 6. Attend meetings as an Alternate Member to Local Committe on Contract (LCC), Local Property Survey Board (LPSB), and Local Claims Review Board (LCRB)		

Summarize any of Your Achievements

Prepared Cashier's Unit SOP; established cross training between/among staff, thus all staff of the Unit posses multi-tasking ability; reduced bank charges by achieving 100% utilization of electronic funds transfer (EFT) of international payments via INSIGHT; achieved accurate and timely payments for all vendors and MINUSTAH staff; improved local bank services for MINUSTAH staff and vendors with improved working relations with the Bank; complied with UN Financial Rules and Regulations and no audit observations for the last two fiscal years.

Reasons for Leaving

Working to date as Unit Chief

Job Title Returns Auditor	Type of Business Corporations tax auditing	From - To 01/05/2007 - 01/08/2007
Name of Employer Ontario Ministry of Finance and Revenue	Name of Supervisor Annette McLaren	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 45000 45000 CAD Is this a position within the UN Common System? No		
Telephone Number 1905837		Email Address ramesh.shrestha@ontario.ca
Address of Employer Canada		
Number of Employees Supervised by You		
Description of Duties i. Reviewed corporations tax returns and financial statements for processing various tax adjustments ii. Performed auditing of corporation tax returns and related schedules; accurately calculated/reassessed taxes; prepared audit working papers, statements of adjustments and necessary correspondences to taxpayers iii. Answered taxpayers general enquiries under Corporations Tax Act iv. Adhrered to Quality Service Standard Framework for Corporations Tax Auditing.		
Summarize any of Your Achievements Processed wide varieties of corporations tax audits		
Reasons for Leaving To join MINUSTAH and give continuity to my service to UN		

Job Title Tax Auditor Trainee	Type of Business Corporations tax auditing	From - To 01/12/2006 - 01/04/2007
Name of Employer Ontario Ministry of Finance and Revenue	Name of Supervisor Ms. Veronica Kerr	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 24000 24000 CAD Is this a position within the UN Common System? No		
Telephone Number 1905837		Email Address ramesh.shrestha@ontario.ca
Address of Employer Canada		
Number of Employees Supervised by You 0		
Description of Duties i. Reviewed tax returns and financial statments for processing various tax adjustments (loss-carry backs, amended returns, federal assessments and reversals) ii. Performed auditing of corporations tax returns and related schedules; accurately calculated/reassessed taxes; prepared audit working papers, statements of adjustments and correspondences to taxpayers iii. Answered taxpayers general enquiries regarding taxes under Corporations Tax Act iv. Adhered to Quality Service Framework Initiatives in Desk Audit		
Summarize any of Your Achievements i. Learned about federal and provincial corporations tax legislations ii. Learned to conduct auditing of corporations' tax returns using the program named Integrated Tax Administration System (ITAS)		
Reasons for Leaving Completion of internship		

Job Title Budget and Finance Officer	Type of Business Local government administration and management	From - To 01/03/2003 - 01/12/2005
Name of Employer United Nations Mission in Kosovo (UNMIK)	Name of Supervisor Habib Ullah Khan	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 86000 86000 USD Is this a position within the UN Common System? Yes		
Telephone Number 1212963 8442		Email Address ramesh_stha@yahoo.com
Address of Employer United States of America		
Number of Employees Supervised by You 7		

Description of Duties
i. Deputized/assisted UNMIK Municipal Administrator in managing/overseeing Municipalities with up to 70,000 population, over 300 municipal and 15 international and local staff ii. Monitored financial management functions of the Municipality including, accounting, budgeting, purchases, asset management, financial analysis and auditing iii. Monitored performance of the Municipalities in meeting the Kosovo Standard iv. Monitored fair share financing for non-majority communities with reference to UNMIK budget regulation 2002/03. v. Coordinated with KFOR, Police, OSCE, UNHCR, Ministries and NGOs Vi. Prepared/submitted daily and periodic administrative, financial and other reports

Summarize any of Your Achievements
Improved relations with the local administration; improved documentation of reports, correspondences and files

Reasons for Leaving
Opted not to extend contract to return home and join family

Job Title Budget and Finance Officer	Type of Business Budget, Finance, Account	From - To 01/09/2000 - 01/03/2003
Name of Employer United Nations Mission in Kosovo (UNMIK)	Name of Supervisor Abid Ali	

Salaries per Annum:

Starting 68306	Final 68306	Currency Paid USD	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes

Telephone Number
1212963 8442

Email Address
shrestha13@un.org

Address of Employer
United States of America

Number of Employees Supervised by You
2

Description of Duties
i. Established budgeting, accounting, procurement and asset management systems for the municipality and trained 20 municipal staff to operate the systems ii. Drafted regulation on fess, charges and property taxes and assisted the Municipality to implement the regulations which increased annual municipal revenues from 140k to 700K within two years iii. Prepared current and capital budgets of the Municipality with a total annual budget of up to \$8.0 million iv. Administered Commitment and Payment Order for the release of funds allocated to the Municipality v. Set claims submitted by the vendors for the reimbursement of cost of supplies, equipment and services vi. Tracked revenues and expenditures of the municipality; reconciled bank and cash registers vii. Conducted budget reviews and suggested measures to control variance Viii. Kept payroll data base in MS Excel Viii. Prepared/submitted periodic accounting, financial and statistical reports using MS Excel ix. Facilitated internal and external auditors, responded to audit observations and assisted the Municipality to implement audit recommendations

Summarize any of Your Achievements
Established financial management systems for the municipality and build capacity of the local staff to take-over and operate the systems independently. As a result, my municipality was among the first five municipalities to be certified by an independent auditor for the transfer of financial management responsibilities from the UN administration to the local administration

Reasons for Leaving
Reassigned to the post of UNMIK Deputy Municipal Administrator with higher responsibilities

Job Title Under Secretary	Type of Business Fiscal policy and taxation	From - To 01/05/2000 - 01/08/2000
Name of Employer Ministry of Finance, His Majesty`s Government of Nepal (HMG/N)	Name of Supervisor Lok Man Singh Karki	

Salaries per Annum:

Starting 120000	Final 120000	Currency Paid NPR	Is this a civil servant position of your Government? Yes
			Is this a position within the UN Common System? Yes

Telephone Number
97714259880

Email Address

Address of Employer
Nepal

Number of Employees Supervised by You
7

Description of Duties
i. Assisted management in the formulation of non-tax policies (dividens, royalties, fees and charges) ii Examined financial statements and accounting records; assessed non-tax liabilities of the state owned enterprises iii. Provided tax exemptions for government and non government imports iv. Monitored progress on overall revenue collection and implementation of fiscal reform measures

Summarize any of Your Achievements
Established a database of non-tax revenue sources; assessed non-tax liabilities of two largest state owned enterprises, the Nepal Telecommunications Corporation and Nepal Electricity Authority with a total tax liability of over \$45.0 million each

Reasons for Leaving
Seconded to UNMIK Kosovo

Job Title Finance and Administrative Director	Type of Business Account, finance and administration	From - To 01/02/1999 - 01/04/2000
Name of Employer Himalayan Field Office Save the Children USA	Name of Supervisor William Thompson	

