

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	BELONOGOVA, Elena		13/11/1973	F	RUS	ebelonogova@hotmail.com
2.	GARBA, Nafissatou	782978	14/04/1979	F	NER	NIGER5989@HOTMAIL.COM
3.	GOEL, Renu	882194	01/05/1977	F	IND	renu_goel@hotmail.com
4.	GORODNITSKY, Inna		09/08/1957	F	USA	innag287@yahoo.com
5.	GRANJEAN, Marielle		06/07/1965	F	USA	mrgranjean@aol.com
6.	HAFITZ, Harina		25/06/1959	F	INS	harina.hafitz@wfp.org
7.	KODURU, Ratnanjali	140904	31/07/1969	F	IND	ratnanjalik@yahoo.co.in
8.	LENAUD, Joelle	794578	11/04/1972	F	USA	jlenaud@aol.com
9.	LINDO, Avril	132880	30/05/1960	F	USA	lindoe@yahoo.com
10.	MRABET, Sonia	919056	10/08/1972	F	TUN	mrabetsonia@yahoo.com

## Personal History Profile for Elena BELONOGOVA

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>BELONOGOVA</b>	<b>Elena</b>	<b>Sergeevna</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>13/11/1973</b>	<b>Ekaterinburg</b>	<b>Russian Federation</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Russian Federation</b>		<b>Russian Federation</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>170</b>	<b>64</b>	<b>Separated</b>
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? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
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)? <b>No</b>			
18. Email Address: <b>ebelonogova@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Ural State Technical University (UGTU-UPI)</b>	<b>Ekaterinburg Russian Federation</b>	<b>Sep-1991 - Jun-1996</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Diploma</b>	<b>Degree</b>	

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
<b>Institute of International Relations</b>	<b>Ekaterinburg Russian Federation</b>	<b>Apr-1999 - Sep-1999</b>
Main Course of Study		Certificate or Diploma
<b>Management and Secretary course</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>Secondary school ?116</b>	<b>Ekaterinburg Russian Federation</b>	<b>Sep-1981 - Jun-1991</b>
Main Course of Study		Certificate or Diploma
<b>General Education with specialization on physics and mathematics</b>		<b>Diploma, silver medal</b>

## Employment

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

Job Title	Type of Business	From - To
<b>Accountant</b>	<b>Humanitarian</b>	<b>01/06/2006 -</b>
Name of Employer		Name of Supervisor
<b>Oxfam Great Britain</b>		<b>Aleksander Bursac</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>18443</b>	<b>19513</b>	<b>GBP</b>
Telephone Number		Is this a civil servant position of your Government? <b>No</b>
<b>626517410801</b>		Is this a position within the UN Common System? <b>No</b>
Address of Employer		Email Address
<b>Indonesia</b>		<b>ebelonogova@hotmail.com, ebelonogova@oxfam.org.uk</b>
Number of Employees Supervised by You		
<b>8</b>		
Description of Duties		

·Prepare of Aceh&Nias Monthly/Quarterly Management Report for CMC and RMC, Monthly Financial Report for budget holders and financial part of various donors' reports (DEC, OI and other). ·Contract management, develop and maintain funding grid and funding plan. Using OPAL and CRIMSON system ·Respond to internal/external audit observations. Provide information needed to audit findings. Monitor achievement of objectives. Provide advice, financial interpretations, adaptations and corrective actions in response to audits and other queries. ·Responsible for overall finance management and control of Banda Aceh office, this includes: ·Implement new procedures in accordance to OGB and Aceh Financial procedures. ·Year-end and monthly end closure of accounts, reconciliation report, production of timely finance management information. ·Approve (authorize) cashbooks, bankbooks and adjustment journals at PeopleSoft system. ·Prepare programme cash flow forecast. ·Supervise finance staff in the payment, maintenance of cashbook and bankbook; ·Manage the security of cash, cash forecasting for filed offices, transfer, transportation and storage. ·Manage national finance staff within Banda Aceh office and technical managing of fields finance staff, paying particular attention to staff development and learning. ·Assist the Finance Manager in Financial management of the relief program (7 offices) ·Ensure that all levels of personnel, thereby complying with International Division Finance Procedures, adhere to Banda Aceh financial systems. ·Prepare and assist to Project Managers with projects planning, budgeting, forecasting and monitoring for Banda Aceh office (include all Aceh projects). ·Provide statement of expenditure against budget on all programs (Monthly Financial Variance Reports - Budget control, monitoring of expenditure and analyses of variance). ·Provide support and capacity building to sub-offices in setting up financial systems and control in

Summarize any of Your Achievements

More than 13 years experience as an accountant in both the private and humanitarian sectors. Worked 3+ years for UN (UNDP/UNOPS) gaining experience in administrative, logistic, human resource management and finance. With INGO Oxfam GB for over 4 years currently as an Accountant in their multi-million \$ Indonesian tsunami recovery programme. Substantial experience in the management of national and international teams of finance and support personnel in development and emergency programmes. Specific accounting experience includes budgeting, planning, monitoring & evaluation, donor reporting and exposure to external audit of completed projects. I have awareness of the sensitivity of local culture and knowledge of different environments, regions and religions. I have interpersonal and consultative skills to manage and motivate team members to achieve project outcomes, support and capacity building skills and staff training knowledge. Senior management experience as OIC Field Programme and as Finance Manager. Also more than 6 years fieldwork experience developing my problem solving and team working skills and working closely with other departments, partners and local authorities

Reasons for Leaving

gain more experience, personal and career development, willing to relocate

Job Title <b>Accountant</b>		Type of Business <b>Humanitarian</b>	From - To <b>01/12/2003 - 01/06/2006</b>
Name of Employer <b>Oxfam Great Britain</b>		Name of Supervisor <b>Prahlad Shirsath</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>8000</b>	<b>10000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>99233225100</b>		Email Address <b>ebelonogova@hotmail.com, ebelonogova@oxfam.org.uk</b>	
Address of Employer <b>Tajikistan</b>			
Number of Employees Supervised by You <b>7</b>			
Description of Duties <b>Month and year-end closure of accounts, reports, bank reconciliations and balance reconciliations reports; Prepare budgets and verified payments, Maintain cash and bank books, Assist in the co-ordination and management of development and humanitarian programmes with particular responsibility for financial management; Assist programme staff with preparation of new project proposals; Monitoring budgets, reporting to donors (Quarterly and Final reports to ECHO, EU, TACIS, Oxfam Novib); Training and briefing of all staff in agreed procedures, particularly in bookkeeping and basic accounting procedures and conduct practical exercises in accounts preparation; Assist programme staff in strengthening community organizations (basic accounting procedures, bookkeeping, opening bank accounts) Control and capacity building of partner organizations Staff management: Manage team of finance/logistic officers and drivers with one direct line management responsibility</b>			
Summarize any of Your Achievements <b>experience of development programme, PeopleSoft software knowledge, management and reporting skills</b>			
Reasons for Leaving <b>gain more experience, personal and career development, willing to relocate</b>			