Salaries per Annum:

Starting 420000	Final 576000	Currency Paid NPR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No

Telephone Number	Email Address
97714412598	
Address of Employer	
Nepal	
Number of Employees Supervised by You	
20	
Description of Duties	
<p>i. Led/managed Finance Department with an annual budget of \$4.0 million and over 20 staff; ensured that the grant funds were spent responsibly during the grant cycle; ensured that income and expenditures were accurately recorded and finance reports were prepared and submitted to home office on timely basis ii. Administered/operated Sun System Accounting Program to keeping accounts and generating financial reports iii. Assisted field offices to prepare realistic and accurate budget during annual planning process iv. Administered budget, conducted periodic budget reviews, analyzed financial statements, and took measures to control variance v. Oversaw the preparation of budget that accompany project proposals for donor funding vi. Prepared terms of reference for an independent auditor, discussed/responded to draft audit reports, and implemented recommendations vii. Led/managed Administration Department with over 20 staff which ensured services including, transport, purchases, asset management, Information Technology (IT), office security, mail and dispatch vii. Liaison with the Government Ministries and Departments for administrative matters, labor issues, and taxes and tax refunds</p>	
Summarize any of Your Achievements	
<p>Prepared an umbrella agreement for health program and accomplished signing of the agreement between the Ministry of Health and Save the Children USA; reviewed salary structure of over 400 national staff and made save salary scales competitive in the job market; resolved outstanding tax issues with the Internal Revenue Department of the Government</p>	
Reasons for Leaving	
Call back from the Government with a promotion to a higher position	

Job Title	Type of Business	From - To
Section Officer	Coordination with donors and ministries	01/08/1997 - 01/01/1999
Name of Employer	Name of Supervisor	
Ministry of Finance, His Majesty`s Government of Nepal (HMG/N)	Hari Prasad Regmi	
Salaries per Annum:		
Starting	Final	Currency Paid
50000	50000	NPR
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
97714259880		
Address of Employer		
Nepal		
Number of Employees Supervised by You		
5		
Description of Duties		
<p>i. Coordinated with the donors and line (sectoral) ministries for mobilization of external assistances, approving annual program and budget ii. Reviewed project proposals received from line ministries for donor funding c. Released budget and monitored budget expenditures</p>		
Summarize any of Your Achievements		
<p>Worked for all major sector desks such as agriculture, infrastructure, energy, trade, industry and major donor desks such as World Bank, International Monetary Fund, Asian Development Bank and European donors; acquired deep understanding of economic, fiscal and financial policy issues; learned to understand, interpret and apply legislations; and improved administrative, communications and interpersonal skills</p>		
Reasons for Leaving		
Took leave without pay to take a temporary assignment in the HFO Save USA/Nepal		

Job Title	Type of Business	From - To
Section Officer	Customs Administration	01/05/1995 - 01/07/1996
Name of Employer	Name of Supervisor	
Department of Customs, Ministry of Finance	Ram Chandra Man Singh	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	36000	NPR
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
97714259993		
Address of Employer		
Nepal		
Number of Employees Supervised by You		
5		
Description of Duties		
<p>i. Worked as focal point for the World Customs Organization (WCO) and other bilateral customs administrations ii. Coordinated with the European Union and other customs administrations for the Generalized System of Preference (GSP) related issues iii. Developed training programs and schedules for Customs Officers' training</p>		
Summarize any of Your Achievements		
<p>Resolved 500 pending cases of GSP related problems with the European Union (problem concerned with the rules of origin of the raw materials used in products exported to European Union countries under the GSP facility)</p>		
Reasons for Leaving		
Transfer to the Ministry of Finance		

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	No	Easily	Easily	Easily	Easily
Nepali	No	Easily	Easily	Easily	Easily
Newari	Yes	Easily	Easily	Easily	Easily

Address

311 Queen Mary Drive
Brampton Ontario Canada
Telephone: 001-905-8401204
Fax: 00-509-38357434
Contact: Ramesh SHRESTHA

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Kumar JAIMES	Manager, Desk Audit, Unit "W"	1550 Bayly Street Canada	1905837 jaimes.kumar@ontario.ca
Habibullah KHAN	Civil Service in the Pakistani Government	Provincial Earthquake Reconstruction and Rehabilitation Agency Canada	92919218433 hk654@yahoo.com
Ram Babu NEPAL	Senior Evaluation Officer	Organization for Prohibition of Chemical Weapons Canada	31703615082 ramnepal@hotmail.com

Personal History Profile for Sarab Jit SINGH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SINGH	Sarab Jit		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
21/02/1960	New Delhi	India	370907
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	176	82	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: sarabjit33@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Delhi University	New Delhi India	Jul-1977 - Jun-1981
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor Of Commerce	Advanced university degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Bhartiya Vidya Bhavan Vallabhram Mehta P.S.	New Delhi India	Jul-1974 - Jun-1977
Main Course of Study	Certificate or Diploma	
Commerce, Accounting, Economics	All India Higher Secondary School Certificate	

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 -
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.