Job Title <b>Administrative / Finance Associate</b>		Type of Business <b>Humanitarian</b>	From - To <b>01/02/2002 - 01/11/2003</b>
Name of Employer <b>UNDP (Reconstruction and Rehabilitation Development Programme)</b>		Name of Supervisor <b>Abdi Yassin Hassan and Hokimjon Sharipov</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3360</b>	<b>6000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>992332233780</b>		Email Address <b>ebelonogova@hotmail.com, ebelonogova@oxfam.org.uk</b>	
Address of Employer <b>Tajikistan</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties <b>Maintain all personnel files. Prepare all documents related to national project staff (contract, requests for extension, request for ID Cards, and medical evacuation as required) in close cooperation with UNDP Head Office, Dushanbe; Maintain Monthly Leave and Attendance Records for local and international RRDП Kulyab staff. Sick leaves and Special Leave Without Pay applications, mission requests, medical certificates; Ensures timely submission of Assessment Evaluation forms for the national project Staff of RRDП Kulyab Area office; Prepare the payroll for the RRDП Kulyab Area Office staff including and organizing all relevant documentation; Manage the petty cash, admin and finance files, office inventory; Assist in the monitoring of Programme and project budgets, OBMOs, donor funding, subcontracts, etc. and prepare status reports as required; Diesel expenditure report; Check vehicle daily logs, maintain fuel and spare part register books; Assist Programme staff with preparation of bill of quantity, calculation of construction works, tender documents, bid evaluation and work completion reports. Participate in tender process and monitoring of contractor's project sites</b>			
Summarize any of Your Achievements <b>experience of Humanitarian programme, interpersonal skills, training skills and team work</b>			
Reasons for Leaving <b>family reasons</b>			

Job Title <b>Accountant</b>		Type of Business <b>Humanitarian</b>	From - To <b>01/08/2000 - 01/02/2002</b>
Name of Employer <b>UNOPS (Social Sector Rehabilitation Programme)</b>		Name of Supervisor <b>Abdi Yassin Hassan and Janny Boscher</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3360</b>	<b>3360</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>992332233780</b>		Email Address <b>ebelonogova@hotmail.com, ebelonogova@oxfam.org.uk</b>	
Address of Employer <b>Tajikistan</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Maintain all personnel files. Prepare all documents related to national project staff (contract, requests for extension, request for ID Cards, and medical evacuation as required) in close cooperation with UNDP Head Office, Dushanbe; Maintain Monthly Leave and Attendance Records for local and international RRDP Kulyab staff, Sick leaves and Special Leave Without Pay applications, mission requests, medical certificates; Ensures timely submission of Assessment Evaluation forms for the national project Staff of RRDP Kulyab Area office;Prepare the payroll for the RRDP Kulyab Area Office staff including and organizing all relevant documentation; Manage the petty cash, admin and finance files, office inventory; Assist in the monitoring of Programme and project budgets, OBMOs, donor funding, subcontracts, etc. and prepare status reports as required; Diesel expenditure report;Check vehicle daily logs, maintain fuel and spare part register books; Assist Programme staff with preparation of bill of quantity, calculation of construction works, tender documents, bid evaluation and work completion reports. Participate in tender process and monitoring of contractor's project sites</b>			
Summarize any of Your Achievements <b>interpersonal and communication skills, practional using tender and engineering skills, team work</b>			
Reasons for Leaving <b>gain more experiance, personal and career development</b>			

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:

**all general office equipment**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Russian</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Tajik</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Bahasa</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

Address

apt.96, 3/2, Vstrechniy alley  
Ekaterinburg Sverdlovskaya oblast Russian Federation  
Telephone: 7-343-2338130  
Fax: 62-8126992474  
Contact: Elena Belonogova

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
<b>Rozario DILIP</b>	<b>HSP Accountnant</b>	<b>John Smith Drive, Cowley United Kingdom</b>	<b>441865473727 drozario@oxfam.org.uk</b>
<b>Rukhadze EKA</b>	<b>Management Accountant</b>	<b>John Smith Drive Cowley Oxford England OX4 2JY United Kingdom</b>	<b>441865473434 erukhadze@oxfam.org.uk</b>
<b>Roman MAJCHER</b>	<b>HSP Project Manager</b>	<b>John Smith Drive, Cowley United Kingdom</b>	<b>448165473727 rmajcher@oxfam.org.uk</b>

## Personal History Profile for Nafissatou GARBA

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>GARBA</b>	<b>Nafissatou</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>14/04/1979</b>	<b>NIAMEY</b>	<b>Niger</b>	<b>782978</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Niger</b>		<b>Niger</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>			<b>Married</b>

10. Entry into the United Nations service might require assignment to any area of the 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?

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: **NIGER5989@HOTMAIL.COM**

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>STRAYER UNIVERSITY</b>	<b>WASHINGTON DC United States of America</b>	<b>Sep-2004 - Dec-2005</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>MASTER OF BUSINESS ADMINISTRATION-MANAGEMENT</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>STRAYER UNIVERSITY</b>	<b>WASHINGTON DC United States of America</b>	<b>Sep-2001 - Dec-2003</b>
Main Course of Study	Field of Study	
<b>Accounting</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>BACHELOR OF SCIENCE IN ACCOUNTING</b>	<b>Undergraduate degree</b>	

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
<b>LYCEE MARIAMA</b>	<b>NIAMEY Niger</b>	<b>Oct-1996 - Jun-1998</b>
Main Course of Study		Certificate or Diploma
<b>MATHEMATICS, PHYSICS AND SCIENCE</b>		<b>BACCALAUREATE-SERIES D</b>

## Employment

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

Job Title	Type of Business	From - To
<b>FINANCE AND BUDGET OFFICER</b>	<b>INTERNATIONAL ORGANIZATION</b>	<b>01/04/2009 -</b>
Name of Employer		Name of Supervisor
<b>UNITED NATIONS-DFS/FBFD</b>		<b>GAUDENTIA NYADJROH</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>No</b>
<b>73543</b>	<b>73453</b>	<b>USD</b>	
Telephone Number		Email Address	
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
-			

## Description of Duties

**Review and assist in the preparation of peacekeeping missions budget "UNMIS" and "UNFICYP" from the mission side up to the submission to ACABQ and Fifth Committee. As the Desk Officer for several missions, I monitor allotments, including redeployment of funds when necessary, ensuring appropriate expenditures as well as monitoring of expenditures. Review and make appropriate recommendations with respect to the finalization of budget performance reports. Participation in Inter-Departmental task force in regards to funding requirements and budgetary issues.**

## Summarize any of Your Achievements

**Results-Based Budgeting (RBB) methodology. Proficient in IMIS. Analyse data with respect to the finalization of budget proposals and performance reports for field missions. Prepare budgetary information for the Fifth Committee of the General Assembly for "MINURCAT and UNFICYP" and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) for "MINURCAT and UNFICYP" to support their budgetary review.**

## Reasons for Leaving

**Still at current job.**

Job Title <b>SENIOR AUDIT, BUDGET AND TAX ACCOUNTANT</b>		Type of Business <b>CPA FIRM</b>	From - To <b>01/01/2006 - 01/04/2009</b>
Name of Employer <b>BUCHBINDER TUNICK &amp; CO LLP</b>		Name of Supervisor <b>JACK KOUGH</b>	
Salaries per Annum:			
Starting <b>57000</b>	Final <b>80000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address <b>NAFIGARBA@YAHOO.COM</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties <b>Prepare working papers for review by the Chief Auditor. Develop and discuss audit findings. risks assessment. Recommendations and timelines for corrective actions with responsible officers of operations audited and monitor the implementation status of agreed recommendations. Draft audit reports. Respond to internal/external audit observations. Review the financial statements of other entities for which the Chief Administrative Officer has certification authority. Provide advice and guidance concerning the Financial Regulations, Rules and Accounting Instructions. Provide authoritative interpretation of requirements for handling of financial transactions. Coordinate and supervise the processing of Inter Office Vouchers and payroll. Monitor, analyze, and approve transactions for entry into the accounting system. Charities, Schools, Private Foundations and Religious Organizations - Audit - Review - Compilation - Operational Audit - Agreed-upon Procedures Quarterly and Annual Financial Statements Preparation • Development of Indirect Cost Allocation Procedures - Compliance Review of Fund Raising Reporting and Allocations - Cash Flow Management for Revenue Maintenance. Perform reviews of assigned organizational and functional activities in accordance with GAAP Standards and Other Comprehensive Accounting Standards. Budget preparation by clients with respect to their area of expertise, cost, and market analysis. Review, analyze and provide input into the proposed budget to the Lead budget Partner prior to presentation to stockholders. Quarterly administration of the budget to ensure that expenditures remain within the authorized levels. Review and make recommendations with respect to budget implementation and funds availability.</b>			
Summarize any of Your Achievements <b>I WAS FIRST HIRED AS A SENIOR TAX ACCOUNTANT, AFTER 9 MONTHS ON THE JOB; I WAS ASSIGNED ON THE AUDIT AND BUDGET TEAM RESPECTIVELY. I AM THE ONLY PERSON IN THE TAX DEPARTMENT THAT WORKED IN THREE DEPARTMENTS. WORKING KNOWLEDGE OF AUDIT SOFTWARE (AUTO AUDIT, PROSYSTEMS ENGAGEMENT, CREATIVE SOLUTIONS, ACL). PROVEN CAPABILITY IN MANAGERIAL AND FINANCIAL ACCOUNTING.</b>			
Reasons for Leaving <b>Had a job with the United Nations.</b>			

Job Title <b>SENIOR ACCOUNTANT</b>		Type of Business <b>CPA FIRM</b>	From - To <b>01/01/2005 - 01/01/2006</b>
Name of Employer <b>LIPTZ, ROBERT &amp; MARQUEZ CPA</b>		Name of Supervisor <b>ROBERT MERCKLE</b>	
Salaries per Annum:			
Starting <b>38000</b>	Final <b>42000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties <b>Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained. Assist, prepare or consolidate financial reports. Monitor, analyze, and approve transactions for entry in the accounting system</b>			
Summarize any of Your Achievements <b>I WAS PROMOTED TO SENIOR ACCOUNTANT WITHIN TWO YEARS. EXCELLENT COMPUTER SKILLS, AND PROFICIENCY IN MS OFFICE PRODUCTS (EXCEL, ACCESS, POWERPOINT)</b>			
Reasons for Leaving <b>RECEIVED A JOB OFFER WITH MORE RESPONSIBILITIES AND BETTER PAY</b>			

Job Title <b>STAFF ACCOUNTANT</b>		Type of Business <b>ONLINE LAW LIBRARY</b>	From - To <b>01/03/2004 - 01/01/2005</b>
Name of Employer <b>COURT EXPRESS</b>		Name of Supervisor <b>REGINA WILLIAMS</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>

28000	35000	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			
BILLING INVOICES PREPARATION, PAYMENT TO VENDORS, PROCESS ACCOUNT RECEIVABLE, MONTHLY RECONCILIATION, AND QUARTERLY FINANCIAL STATEMENTS PREPARATION.			
Summarize any of Your Achievements			
I WAS HIRED FIRST AS AN ACCOUNT PAYABLE -RECEIVABLE CLERK AND THEN WAS PROMOTED TO STAFF ACCOUNTANT WITH MORE RESPONSIBILITIES.			
Reasons for Leaving			
RECEIVED A JOB OFFER WITH MORE RESPONSIBILITIES AND BETTER RENUMERATION.			