Reasons for Leaving

still working

Job Title	Type of Business	From - To
Budget & Finance Officer	Budget & Finance	01/11/2008 - 01/12/2009
Name of Employer	Name of Supervisor	
United Nations Political Office For Somalia UNPOS	Igor Pochigayev	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
254207627147	sarabjit.singh@unon.org	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
2		
Description of Duties		
Support CAO and CFO in the overall financial planning and administration of the Mission budget and trust fund; identify appropriate outputs, critical indicators and targets; ensure coherence of operational and regular budget programme activities in coordinating and planning the financial resources; strengthen and rationalize financial and budget control systems; plan, research, analyse and present information gathered from diverse sources; assist in developing an action plan and participate in monitoring changes; provide substantive inputs into the facilitates the development of Section's work plan; identify constraints at the time of planning, developing and implementing financial control systems and related mechanisms; prepare of inputs into audits, reporting on budget/programme performance, prepare inputs for results-based budgeting; deputies CFO in Approving/confirming proposed obligations or disbursement of services, supplies and equipment, as well as those pertaining to personnel Support; maintain efficient functionality of the finance unit to meet challenges of expansion process; ensure that all transactions are in accordance with the financial regulations and rules of UN. Act OIC in the absence of CFO. Ensure management of operational activities of the unit, review outstanding balances and clearing backlog if any. Ensure that accurate and complete accounting, reporting and internal control systems are functional; management of all relevant records; transfer job skills among all unit personnel, consolidate jobs and enhance internal cross trainings; acting as approving Officer for finance in UNPOS for Sun system and clearing officer in CATS system of designated Bank; ensure compliance with all existing UN regulations, rules and policies. Approve all UNPOS expenditures between two approving officers CFO and myself. Check all support documents before approving, with necessary approvals and other related details.		
Summarize any of Your Achievements		
Assumed OIC-finance functions by taking over from the outgoing CFO until the arrival of the new CFO. Planned, developed and implemented transfer of competencies and its smooth transition of financial services from UNDP, Somalia to UNPOS. I provided substantive support to the administration in monitoring and evaluating processes for financial compliance. I planned strategies in integrating and accomplishing timely roll-out of payroll system for national and international staff. I coordinated and facilitated payment processing of disbursement documents, vendors, obligations of PT-8 and other obligating documents. I developed reporting formats, frequency and distribution timeliness and introduced methodologies for financial and budgetary control systems. I ensured receipt of all information and documentation of Budget & Finance from the outgoing CFO in order to carry on the tasks. In consultations and guidance of Treasury department, UNHQ, I coordinated and facilitated opening of a new bank account for UNPOS. The opening of a bank account was a road towards self-reliance for UNPOS. With this, the disbursements, payment targets and financial constraints were eliminated and dependency on UNDP was curtailed. I was able to improve the efficiency of the Unit with timely disbursements and receipts. I established monitoring mechanisms at all level for financial processing. I trained and guided the staff at the time of setting up of CATS software of the bank, cashier's office, starting live sun system for recording allotments, obligations, disbursements and preparing accounting reports. I coordinated with the bank for smooth flow of documents for timely disbursements of payments and salaries to vendors and staff members. I constantly liaised with the counterparts in UNHQ on financial matters. I have been efficiently carrying out the responsibilities of approving officer. In the absence of a full time dedicated budget officer, I was assigned to compile and present timely submission of UNPOS budget proposals for the year 2009 to UNHQ. I was successful in responding to all the queries of DPA, FBFD and OPPBA by providing the necessary justifications/explanations in time. As a practice, the mission had been presenting budget proposals thrice once for six months, and supplementary for full calendar year 2009 and additional one was submitted after the adoption of Resolution 1863 for supplement needs as per the resolution. During the computation of third budget proposal, I had a multi dimensional interaction with DPA, DPKO, FBFD and OPPBA. I contributed systematically in the preparation of Mission's budget. Currently preparing and coordinating the Budget 2010 as well.		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations	01/12/2005 - 01/11/2008
Name of Employer	Name of Supervisor	
UNMIK	John Rogers	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	sarabjit33@hotmail.com	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i		

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.

Reasons for Leaving

Chosen for another Mission UNPOS.

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations, DPKO	01/04/2004 - 01/12/2005
Name of Employer	Name of Supervisor	
UNMIK	Mr. Manoj Saunik	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
<p>In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp</p>		
Summarize any of Your Achievements		
<p>Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.</p>		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Officer Budget & Finance	Municipality	01/07/2002 - 01/03/2004
Name of Employer	Name of Supervisor	
UNMIK	Mr. Zia Muhammad	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		

Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;

Reasons for Leaving

another posting

Job Title Procurement Officer		Type of Business Procurement for Ministries	From - To 01/11/2001 - 01/06/2002
Name of Employer UNMIK		Name of Supervisor Mr Prasanna Jena	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Execute, plan and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities, taking into account local economic and other conditions. This includes: review and analyse technical specifications to ensure completeness, accuracy and competitive qualities and identify courses of action; develop vendor pre-qualifying criteria, identify product sources and evaluate vendor performance as regards quality, prices, delivery, and equipment; coordinate timely delivery of goods and services. Formulated and implemented policies and procedures for issuance, replenishment and management of stocks; initiated record management of stocks for operational activities and its redeployment to various ministries. On behalf of the Director, Ministry of Public services coordinated daily operations with teams from Ministries on strategic deployment of stocks. Established and facilitated management of minimum and maximum stockholdings, critical reorder points, critical asset and expendable levels. Drafted general operational aspects of strategic deployment stocks policies and procedures in conjunction with all departments of the Ministry. Interaction with the Procurement division, Ministry Finance Division and all eight departments of the Ministry and other offices with respect to operational management and reporting of stocks. Advise requisitioning units, donors and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle. Conduct market research to keep abreast of market developments, research and analyse statistical data and market reports on the world commodity situation, production patterns and availability of goods and services. Identify new technologies and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement programme.			
Summarize any of Your Achievements Devising new tactical approaches to contracts for better performance: Procuring products of significant complexity worldwide taking into account local economic and other conditions: Enhanced procurement data by market research: Provided guidelines, timely support to all requisitioning units: Explained the procurement manual covering all the regulations for easy understanding to the locals:			
Reasons for Leaving another posting			

Job Title Municipal Civil Records Officer & Civil Registration		Type of Business Civil Records, Civil Registration	From - To 01/04/2000 - 01/10/2001
Name of Employer UNMIK		Name of Supervisor Mr Habib Ulla Khan	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@yahoo.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 11			
Description of Duties Civil Registration; Recruitment of staff; Coordinating between Municipality & Central Offices, Ministries; Issuing national ID cards, Travel Documents and related certificates; Diseminating related rules & Regulations from Ministry to Municipality staff;			
Summarize any of Your Achievements Capacity building of local staff in the field of Civil records; Setting up the first Municipal Civil Record office in Kosovo;			
Reasons for Leaving Transfer to another department			

Job Title	Type of Business	From - To
General Manager	Procuring, Marketing & Administration IT & Elec products	01/01/1996 - 01/04/2000
Name of Employer	Name of Supervisor	
Business Electronic System (U) ltd	Mr Abhay Aggarwal	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
25675701234	gm@sciug.com		
Address of Employer			
Uganda			
Number of Employees Supervised by You			
25			
Description of Duties			
<p>Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.</p>			
Summarize any of Your Achievements			
<p>Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.</p>			
Reasons for Leaving			
UNMIK Mission.			

Job Title	Type of Business	From - To
Tea Estate Manager	Tea Gardens	01/01/1986 - 01/12/1995
Name of Employer	Name of Supervisor	
Andrew Yule & Co. ltd	Mr B S Panwar	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
India			
Number of Employees Supervised by You			
15000			
Description of Duties			
<p>I was responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.</p>			
Summarize any of Your Achievements			
<p>Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivitated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus</p>			
Reasons for Leaving			
Assignment in Africa			

Job Title	Type of Business	From - To
Assistant Manager Airport	Airlines	01/01/1983 - 01/12/1985
Name of Employer	Name of Supervisor	
Aeroflot The Soviet Airlines	Mr Nath	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

18000	35000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Albanian	No	Easily	Not easily	Not easily	Easily
Assamese	No	Easily	Not easily	Not easily	Easily
Punjabi	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

UNITED NATIONS MISSION IN KOSOVO
Kamineca Municipality,Gjillan
SKOPJE Yugoslavia
Telephone: 1-212-9638442

Address

United Nations Integrated Peace Building Office In Sierra-Leone UNIPSIL
Cabenda Hotel, Signal Hill
Freetown Sierra Leone
Telephone: 1-212-9639588 extension 6842
Fax: 232-76-800023
Contact: Sarabjit Singh

Address

Block- V, House No. 1/1, Rajouri Garden
New-Delhi Delhi India
Telephone: 91-11-25112951
Fax: 91-98-10732952
Contact: sarabjit singh

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Dr. Pradeep MONGA	Senior Industrial Development OfficerEnergy and Cleaner Production Branch,PTC Division, UNIDO.	D 1548, VIC, Austria	43126026 P.Monga@unido.org
Peter SCHUMANN	United Nations Mission in Sudan	United Nations Mission In Sudan Austria	schumann@un.org
Karim TEJANI	Trade Attache, Netherlands Consulate, Canada	Dundas Suite, 2106. Austria	14165982534 karim.tejani@minbuza.nl

Personal History Profile for Sarab Jit SINGH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SINGH	Sarab Jit		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
21/02/1960	New Delhi	India	370907
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	176	82	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: sarabjit33@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Delhi University	New Delhi India	Jul-1977 - Jun-1981
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor Of Commerce	Advanced university degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Bhartiya Vidya Bhavan Vallabhram Mehta P.S.	New Delhi India	Jul-1974 - Jun-1977
Main Course of Study	Certificate or Diploma	
Commerce, Accounting, Economics	All India Higher Secondary School Certificate	

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 -
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.

Reasons for Leaving

still working

Job Title	Type of Business	From - To
Budget & Finance Officer	Budget & Finance	01/11/2008 - 01/12/2009
Name of Employer	Name of Supervisor	
United Nations Political Office For Somalia UNPOS	Igor Pochigayev	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
254207627147	sarabjit.singh@unon.org	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
2		
Description of Duties		
Support CAO and CFO in the overall financial planning and administration of the Mission budget and trust fund; identify appropriate outputs, critical indicators and targets; ensure coherence of operational and regular budget programme activities in coordinating and planning the financial resources; strengthen and rationalize financial and budget control systems; plan, research, analyse and present information gathered from diverse sources; assist in developing an action plan and participate in monitoring changes; provide substantive inputs into the facilitates the development of Section's work plan; identify constraints at the time of planning, developing and implementing financial control systems and related mechanisms; prepare of inputs into audits, reporting on budget/programme performance, prepare inputs for results-based budgeting; deputies CFO in Approving/confirming proposed obligations or disbursement of services, supplies and equipment, as well as those pertaining to personnel Support; maintain efficient functionality of the finance unit to meet challenges of expansion process; ensure that all transactions are in accordance with the financial regulations and rules of UN. Act OIC in the absence of CFO. Ensure management of operational activities of the unit, review outstanding balances and clearing backlog if any. Ensure that accurate and complete accounting, reporting and internal control systems are functional; management of all relevant records; transfer job skills among all unit personnel, consolidate jobs and enhance internal cross trainings; acting as approving Officer for finance in UNPOS for Sun system and clearing officer in CATS system of designated Bank; ensure compliance with all existing UN regulations, rules and policies. Approve all UNPOS expenditures between two approving officers CFO and myself. Check all support documents before approving, with necessary approvals and other related details.		
Summarize any of Your Achievements		
Assumed OIC-finance functions by taking over from the outgoing CFO until the arrival of the new CFO. Planned, developed and implemented transfer of competencies and its smooth transition of financial services from UNDP, Somalia to UNPOS. I provided substantive support to the administration in monitoring and evaluating processes for financial compliance. I planned strategies in integrating and accomplishing timely roll-out of payroll system for national and international staff. I coordinated and facilitated payment processing of disbursement documents, vendors, obligations of PT-8 and other obligating documents. I developed reporting formats, frequency and distribution timeliness and introduced methodologies for financial and budgetary control systems. I ensured receipt of all information and documentation of Budget & Finance from the outgoing CFO in order to carry on the tasks. In consultations and guidance of Treasury department, UNHQ, I coordinated and facilitated opening of a new bank account for UNPOS. The opening of a bank account was a road towards self-reliance for UNPOS. With this, the disbursements, payment targets and financial constraints were eliminated and dependency on UNDP was curtailed. I was able to improve the efficiency of the Unit with timely disbursements and receipts. I established monitoring mechanisms at all level for financial processing. I trained and guided the staff at the time of setting up of CATS software of the bank, cashier's office, starting live sun system for recording allotments, obligations, disbursements and preparing accounting reports. I coordinated with the bank for smooth flow of documents for timely disbursements of payments and salaries to vendors and staff members. I constantly liaised with the counterparts in UNHQ on financial matters. I have been efficiently carrying out the responsibilities of approving officer. In the absence of a full time dedicated budget officer, I was assigned to compile and present timely submission of UNPOS budget proposals for the year 2009 to UNHQ. I was successful in responding to all the queries of DPA, FBFD and OPPBA by providing the necessary justifications/explanations in time. As a practice, the mission had been presenting budget proposals thrice once for six months, and supplementary for full calendar year 2009 and additional one was submitted after the adoption of Resolution 1863 for supplement needs as per the resolution. During the computation of third budget proposal, I had a multi dimensional interaction with DPA, DPKO, FBFD and OPPBA. I contributed systematically in the preparation of Mission's budget. Currently preparing and coordinating the Budget 2010 as well.		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations	01/12/2005 - 01/11/2008
Name of Employer	Name of Supervisor	
UNMIK	John Rogers	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	sarabjit33@hotmail.com	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i		

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.

Reasons for Leaving

Chosen for another Mission UNPOS.

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations, DPKO	01/04/2004 - 01/12/2005
Name of Employer	Name of Supervisor	
UNMIK	Mr. Manoj Saunik	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
<p>In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp</p>		
Summarize any of Your Achievements		
<p>Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.</p>		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Officer Budget & Finance	Municipality	01/07/2002 - 01/03/2004
Name of Employer	Name of Supervisor	
UNMIK	Mr. Zia Muhammad	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		

Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;

Reasons for Leaving

another posting

Job Title Procurement Officer		Type of Business Procurement for Ministries	From - To 01/11/2001 - 01/06/2002
Name of Employer UNMIK		Name of Supervisor Mr Prasanna Jena	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Execute, plan and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities, taking into account local economic and other conditions. This includes: review and analyse technical specifications to ensure completeness, accuracy and competitive qualities and identify courses of action; develop vendor pre-qualifying criteria, identify product sources and evaluate vendor performance as regards quality, prices, delivery, and equipment; coordinate timely delivery of goods and services. Formulated and implemented policies and procedures for issuance, replenishment and management of stocks; initiated record management of stocks for operational activities and its redeployment to various ministries. On behalf of the Director, Ministry of Public services coordinated daily operations with teams from Ministries on strategic deployment of stocks. Established and facilitated management of minimum and maximum stockholdings, critical reorder points, critical asset and expendable levels. Drafted general operational aspects of strategic deployment stocks policies and procedures in conjunction with all departments of the Ministry. Interaction with the Procurement division, Ministry Finance Division and all eight departments of the Ministry and other offices with respect to operational management and reporting of stocks. Advise requisitioning units, donors and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle. Conduct market research to keep abreast of market developments, research and analyse statistical data and market reports on the world commodity situation, production patterns and availability of goods and services. Identify new technologies and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement programme.			
Summarize any of Your Achievements Devising new tactical approaches to contracts for better performance: Procuring products of significant complexity worldwide taking into account local economic and other conditions: Enhanced procurement data by market research: Provided guidelines, timely support to all requisitioning units: Explained the procurement manual covering all the regulations for easy understanding to the locals:			
Reasons for Leaving another posting			