Have you any objections to our making inquiries of your present employer? Yes

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
French	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
Zarma	Yes	Easily	Easily	Easily	Easily

Address

19804 LARENTIA DR  
GERMANTOWN MD United States of America  
Telephone: -301-972-9481  
Fax: -240-535-0335

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
SHIVA BALKARAN	ACCOUNTANT MANAGER	1100 13TH STREET United States of America	
MAVIS HAWKINS	ADMINISTRATIVE ASSISTANT	9010 RIGGS RD United States of America	
GARY STEVEN	SENIOR BUDGET ANALYST	920 WEST LINCOLN HWY United States of America	

## Personal History Profile for Renu GOEL

## General Details

1. Family name <b>GOEL</b>	First Name <b>Renu</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>01/05/1977</b>	3. City of Birth <b>Udaipur</b>	Country of Birth <b>India</b>	Index No <b>882194</b>
4. Country of Nationality at Birth <b>India</b>	Second Nationality (if any)	5. Country of Present Nationality <b>India</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>150</b>	8. Weight [kg] <b>55</b>	9. Marital Status <b>Married</b>
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? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
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)? <b>No</b>			
18. Email Address: <b>renu_goel@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>ICAI</b>	City, Country <b>Mumbai India</b>	From - To <b>Jun-1996 - May-1999</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Chartered Accountant</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>Mumbai University</b>	City, Country <b>Mumbai India</b>	From - To <b>Jun-1992 - May-1997</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Commerce</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>I.D.U.B.S</b>	City, Country <b>Mumbai India</b>	From - To <b>Jun-1991 - Apr-1992</b>
Main Course of Study <b>MATHS/SCIENCE/HISTORY/ GEOGRAPHY</b>		Certificate or Diploma <b>Higher Seconday School Certification (H.S.C.)</b>

## Employment

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

Job Title <b>Finance Officer</b>	Type of Business <b>UN Agency</b>	From - To <b>01/11/2004 - 01/06/2008</b>
Name of Employer <b>World Food Programme</b>		Name of Supervisor <b>Alemayehu Legesse</b>
Salaries per Annum: Starting Final Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You		



## Description of Duties

**1. Reviewing the accounting practices for ensuring compliance with the IPSAS and internal policies. 2. As in-charge of the disbursement unit was responsible for all disbursements including UNDP reconciliation. 3. Supporting the day to day financial activities, posting transactions, and also responsible for Audit Coordination. 4. Preparing and monitoring the budgets, cash forecasts, fund flows and replenishing the required funds for operations. 5. Field Experience: Took the opportunity to work in remote Field locations, as in-charge of the Finance and Admin Department and supported the Head of the Field office. Closely monitored the field operations in WFP, including coordination with the supporting NGO's, locals and staff from different departments.**

## Summarize any of Your Achievements

**1. Established the finance archiving system, which significantly reduced the missing documents and payment vouchers. 2. Established the financial reporting system for 2 Field offices in Sudan.**

## Reasons for Leaving

**Moved to Lebanon in July 2008**

Job Title <b>Chartered Accountant</b>		Type of Business <b>Practising Chartered Accountant</b>	From - To <b>01/01/2001 - 01/06/2004</b>
Name of Employer <b>Bhura Goel &amp; Associates</b>		Name of Supervisor <b>Rajiv Bhura</b>	
Salaries per Annum: Starting <b>120000</b>		Final <b>250000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>Acting as Auditor for various clients &amp; responsible for carrying out audits as required by law &amp; providing opinion on the accounts. Also carried out Internal Audits for some clients. Providing professional advice to various clients on accounting, taxation &amp; Finance matters. Provided professional expertise to Public trusts for registration &amp; getting exemptions from tax authorities &amp; other services.</b>			
Summarize any of Your Achievements <b>Had to put in significant efforts for expanding the professional practice.</b>			
Reasons for Leaving <b>Moved with Spouse to Sudan.</b>			

Job Title <b>Finance Executive</b>		Type of Business <b>Stock Exchange Member</b>	From - To <b>01/02/2000 - 01/08/2000</b>
Name of Employer <b>Pramod Kumar Investments Ltd.</b>		Name of Supervisor <b>Mr. Pramod Kumar</b>	
Salaries per Annum: Starting <b>120000</b>		Final <b>120000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You			
Description of Duties <b>Responsible for various back office operations like settlements, pay ins &amp; pay outs, accounting operations.</b>			
Summarize any of Your Achievements <b>Gained insights into operations of Stock Brokers, Exchanges &amp; clearing houses.</b>			
Reasons for Leaving <b>To establish my Professional practice.</b>			

Job Title <b>Consultant</b>		Type of Business <b>Petrochemicals Plant</b>	From - To <b>01/07/1997 - 01/01/2000</b>
Name of Employer <b>Herdillia Chemicals Ltd</b>		Name of Supervisor <b>Krishnan</b>	
Salaries per Annum: Starting <b>30000</b>		Final <b>96000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You			

Description of Duties <b>Handled various Internal Audit assignments for the organisation. Was also responsible for Tax Audits &amp; compliance.</b>
Summarize any of Your Achievements <b>Completed Internal &amp; Tax audits resulting in significant savings.</b>
Reasons for Leaving <b>Better opportunities &amp; varied experience.</b>

Job Title <b>Articleship</b>	Type of Business <b>Chartered Accountants</b>	From - To <b>01/07/1995 - 01/07/1997</b>
Name of Employer <b>Madanlal Tater &amp; Co.</b>	Name of Supervisor <b>M L Tater</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>3000                      6000                      INR                      Is this a position within the UN Common System? No</b>		
Telephone Number		Email Address
Address of Employer <b>India</b>		
Number of Employees Supervised by You		
Description of Duties <b>Working as a Senior Auditor &amp; conducting various compliance's &amp; Audit for different Firms &amp; companies.</b>		
Summarize any of Your Achievements <b>Effective &amp; Timely completion of Audits.</b>		
Reasons for Leaving <b>Better opportunities &amp; further studies.</b>		

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Arabic</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Marathi</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Punjabi</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

Rue Carqueron 8, 6th Floor  
Les Avanchet  
Geneva Switzerland  
Telephone: 41-22-3442781  
Fax: 41-767657244  
Contact: Renu Goel

## Address

102/Sunrise C.H.S, Plot No 168,  
Mumbai Maharashtra India  
Telephone: 91-22-27895381  
Contact: Renu Goel

## 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
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Ajay AGARWAL	Chartered Accountant	Vashi, Sector 19 India	agarwalajay64@yahoo.com
Pradeep BISWAS	MBA	KOC India	pradipbiswas@yahoo.com
Justin MANDIZHA	Head Finance	WFP, Afghanistan India	justin.mandizha@wfp.org

## Personal History Profile for Inna GORODNITSKY

## General Details

1. Family name <b>GORODNITSKY</b>	First Name <b>Inna</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>09/08/1957</b>	3. City of Birth <b>Lwow</b>	Country of Birth <b>Ukraine</b>	Index No
4. Country of Nationality at Birth <b>Ukraine</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>157</b>	8. Weight [kg] <b>75</b>	9. Marital Status <b>Married</b>
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? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. United States of America.</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/2009</b>			
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)? <b>No</b>			
18. Email Address: <b>innag287@yahoo.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Pace University, School of Business Administration, Accounting Update CEC</b>	City, Country <b>New York United States of America</b>	From - To <b>Aug-1994 - May-1996</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters degree in Economics &amp; Public Finance</b>	Degree Type <b>Advanced university degree</b>	

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

Name of School <b>Lwow Polytechnic University</b>	City, Country <b>Lwow Ukraine</b>	From - To <b>Sep-1980 - May-1987</b>
Main Course of Study <b>Ecomonics, Finance, Accounting</b>		Certificate or Diploma <b>Masters degree in Economics &amp; Public Finance</b>

## Employment

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

Job Title <b>Director of Finance</b>		Type of Business <b>Media, communication, publication</b>	From - To <b>01/01/2007 -</b>
Name of Employer <b>Media Post</b>		Name of Supervisor <b>Mr.Fedner</b>	
Salaries per Annum: Starting <b>60000</b>		Final <b>60000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>1212849-2907</b>		Email Address <b>inna@images.com</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>Define, analyze and communicate key metrics and business trends on a daily basis • Manage company HR and insurance and purchasing functions • Appraise management of the organization's financial position and issues, periodic reports on the organization's financial stability, liquidity, and growth • Direct and coordinate the establishment of budget programs • Analyze, consolidate, and direct the preparation and issuance of the corporation's financial statements</b>			
Summarize any of Your Achievements			

Over 15 years of solid, progressive experience encompassing all aspects of financial accounting including bookkeeping, computer processing, internal auditing, payroll and preparation of financial statements in both computerized and manual environments. Consistently successful in organizational development, team building and leadership skills. Extensive office management and administration, responsibility for all accounting, budgeting and treasury functions (PAC)

Reasons for Leaving

Company plans to move to CT

Job Title <b>Controller</b>		Type of Business <b>non-profit fund</b>	From - To <b>01/12/1996 - 01/11/2006</b>
Name of Employer <b>General Contractors Assn of NY</b>		Name of Supervisor <b>Mr. Ward</b>	
Salaries per Annum:			
Starting <b>30000</b>	Final <b>75000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>1212687 3131</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>• Monitoring &amp; presentation of budgets, analyze operations &amp; estimate revenue/expenses • Daily accounting operations, monthly analysis &amp; financial reporting, GL analysis • Preparation of Internal Loss Reserve and External Loss Reserve Reporting • Supervise staff of 4 • Perform multi-division reconciliation and general ledger maintenance • Provide direction and assistance for A/R and A/P • Supervise financial year end closing • Benefit administration</b>			
Summarize any of Your Achievements <b>Accounting, Microsoft Office (Word, Excel and PowerPoint), LOTUS Approach 3 for Windows, Windows-based GL (QuickBooks, Pro, Mas90, One-Write Plus, Great Plains, Peach3). Epitome Property Management (version 3.03.08). Strong Analytical, Math and Statistical skills.</b>			
Reasons for Leaving <b>Outsourcing accounting</b>			

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 - **35** 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	Yes	Easily	Easily	Easily	Easily
Russian	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
Polish	Yes	Easily	Easily	Not easily	Easily
Ukranian	Yes	Easily	Easily	Easily	Easily

Address

287 Getz Avenue  
Staten Island New York United States of America  
Telephone: 1-718-966 5283  
Fax: 1-718-608 5453  
Contact: Inna Gorodnitsky

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
Francis MCARDLE	Political Consultant	215 W. 101th Street United States of America	1646279 1312
Rita SCHWARTZ	Public Relation Consulting	129 Hicks Street United States of America	1718522 1184
Jeff ELMER	Assistant City Comptroller	105 East 116th Street United States of America	1212699 3622

## Personal History Profile for Marielle GRANJEAN

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GRANJEAN	Marielle		Blot
2. Date of Birth	3. City of Birth	Country of Birth	Index No
06/07/1965	Gde-Riviere du Nord	Haiti	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Haiti		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female		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? **Public administration 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?

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: **mrgranjean@aol.com**

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
NEW YORK UNIVERSITY	New York United States of America	Jan-1995 - May-1999
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
B.A. in Economics	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
College St. Louis	Port-au-Prince Haiti	Oct-1983 - Jun-1984
Main Course of Study	Certificate or Diploma	
French Baccalaureate	French Baccalaureate Degree, 2nd Part	

## Employment

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

Job Title	Type of Business	From - To
Project Manager	Economics	01/12/2008 -
Name of Employer	Name of Supervisor	
University of Central Florida, Institute of Economic Competitiveness	Dr. Sean Snaithe, Director	

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>No</b>
41600	41600	USD	
Telephone Number	Email Address		
	mgranjean@bus.ucf.edu		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
3			
Description of Duties			
The Institute of Economic Competitiveness at UCF has been commissioned by the Orange County Economic Department to conduct a study on Metro Orlando's Assets, Capabilities, and Potential in Clean Technologies. As the Project Lead for this research, here are my responsibilities: manage and supervise all aspects of the study from data collection and analysis, to drafting and finalization of the report - Prepare workplan and maintain gentt chart - Assign weekly tasks to research team - Review materials and provide coaching to team - Organize regular meetings - Research, collect data, analyze data, and take notes - Participate in cleantech symposium			
Summarize any of Your Achievements			

- Have been on target with workplan - Prepared and mMade presentations in cleantech symposiums and addressed audience representing government, business, and academia. - Submitted draft preliminary report on time.