Job Title Municipal Civil Records Officer & Civil Registration		Type of Business Civil Records, Civil Registration	From - To 01/04/2000 - 01/10/2001
Name of Employer UNMIK		Name of Supervisor Mr Habib Ulla Khan	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@yahoo.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 11			
Description of Duties Civil Registration; Recruitment of staff; Coordinating between Municipality & Central Offices, Ministries; Issuing national ID cards, Travel Documents and related certificates; Diseminating related rules & Regulations from Ministry to Municipality staff;			
Summarize any of Your Achievements Capacity building of local staff in the field of Civil records; Setting up the first Municipal Civil Record office in Kosovo;			
Reasons for Leaving Transfer to another department			

Job Title	Type of Business	From - To
General Manager	Procuring, Marketing & Administration IT & Elec products	01/01/1996 - 01/04/2000
Name of Employer	Name of Supervisor	
Business Electronic System (U) ltd	Mr Abhay Aggarwal	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
25675701234	gm@sciug.com		
Address of Employer			
Uganda			
Number of Employees Supervised by You			
25			
Description of Duties			
<p>Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.</p>			
Summarize any of Your Achievements			
<p>Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.</p>			
Reasons for Leaving			
UNMIK Mission.			

Job Title	Type of Business	From - To
Tea Estate Manager	Tea Gardens	01/01/1986 - 01/12/1995
Name of Employer	Name of Supervisor	
Andrew Yule & Co. ltd	Mr B S Panwar	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
India			
Number of Employees Supervised by You			
15000			
Description of Duties			
<p>I was responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.</p>			
Summarize any of Your Achievements			
<p>Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivitated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus</p>			
Reasons for Leaving			
Assignment in Africa			

Job Title	Type of Business	From - To
Assistant Manager Airport	Airlines	01/01/1983 - 01/12/1985
Name of Employer	Name of Supervisor	
Aeroflot The Soviet Airlines	Mr Nath	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

18000	35000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Albanian	No	Easily	Not easily	Not easily	Easily
Assamese	No	Easily	Not easily	Not easily	Easily
Punjabi	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

UNITED NATIONS MISSION IN KOSOVO
Kamineca Municipality,Gjillan
SKOPJE Yugoslavia
Telephone: 1-212-9638442

Address

United Nations Integrated Peace Building Office In Sierra-Leone UNIPSIL
Cabenda Hotel, Signal Hill
Freetown Sierra Leone
Telephone: 1-212-9639588 extension 6842
Fax: 232-76-800023
Contact: Sarabjit Singh

Address

Block- V, House No. 1/1, Rajouri Garden
New-Delhi Delhi India
Telephone: 91-11-25112951
Fax: 91-98-10732952
Contact: sarabjit singh

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Dr. Pradeep MONGA	Senior Industrial Development OfficerEnergy and Cleaner Production Branch,PTC Division, UNIDO.	D 1548, VIC, Austria	43126026 P.Monga@unido.org
Peter SCHUMANN	United Nations Mission in Sudan	United Nations Mission In Sudan Austria	schumann@un.org
Karim TEJANI	Trade Attache, Netherlands Consulate, Canada	Dundas Suite, 2106. Austria	14165982534 karim.tejani@minbuza.nl

Personal History Profile for Sarab Jit SINGH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SINGH	Sarab Jit		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
21/02/1960	New Delhi	India	370907
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	176	82	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: sarabjit33@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Delhi University	New Delhi India	Jul-1977 - Jun-1981
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor Of Commerce	Advanced university degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Bhartiya Vidya Bhavan Vallabhram Mehta P.S.	New Delhi India	Jul-1974 - Jun-1977
Main Course of Study	Certificate or Diploma	
Commerce, Accounting, Economics	All India Higher Secondary School Certificate	

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 -
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? No	
118000		
Final		
118000		
Currency Paid		
USD		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.

Reasons for Leaving

still working

Job Title	Type of Business	From - To
Budget & Finance Officer	Budget & Finance	01/11/2008 - 01/12/2009
Name of Employer	Name of Supervisor	
United Nations Political Office For Somalia UNPOS	Igor Pochigayev	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
254207627147	sarabjit.singh@unon.org	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
2		
Description of Duties		
Support CAO and CFO in the overall financial planning and administration of the Mission budget and trust fund; identify appropriate outputs, critical indicators and targets; ensure coherence of operational and regular budget programme activities in coordinating and planning the financial resources; strengthen and rationalize financial and budget control systems; plan, research, analyse and present information gathered from diverse sources; assist in developing an action plan and participate in monitoring changes; provide substantive inputs into the facilitates the development of Section's work plan; identify constraints at the time of planning, developing and implementing financial control systems and related mechanisms; prepare of inputs into audits, reporting on budget/programme performance, prepare inputs for results-based budgeting; deputies CFO in Approving/confirming proposed obligations or disbursement of services, supplies and equipment, as well as those pertaining to personnel Support; maintain efficient functionality of the finance unit to meet challenges of expansion process; ensure that all transactions are in accordance with the financial regulations and rules of UN. Act OIC in the absence of CFO. Ensure management of operational activities of the unit, review outstanding balances and clearing backlog if any. Ensure that accurate and complete accounting, reporting and internal control systems are functional; management of all relevant records; transfer job skills among all unit personnel, consolidate jobs and enhance internal cross trainings; acting as approving Officer for finance in UNPOS for Sun system and clearing officer in CATS system of designated Bank; ensure compliance with all existing UN regulations, rules and policies. Approve all UNPOS expenditures between two approving officers CFO and myself. Check all support documents before approving, with necessary approvals and other related details.		
Summarize any of Your Achievements		
Assumed OIC-finance functions by taking over from the outgoing CFO until the arrival of the new CFO. Planned, developed and implemented transfer of competencies and its smooth transition of financial services from UNDP, Somalia to UNPOS. I provided substantive support to the administration in monitoring and evaluating processes for financial compliance. I planned strategies in integrating and accomplishing timely roll-out of payroll system for national and international staff. I coordinated and facilitated payment processing of disbursement documents, vendors, obligations of PT-8 and other obligating documents. I developed reporting formats, frequency and distribution timeliness and introduced methodologies for financial and budgetary control systems. I ensured receipt of all information and documentation of Budget & Finance from the outgoing CFO in order to carry on the tasks. In consultations and guidance of Treasury department, UNHQ, I coordinated and facilitated opening of a new bank account for UNPOS. The opening of a bank account was a road towards self-reliance for UNPOS. With this, the disbursements, payment targets and financial constraints were eliminated and dependency on UNDP was curtailed. I was able to improve the efficiency of the Unit with timely disbursements and receipts. I established monitoring mechanisms at all level for financial processing. I trained and guided the staff at the time of setting up of CATS software of the bank, cashier's office, starting live sun system for recording allotments, obligations, disbursements and preparing accounting reports. I coordinated with the bank for smooth flow of documents for timely disbursements of payments and salaries to vendors and staff members. I constantly liaised with the counterparts in UNHQ on financial matters. I have been efficiently carrying out the responsibilities of approving officer. In the absence of a full time dedicated budget officer, I was assigned to compile and present timely submission of UNPOS budget proposals for the year 2009 to UNHQ. I was successful in responding to all the queries of DPA, FBFD and OPPBA by providing the necessary justifications/explanations in time. As a practice, the mission had been presenting budget proposals thrice once for six months, and supplementary for full calendar year 2009 and additional one was submitted after the adoption of Resolution 1863 for supplement needs as per the resolution. During the computation of third budget proposal, I had a multi dimensional interaction with DPA, DPKO, FBFD and OPPBA. I contributed systematically in the preparation of Mission's budget. Currently preparing and coordinating the Budget 2010 as well.		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations	01/12/2005 - 01/11/2008
Name of Employer	Name of Supervisor	
UNMIK	John Rogers	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	sarabjit33@hotmail.com	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i		

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.