Reasons for Leaving

Going back to the UN

Job Title	Type of Business		From - To
Finance Coordinator	Peace-Keeping/International		01/01/2002 - 01/06/2004
Name of Employer	Name of Supervisor		
MONUC	King Amuaben		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
75000	78600	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	marielle.granjean@undp.org		
Address of Employer			
Congo, Dem. Rep.			
Number of Employees Supervised by You			
1			
Description of Duties			
- Serve as Desk Officer for all Finance Regional Offices (Sectors). - Provide teamwork, troubleshooting and resolve outstanding finance-related matters pertaining to the Sectors. - Perform the Approving Officer Delegation of Authority on behalf of MONUC with regards to budget funds, obligations, and overall expenditures. - Review and examine all Imprest reports received from the sectors, ensure expenditures are in compliance with UN financial rules and regulations, reconcile accounts, prepare computation of replenishments, and replenish Imprest Accounts as required. - Provide briefings on UN Imprest Guidelines to all new Custodians as approved by MONUC Administration and NYHQs. - Coordinate with Accounts Unit and liaise regularly with Chiefs of Sections, Budget and Procurement Sections in monitoring obligated funds. - Assist and coordinate with all internal (Finance, Air Ops, Security) and external (Banks) parties in preparation of mid- or end-month cash delivery to all Sectors.			
Summarize any of Your Achievements			
Participated in the coordination of the external outsourcing of the mid- and end-month cash delivery operations to all sectors. Contributed to the overall improvement of the financial management at the sector's level			
Reasons for Leaving			
Maternity Leave + Graduate Studies			

Job Title	Type of Business		From - To
Officer-in-Charge, Finance, MONUC LogBase in Bangui (P-3 Post)	Peace-Keeping/International		01/08/2000 - 01/01/2002
Name of Employer	Name of Supervisor		
MONUC	Edjene Akuete		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
73000	75500	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	marielle.granjean@undp.org		
Address of Employer			
Congo, Dem. Rep.			
Number of Employees Supervised by You			
3			
Description of Duties			
- Managed day-to-day operations of the Finance Section of the mission's Logistic Base. - Participated to weekly Section Chiefs Meeting and contributed to weekly Logistical Report. - Performed the Approving Officer Delegation of Authority on behalf of MONUC with regards to budget funds, obligations, and overall expenditures. - Prepared monthly payroll calculations for local staff and payment of allowances for the International staff. - Managed two bank accounts (one US and one Local Currency) and one Cash Imprest Account and submit monthly financial reports to HQs Office. - In consultation with sections concerned, prepared budgets for logbase for submission to HQs. - Supervised all Finance staff and ensured quality and productivity. - Maintained excellent client relationships both within and outside the logbase. - Served as OIC/Finance in other sectors and undertook any official missions, whenever necessary, for the benefits of MONUC.			
Summarize any of Your Achievements			
Turned around the financial cycle so that payments were made expeditely. Achieved error-free end-of-month payrolls Maintained outstanding relationships within MONUC, as well as both within and outside the UN system. Provided input in budget process.			
Reasons for Leaving			
Transferred to Kinshasa. Also, I was in Goma on duty during the eruption of the volcano.			

Job Title	Type of Business		From - To
Finance Associate	International Development		01/09/1996 - 01/07/2000
Name of Employer	Name of Supervisor		
United Nations Office for Project Services (UNOPS)	Anthony Martin		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
65500	73000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	marielle.granjean@undp.org		
Address of Employer			

<b>United States of America</b>	
Number of Employees Supervised by You <b>1</b>	
Description of Duties - <b>Managed a portfolio of 26 countries in Africa and built on its improvement. - Examined and monitored Accounts. - Processed monthly IOV and Imprest Reports submitted by UNDP Field Offices. - Provided training and clear guidelines on the handling of Imprest Accounts to Country Technical Advisors and Project Managers. - Provided coaching to CTAs/PMs and detailed recommendations for enhancement and improvement of the accounts, whenever necessary. - During closing period, prepared financial year-end report for each Imprest and IOV Account</b>	
Summarize any of Your Achievements <b>Improved considerably the portfolio. My portfolio included 26 countries from Africa. Most reports were terrible when received. I made it as part of my job to provide regular coaching to new imprest holders as well to finance staff in the field so the IOV reports could improve and make it easier to process.</b>	
Reasons for Leaving <b>Detail on mission</b>	

Job Title <b>Operations Assistant</b>		Type of Business <b>Development Project Management</b>	From - To <b>01/10/1990 - 01/09/1996</b>
Name of Employer <b>United Nations Office for Project Services (UNOPS)</b>		Name of Supervisor <b>Maarten A. Poolman, Deputy Chief of Division for ILD then Division for Latin America &amp; the Caribbean</b>	
Salaries per Annum:			
Starting <b>49000</b>	Final <b>65000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>marielle.granjean@undp.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties - <b>Worked in team with Senior Project Manager in handling engineering-related project portfolio. - Dealt with all aspects and stages of development project implementation and supported the portfolio management in the Division for Infrastructure and Land Development and then later in the Division for Latin America and the Caribbean. - Assisted in the preparation of projects for the Project Acceptance Committee (PAC) by coordinating inputs from different parties, preparing the Implementation Analysis Note and drafting the cover letter to the PAC. - Analyzed project activities and ensured the best and most cost-effective services. - Managed information flow between HQ and Country Offices and sent on daily basis authorizations for project activities and expenditures to Field Project Managers and UNDP country offices. - Prepared or reviewed terms of reference for consultants and experts and ensured their timely fielding, by organizing missions/travels, preparing pre-mission documentations and briefs as required, and ensuring timely payments to consultants. - Coordinated with Senior Project Management Officer (SPMO) and recommended courses of action as appropriate and bringing to the SPMO's attention all technical issues that required resolution. - Drafted submission to Contracts Committee and UNOPS Procurement Review and Advisory Committee, participated in opening of bids, and regularly liaised with all parties concerned on status of contracts and timely payments. Drafted contract amendments whenever required. - Oversaw quality of documents prior to final technical approval, analyzed proposals and verified accuracy of financial details and conformity of data throughout, appropriate format/content in advance of Management final clearances. - Performed quality control of portfolio by monitoring and evaluating project delivery reports and submission of progress reports and budget revisions; identified reasons for any shortfall in del</b>			
Summarize any of Your Achievements <b>In January 1995, my supervisor was requested by the UNOPS Executive Director to undertake a special mission to Central America to open a new decentralized UNOPS office there. During his long absence of no less than six months, I was in charge of his entire portfolio. I always consider this achievement as the most substantial of my career--for I had to use a great deal of leadership, teambuilding, and people skills. Although I have subsequently occupied higher-level posts, this is the professional accomplishment of which I am most proud. This was one of those challenging opportunities I ever had to prove my competencies, and, I believe, I did remarkably well. . On one hand, due to the level of the tasks and responsibilities involved, I had to go way beyond the expectations set forth in my individual workplan and job description. Indeed, UNOPS' Management was very satisfied as well as my supervisor upon his return. They found the project delivery report up to the standard and the overall project activities running smoothly. On the other hand, and the most significant, I felt very motivated throughout the experience because I could feel the impact and the scope of my work on the various projects involved, particularly on the Programme Managers. From this potable water project in Cité Soleil, Haiti to that construction of roads project in Bolivia, or that building of dams project in Vietnam, or that construction of bridges project in the Balkans, many field staff did express their appreciation for my services, particularly for the readiness and reliability with which I was supporting them. Quality was commensurate with Quantity. As a result of this, my performance appraisal was quite outstanding, and I did obtain a promotion that year.</b>			
Reasons for Leaving <b>Transfer to higher level post in Finance</b>			

Job Title <b>Technical Assistant, UNIFEM</b>		Type of Business <b>International Development/Technical Assistance</b>	From - To <b>01/09/1989 - 01/10/1990</b>
Name of Employer <b>United Nations Development Programme (UNDP)</b>		Name of Supervisor <b>Rose Delageot-Loial &amp; Mariama Djibo</b>	
Salaries per Annum:			
Starting <b>45000</b>	Final <b>49000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>marielle.granjean@undp.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties - <b>Provided assistance in managing Technical Development Projects for women. - Organized different conferences in different parts of the world and ensured all participants were familiar with details. - Served as Office Technology Coordinator (OTC) in the UNIFEM Office. - Provided training to all staff and provided troubleshooting on the use of computers.</b>			
Summarize any of Your Achievements			
Reasons for Leaving			



Transfer to higher-level positon.

Job Title <b>Data Manager</b>		Type of Business <b>International Development</b>	From - To <b>01/07/1987 - 01/08/1989</b>
Name of Employer <b>Haitian Association of Voluntary Agencies (HAVA)</b>		Name of Supervisor <b>Katie Gomez</b>	
Salaries per Annum: Starting <b>7500</b>		Final <b>10000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address <b>marielle.granjean@undp.org</b>	
Address of Employer <b>Haiti</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>- Managed the daily operations of the Data Unit and ensured client-oriented services. - Organized and coordinated seminars at HAVA for member organizations and foreign agencies. - In cooperation with USAID, maintained a complex database on all NGOs and International Agencies in the country and managed the Mailing list. - Produced, upon request, all computer-generated reports on the organization and the member agencies. - Worked on various operating systems and software applications. - Coordinated and provided training to all staff and provided troubleshooting on the use of computers.</b>			
Summarize any of Your Achievements <b>Improved considerably the efficiency and effectiveness in printing reports for members. Improved to a better-equipped office.</b>			
Reasons for Leaving <b>Joining the UN</b>			

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Creole</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

Address

3670 Peace Pipe Way  
Clermont FL United States of America  
Telephone: -352-989-4274  
Fax: -631-805-6233  
Contact: Marielle Granjean

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
<b>Marie-Therese ANDRE</b>	<b>Head of Pensions - Retired</b>	<b>64 Pasadena Dr United States of America</b>	<b>1516939-2806 mthandre@optonline.net</b>
<b>Marielle LAZARD</b>	<b>Physician - Cardiologist</b>	<b>113 Hallstrom Ct United States of America</b>	<b>1407928-0679 timafi30@yahoo.com</b>
<b>Joseph STERN</b>	<b>Lecturer in Public Policy</b>	<b>Center for International Development United States of America</b>	<b>joseph_stern@harvard.edu</b>

## Personal History Profile for Harina HAFITZ

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>HAFITZ</b>	<b>Harina</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>25/06/1959</b>	<b>Jakarta</b>	<b>Indonesia</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Indonesia</b>		<b>Indonesia</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>160</b>	<b>55</b>	<b>Single</b>
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? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
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)? <b>No</b>			
18. Email Address: <b>harina.hafitz@wfp.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Trisakti</b>	<b>Jakarta Indonesia</b>	<b>Jan-1996 - Dec-2000</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Bachelor of Economics</b>	<b>Degree</b>	

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
<b>St. Theresia</b>	<b>Jakarta Indonesia</b>	<b>Jan-1975 - Dec-1977</b>
Main Course of Study		Certificate or Diploma
<b>Language, Administration, Math , History, Art</b>		<b>High School University entry Diploma</b>

Name of School	City, Country	From - To
<b>St. Fr. Asissi</b>	<b>Jakarta Indonesia</b>	<b>Jan-1972 - Dec-1974</b>
Main Course of Study		Certificate or Diploma
<b>Language, Math., History, Art.</b>		<b>Junior High School Diploma</b>

## Employment

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

Job Title	Type of Business	From - To
<b>Quality Control and Emergency Response officer - P3</b>	<b>Air Operation</b>	<b>01/05/2006 - 01/12/2007</b>
Name of Employer		Name of Supervisor
<b>World Food Programme</b>		<b>Philippe Martou / Einar Schjolberg</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>7000</b>	<b>7000</b>	<b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
<b>390665132778</b>		
Address of Employer	Email Address	
<b>Italy</b>	<b>Harina.Hafitz@alice.it,Harina.Hafitz@wfp.org</b>	
Number of Employees Supervised by You		
Description of Duties		

Assist in Developing and periodically reviewing quality standards i.a.w. established performance indicators, attainable for : 1. The administrative elements of the Aviation Section as a whole 2. The financial elements of the field operations as a whole 3. Operators and operational support service contractors 4. Field air transport service management; Assessing the contract performance of carriers and management performance of air transport service operations Collating and analyzing performance data and charts against defined parameters Identifying non-conformance and deficiencies and coordinates recommended corrective actions; Reviewing, analyzing and evaluating contractor activities and reports to ensure quality of the service delivered; Under the direct supervision of the Senior officer, QCER, drafting, planning and harmonizing Aviation Quality Control assessments both at HQ level as well as field operations; Ensuring compliance with established Quality Control standards Identifying relevant related training needs, and assist in the training systems being developed within the Aviation Section related to finance and admin; Establishing reasonable standards of service for clients; Assist in the development of manuals, SOP's and standards; Monitoring performance through gathering relevant data and producing statistical reports, and; Assist in establishing and maintaining "ER-Kit" in collaboration with Regional Air Transport Officers.