Reasons for Leaving

Chosen for another Mission UNPOS.

Job Title	Type of Business	From - To
Civil Affairs Budget & Finance Officer	Peace Keeping Operations, DPKO	01/04/2004 - 01/12/2005
Name of Employer	Name of Supervisor	
UNMIK	Mr. Manoj Saunik	
Salaries per Annum:		
Starting	Final	Currency Paid
89000	89000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
<p>In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp</p>		
Summarize any of Your Achievements		
<p>Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.</p>		
Reasons for Leaving		
Still working		

Job Title	Type of Business	From - To
Civil Affairs Officer Budget & Finance	Municipality	01/07/2002 - 01/03/2004
Name of Employer	Name of Supervisor	
UNMIK	Mr. Zia Muhammad	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		

Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.

Summarize any of Your Achievements

I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;

Reasons for Leaving

another posting

Job Title Procurement Officer		Type of Business Procurement for Ministries	From - To 01/11/2001 - 01/06/2002
Name of Employer UNMIK		Name of Supervisor Mr Prasanna Jena	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Execute, plan and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities, taking into account local economic and other conditions. This includes: review and analyse technical specifications to ensure completeness, accuracy and competitive qualities and identify courses of action; develop vendor pre-qualifying criteria, identify product sources and evaluate vendor performance as regards quality, prices, delivery, and equipment; coordinate timely delivery of goods and services. Formulated and implemented policies and procedures for issuance, replenishment and management of stocks; initiated record management of stocks for operational activities and its redeployment to various ministries. On behalf of the Director, Ministry of Public services coordinated daily operations with teams from Ministries on strategic deployment of stocks. Established and facilitated management of minimum and maximum stockholdings, critical reorder points, critical asset and expendable levels. Drafted general operational aspects of strategic deployment stocks policies and procedures in conjunction with all departments of the Ministry. Interaction with the Procurement division, Ministry Finance Division and all eight departments of the Ministry and other offices with respect to operational management and reporting of stocks. Advise requisitioning units, donors and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle. Conduct market research to keep abreast of market developments, research and analyse statistical data and market reports on the world commodity situation, production patterns and availability of goods and services. Identify new technologies and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement programme.			
Summarize any of Your Achievements Devising new tactical approaches to contracts for better performance: Procuring products of significant complexity worldwide taking into account local economic and other conditions: Enhanced procurement data by market research: Provided guidelines, timely support to all requisitioning units: Explained the procurement manual covering all the regulations for easy understanding to the locals:			
Reasons for Leaving another posting			

Job Title Municipal Civil Records Officer & Civil Registration		Type of Business Civil Records, Civil Registration	From - To 01/04/2000 - 01/10/2001
Name of Employer UNMIK		Name of Supervisor Mr Habib Ulla Khan	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@yahoo.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 11			
Description of Duties Civil Registration; Recruitment of staff; Coordinating between Municipality & Central Offices, Ministries; Issuing national ID cards, Travel Documents and related certificates; Diseminating related rules & Regulations from Ministry to Municipality staff;			
Summarize any of Your Achievements Capacity building of local staff in the field of Civil records; Setting up the first Municipal Civil Record office in Kosovo;			
Reasons for Leaving Transfer to another department			

Job Title General Manager	Type of Business Procuring, Marketing & Administration IT & Elec products	From - To 01/01/1996 - 01/04/2000
Name of Employer Business Electronic System (U) ltd	Name of Supervisor Mr Abhay Aggarwal	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number 25675701234	Email Address gm@sciug.com		
Address of Employer Uganda			
Number of Employees Supervised by You 25			
Description of Duties <p>Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.</p>			
Summarize any of Your Achievements <p>Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.</p>			
Reasons for Leaving UNMIK Mission.			

Job Title Tea Estate Manager	Type of Business Tea Gardens	From - To 01/01/1986 - 01/12/1995
Name of Employer Andrew Yule & Co. ltd	Name of Supervisor Mr B S Panwar	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer India			
Number of Employees Supervised by You 15000			
Description of Duties <p>I was responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.</p>			
Summarize any of Your Achievements <p>Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivitated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus</p>			
Reasons for Leaving Assignment in Africa			

Job Title Assistant Manager Airport	Type of Business Airlines	From - To 01/01/1983 - 01/12/1985
Name of Employer Aeroflot The Soviet Airlines	Name of Supervisor Mr Nath	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

18000	35000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Albanian	No	Easily	Not easily	Not easily	Easily
Assamese	No	Easily	Not easily	Not easily	Easily
Punjabi	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

UNITED NATIONS MISSION IN KOSOVO
Kamineca Municipality,Gjillan
SKOPJE Yugoslavia
Telephone: 1-212-9638442

Address

United Nations Integrated Peace Building Office In Sierra-Leone UNIPSIL
Cabenda Hotel, Signal Hill
Freetown Sierra Leone
Telephone: 1-212-9639588 extension 6842
Fax: 232-76-800023
Contact: Sarabjit Singh

Address

Block- V, House No. 1/1, Rajouri Garden
New-Delhi Delhi India
Telephone: 91-11-25112951
Fax: 91-98-10732952
Contact: sarabjit singh

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Dr. Pradeep MONGA	Senior Industrial Development OfficerEnergy and Cleaner Production Branch,PTC Division, UNIDO.	D 1548, VIC, Austria	43126026 P.Monga@unido.org
Peter SCHUMANN	United Nations Mission in Sudan	United Nations Mission In Sudan Austria	schumann@un.org
Karim TEJANI	Trade Attache, Netherlands Consulate, Canada	Dundas Suite, 2106. Austria	14165982534 karim.tejani@minbuza.nl

Personal History Profile for Augustine SNEH

General Details

1. Family name SNEH	First Name Augustine	Middle Name Weagba	Maiden Name, (if any)
2. Date of Birth 27/12/1965	3. City of Birth Greenville	Country of Birth Liberia	Index No 066657
4. Country of Nationality at Birth Liberia	Second Nationality (if any)	5. Country of Present Nationality Liberia	Second Nationality (if any)
6. Gender Male	7. Height [cm] 13	8. Weight [kg] 82	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: gusneh@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Lincoln University	City, Country Philadelphia United States of America	From - To Jan-2004 - May-2006
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Master of Science in Business Administration	Degree Type Masters	

University Name Lincoln University	City, Country Philadelphia United States of America	From - To Jan-2004 - May-2007
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Master of Science in Business Administration	Degree Type Masters	

University Name University of Liberia	City, Country Monrovia Liberia	From - To Mar-1988 - Dec-1994
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Arts in Business Administration	Degree Type Bachelor of Arts	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School United Nations Logistics Base	City, Country Brindisi Italy	From - To Oct-2009 - Oct-2009
Main Course of Study SunSystems Advance Training		Certificate or Diploma Certificate

Name of School United Nations	City, Country Kathmadu Nepal	From - To May-2009 - May-2009
Main Course of Study Local Contract and Procurement Management		Certificate or Diploma Certificate

Name of School United Nations	City, Country Kabul Afghanistan	From - To Feb-2009 - Feb-2009
Main Course of Study United Nations Competency Based Training		Certificate or Diploma Certificate

Name of School United Nations Logistic Base	City, Country Brindisi Italy	From - To Jul-2008 - Jul-2008
Main Course of Study Civilian Pre-deployment Training		Certificate or Diploma Certificate
Name of School PNC Bank	City, Country Wilmington United States of America	From - To Oct-2006 - Nov-2006
Main Course of Study Investment Accounting System		Certificate or Diploma Certificate
Name of School Liberia Ministers Association in the Americas	City, Country Philadelphia United States of America	From - To Jun-2003 - Jun-2003
Main Course of Study Post-Conflict Reconciliation		Certificate or Diploma N/A
Name of School United Sarpo Association in the Americas	City, Country Philadelphia United Kingdom	From - To Jul-2002 - Jul-2002
Main Course of Study Budget Design and Management		Certificate or Diploma N/A
Name of School Parish High School	City, Country Greenville Liberia	From - To Mar-1981 - Dec-1983
Main Course of Study N/A		Certificate or Diploma Academic Diploma and West African National Examinations Certificate

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Chief of Vendors Unit and Deputy Chief of Finance			Type of Business United Nations Peacekeeping	From - To 01/07/2008 -
Name of Employer United Nations Assistance Mission in Afghanistan (UNAMA)			Name of Supervisor James Njoroge (jnoroge1@un.org)	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
75483	75483	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address sneh@un.org	
Address of Employer United States of America				
Number of Employees Supervised by You 10				
Description of Duties <p>Ensure that all Financial Rules and Regulations of the United Nations are fully applied to all financial transactions, including the approval or confirmation of proposed obligations or disbursement for services, supplies and equipment, as well as those obligations and services pertaining to personnel. Check the accuracy of payments being generated into SunSystem by Finance Officers and Finance Assistants to ensure proper coding and compliance of the Financial Rules and Regulations of the United Nations. Analyze and Approve payments to vendors/suppliers and staff members through obligations or direct expenditures. Approve Imprest/Petty Cash Replenishments of all established funds by the mission. Analyze and approve the calculations of (a) travel within mission areas and (b) travel outside of mission areas. Analyze and approve Cash Receipt Vouchers (CRV). Analyze and approve journal vouchers in connection with the charges to UN Agencies and other missions. Analyze Accounts Payable (A/P) of Vendors/Suppliers and Accounts Receivable (A/R) such as Travel Advances, Lump sum Family Visit/Home Leaves and advances to Regional Administrative Officers in relation to construction/renovation of offices, ensuring the accuracy of claims and compliance. Analyze and approve bank transfers to all UNAMA maintained bank accounts in Insight System. Assist in releasing obligations, e.g. Purchase Orders, PT8s and MODs and other vouchers related to accounts unit in Mercury and SunSystem during the absence of the Chief Accounts Unit. Approve payroll batches, e.g. MSA and national staff salaries and other vouchers related to payroll during the absence of the Chief Payroll and Allowances Unit. Monitor the financial activities of regional offices and advise Regional Administrative Officers on the full application of UN Financial rules and regulations. Train and guide Finance Staff and Imprest/Petty Cash Custodians in the areas of cash management and financial reporting. Perform a</p>				
Summarize any of Your Achievements <p>Redesigned UNAMA's Short Form Purchase Order (SPO) to meet UN standardized operational requirements. Established a Surprise Petty Cash Count System to ensure accuracy and compliance in the usage and record keeping of Imprest Funds/Petty Cash. Established Cross-Training to build the professional capacities of staff within units of the finance section and ensure productivity and flexibility in functions. Redesigned UNAMA's Cash Unit Emergency Evacuation Plan to confirm with UN financial and security practices. Organized and served as trainer in a 2-day training session that built the understanding of Imprest/Petty Cash Custodians and ensured compliance of UN Financial policies that deal with cash management. Serve as member on UNAMA's Local Property Survey Board and the Local Contract Committee. Participated in a 2-day (11 – 12 February 2009) training workshop on "UN Competency-Based Interview".</p>				
Reasons for Leaving To change work environment and culture.				

Job Title Assitant Manager & Treasurer	Type of Business Banking	From - To 01/08/2007 - 01/07/2008
Name of Employer	Name of Supervisor ...	

Bank of New York			Nathalie St Jacques (natha.jacques1@gmail.com)
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
1407833-5050		asneh@bankofny.com	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
10			
Description of Duties			
<p>Supervise daily, weekly and monthly accounting functions of a group of junior, senior and lead accountants who process daily and weekly activities for domestic and international mutual funds, provide on the job training and development for the group, mentor, coach, evaluate and delegate responsibilities to them for efficiency and career development. Manage and review daily and periodic accounting responsibilities of the group to ensure that daily policies, procedures, practices and controls are followed by the staff. Maintain effective lines of communication with clients, auditors, internal and external departments, custodians, transfer agents, fund administrators and investment advisors to ensure service satisfaction and operational growth. Address staffing requirements, conduct periodic staff meetings to ensure that pre-valuation and valuation of net assets (pricing) controls and procedures for assigned funds are followed by staff. Provide primary review and analysis of daily and monthly proof packages, including asset reconciliation, cash reconciliation, Trial Balance, past due income, failed trades, aged receivables/payables and subsidiary schedules. Participate in department-wide projects to enhance workflow, and assist in the preparation and review of semi-annual and annual audit reporting. Interview prospective candidates, monitor overtime, vacation time and evaluate employee performance and perform other duties as assigned by Vice President.</p>			
Summarize any of Your Achievements			
N/A			
Reasons for Leaving			
I have the honest desire to contribute my professional expertise and humanitarian services to the success of United Nations' missions around the world.			

Job Title		Type of Business	From - To
Investment Accountant Supervisor		Bank	01/06/2006 - 01/08/2007
Name of Employer		Name of Supervisor	
PFPC\PNC Bank		Jaime Willey (jaime.willey@pncgis.com)	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45000	51000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
1302791-3372		augustine.sneh@pfpc.com	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
15			
Description of Duties			
<p>Supervise daily, weekly and monthly accounting functions of a group of junior, senior and lead accountants who process daily and weekly activities for domestic and international mutual funds, assist managers with the preparation of regulatory reports for investments control purposes and provide inputs for employee evaluations. Contribute ongoing support to Investment Accounting Managers in the coordination and review of daily, weekly and monthly investment accounting operations for a group of investment companies. Prepare and review monthly financial statements, semi-annual and annual shareholder reports for investments reporting purposes, coordinate accounting and operating activities with funds advisors, custodians and transfer agents. Interview prospective candidates, monitor overtime and vacation time and evaluate employee performance and perform other duties as assigned by Accounting Manager.</p>			
Summarize any of Your Achievements			
Established Employee Motivation Committee at PFPC/PNC Bank that was used by management in helping reduce turnover rate of staff within the Finance Department. The committee also worked with management in ensuring the provision of adequate training for accounting staff that enable them became productive and proficient in their daily duties.			
Reasons for Leaving			
Relocation			

Job Title		Type of Business	From - To
Accountant		Finance	01/06/2003 - 01/06/2006
Name of Employer		Name of Supervisor	
Wilmington Finance, Incorporated		Amy Donalds (a.donalds@live.com)	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45000	48000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			

Analyze, reconcile and prepare monthly financial reports that show management the status of accounts payable aging, accrued salaries/wages, payroll withholdings and the inflow and outflow of cash for operation purposes. Prepare monthly financial analysis reports and journal entries use in preparing accurate financial statements for management review and approval. Investigate and resolve all discrepancies related to accounts payable aging, employee reimbursement expenses, accrued salaries/wages, payroll withholdings and operating cash account for ensuring appropriate budgetary coding/spending, process, monitor and report all deposits made into the company's accounts, coordinate all banking activities between the company and its banking institutions and perform other duties as assigned by the Assistant Vice President/Comptroller.

Summarize any of Your Achievements

Established expense tracking system at Wilmington Finance, Inc. that was used by management in monitoring all accrued, paid and outstanding expenses, separating payments made to vendors from reimbursements made to employees on a weekly basis.

Reasons for Leaving

Career advancement upon receipt of first master's degree in Finance. Decision was discussed with Supervisor, the Controller of the company and approved accordingly.

Job Title Senior International Accountant	Type of Business Technology	From - To 01/03/2001 - 01/05/2003
Name of Employer Institutes of Scientific Information	Name of Supervisor Kevin Dougan (kevin.dugan@thomsonreuters.com)	
Salaries per Annum: Starting 40000	Final 45000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties Prepare bank reconciliation statements that show management the daily activities of its foreign accounts for decision making purposes. Assist with tax preparation for the purpose of compliance. Prepare journal entries and account analysis reports use to facilitate the preparation of financial reports on foreign or international accounts. Prepare and monitor monthly budget analysis report for compliance purposes. Prepare monthly accounts analysis reports use by Senior Corporate and International Accountants for price comparison purposes, and perform other duties as assigned by the Accounting Manager.		
Summarize any of Your Achievements Established a team networking committee at the Institute for Scientific Information that was used by management in creating a feeling of belonging amongst staff and used in developing staff and improving their performance.		
Reasons for Leaving Relocation		

Job Title Regional Accountant	Type of Business Cementary	From - To 01/03/1998 - 01/02/2001
Name of Employer Loewen Group International, Inc.	Name of Supervisor Amy Lee (amyleebentz@rocketmail.com)	
Salaries per Annum: Starting 30000	Final 35000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer United States of America		
Number of Employees Supervised by You 5		
Description of Duties Prepare monthly financial statements that give management insight on actual monthly payments, accurate product codes, servicing activities, sales tax, over-rides, G/L entries, Balance Sheet accounts and Profit and Loss statements. Train over 15 International Accountants at company's Canadian based headquarters on the financial reporting system/program. Supervise the preparation of monthly bank reconciliation statements of 5 Regional Bookkeepers, and perform other duties as assigned by the Comptroller.		
Summarize any of Your Achievements Established a data base in Excel that was used by management in controlling Fixed Assets control. And trained over 15 accounting staff at Loewen Group, Inc. in Vancouver, Canada on the applications of Solomon Accounting Program and the financial reporting circles and procedures of the company.		
Reasons for Leaving Company's US operations was relocated to Canada		

Job Title Finance Assistant	Type of Business Peacekeeping	From - To 01/12/1993 - 01/12/1997
Name of Employer United Nations Mission in Liberia	Name of Supervisor Mr. Anthony Teklyer	
Salaries per Annum: Starting 500	Final 950	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		

Liberia
Number of Employees Supervised by You 3
Description of Duties Audit, analyze and verify invoices and employees' expense reports for payment and reimbursement purposes. Prepare monthly forecast and budget analysis reports use to guide management on the usage of allocated funds to ensure budgetary spending, and prepare monthly reports that reflect expenditures. Design and maintain monthly analysis reports that track and control the usage, inflow and outflow of fixed assets. Supervise 3 Account Clerks/Bookkeepers, and perform other duties as assigned by the Chief Finance Officer.
Summarize any of Your Achievements Designed spreadsheet at the United Nations Observer Mission in Liberia (UNOMIL) that was used in tracking payments disbursed to vendors and balances due them.
Reasons for Leaving I escaped the Liberian civil war and migrated to the US.

Job Title Senior Accounting Technician (Sr. Accountant)	Type of Business Finance	From - To 01/03/1988 - 01/11/1993
Name of Employer Ministry of Finance	Name of Supervisor Morris Nyenway	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 15000 20000 LRD Is this a position within the UN Common System? No		
Telephone Number		Email Address
Address of Employer Liberia		
Number of Employees Supervised by You 5		
Description of Duties Audit daily revenue transactions activities process by the ministry's Revenue Department that ensure accountability, proper coding and recording. Prepare daily and monthly cash flow statements that ensure budgetary compliance. Analyze budgetary allocations that ensure proper spending and avoid overdraft in account approved by government. Audit, analyze, verify and post daily invoices through the government's cash management system. Prepare weekly revenue reports use by the Controller General to advise government on status of weekly revenue. Design and maintain monthly analysis reports that show all daily withdrawals and deposits made by the government through cash management system, and perform other duties as assigned by the Controller General.		
Summarize any of Your Achievements Recommendation of a check and balance system that tie the daily cash balances of Cash Management and Revenue sections.		
Reasons for Leaving Advance employment at the United Nations Mission in Liberia.		

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - **50** French -

List any office machines or equipment you can use:
Electronic typerwriter, fax machines, computers, laptops,scanners

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Not easily

In addition to the six United Nations Official Languages, list any other languages you know.

Address

122 Cedar Spring Circle
Debary Florida United States of America
Telephone: 1-212-963-2668 extension 5367
Fax: 93-790-005396
Contact: Augustine Sneh

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Lea JERNICE	Director for Graduate Student Services and Admissions	1570 Old Baltimore Pike United States of America	1610932-8300 jlea@lincoln.edu
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