Summarize any of Your Achievements

The development and implementation of Key Performance Indicators has facilitated all area in the unit with progress in achieving the objectives. QC visits in field offices has resulted increase of efficiencies. All Emergencies have been responded in timely and in cost effective manner as system has been established to implement the Emergency Preparedness.

Reasons for Leaving

A change in organization to enhance my carrier development.

Job Title <b>Finance and Administrative Officer</b>		Type of Business <b>Air Operation</b>	From - To <b>01/11/2005 - 01/04/2006</b>
Name of Employer <b>World Food Programme</b>		Name of Supervisor <b>Philippe Martou / Einar Schjolberg</b>	
Salaries per Annum:			
Starting <b>4300</b>	Final <b>4300</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address <b>Harina.Hafitz@wfp.org</b>	
Address of Employer <b>Pakistan</b>			
Number of Employees Supervised by You <b>7</b>			
Description of Duties <b>Hired to provide Financial Management services to WFP Air Operation (SO) in Pakistan. Continuous involvement with WFP Air Operations daily activities. Monitored the operation's project allotments and ensure that they are available for all forecasted expenditures. Optimized the use of funds allocated to the operation by daily monitoring that the request of purchases are in line with the purpose specified. Ran weekly report to monitor the unused allotment and analyze whether they are still needed. Reviewed budgeted figures and perform variance analysis versus actual. Analyzed further needs based on the increase of activity level and/or new assessments if any. Ensured that proposal of budget change reflects the overall project scope, classified in correct cost categories, existing resources, the capacity for implementation and the project's objective. Coordinate procurement processes from the recording of the prime entry transactions (Purchase Requests) to disbursements to optimize timely delivery. Ensured that all purchases comply with tender process and the procurement principle. Defined each staff's role and sufficient segregation of duties is in place. Weekly review of valid outstanding obligations. Reviewed at regular interval the management of cash, operational advances, funds sub-allotments and outstanding items on the balance sheet accounts. Followed up audit recommendation and monitor progress on the implementation. Coordinated the operational and financial closure of the project. Prepared the Standard Project Reports, Needs and Shortfall and other project reports required by the Country Office and UN/UNDP Representations in Pakistan.</b>			
Summarize any of Your Achievements <b>The Finance and Admin set-up was completed in timely manner to respond to emergency air operation. On the job trainings were successfully conducted to national staff resulting a smooth business process. Funds were used in most efficient way as internal control was fully implemented. Service level has been fully satisfactorily achieved , customers were fully satisfied of the humanitarian air service provided to them. Account reconciliations were timely completed , no significant issue arose during audit visit conducted at the end of the emergency operation. Donor funds were utilized in the most efficient manners, and at the end of the emergency operation, the closure exercise is timely completed.</b>			
Reasons for Leaving <b>End of the Emergency Operation</b>			

Job Title <b>Finance Officer</b>		Type of Business <b>Iraq Emergency Operation</b>	From - To <b>01/07/2003 - 01/06/2005</b>
Name of Employer <b>World Food Programme</b>		Name of Supervisor <b>Torben Due / Evelynne Togbe</b>	
Salaries per Annum:			
Starting <b>3000</b>	Final <b>4300</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>390654832012</b>		Email Address <b>harina.hafitz@wfp.org</b>	
Address of Employer <b>Italy</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Monitor Transport Cost , direct and indirect support cost expenditures and revenues allotted to the Turkey Corridor for Iraq Emergency Op. and Oil For Food. Ascertain that the use of funds is appropriate and have been allocated for the purpose specified. Ensure timely recording of all obligation, financial transactions. Manage bank, cash and petty cash accounts. Perform timely reporting of all financial operations such as bank reconciliations, Funds management/Funds consumption reports to Regional Bureau and HQ. Provide timely response to headquarters and to the auditors of required reports or queries. Observe at regular interval the expenses and revenues for forecasting purposes and for minimizing the cost of holding cash. Prepare operating budget, report quarterly of actual against budget and analyse variances. Advise and support the Operation/Logistics unit on the cost containment and on the usage of all resources during the life cycle of the projects. Ensure that request for adjustments between the cost components, cumulative funds and donor funds are fully justified. Procure non food items in line with proper tender criteria and periodically evaluate alternatives in the market. For internal control, ensure that all activities are in line with regulatory framework. Provide continuously , job trainings to National staff on the business process, the business supply chain and the attitude towards service oriented duties. Assure the segregation of duties and that each staff role is clarified. Maintain closed contacts with UNDP Office on administrative/financial matters such as cost sharing for common premises, security enhancement, the administration of local staff contracts and Personnel Management applicable guidance. Maintain the up-date of the inventory records, and the physical security of assets. Provide advice and support to the Emergency Coordinator and Operation managers on Financial, Administrative and Human Resources matters.</b>			
Summarize any of Your Achievements			

\* have achieved the ability of facing emergency operation situation whilst maintaining accountability, being able to deal with different kind of situation, cultures, and find the right balance between timely responding to emergencies and reporting to stakeholders. \* Successfully managed the financial accounts and financial management in the Country Office and during the assignment in the Turkey Corridor for Iraq - the Country Office proved to be one of the offices who has the most clean accounts and provided most timely report in the Middle East Region.

Reasons for Leaving

Looking forward to have a more stable (fixed-term) contract.

Job Title <b>Financial Management Consultant</b>	Type of Business <b>Logistics / Financial Management</b>	From - To <b>01/08/2002 - 01/07/2003</b>
Name of Employer <b>World Food Programme</b>	Name of Supervisor <b>Calum Gardner</b>	
Salaries per Annum: Starting <b>3000</b>	Final <b>3000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>39060665131</b>	Email Address <b>harina.hafitz@wfp.org</b>	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You		
Description of Duties <b>Hired to provide Financial Management services to the Transport and Freight Analysis Branch (OTF). Analyse data on LTSH (Landside Transport Storage and Handling) allotments and expenditures. Managed the Branch's response to Country Office requests for LTSH Authorisation, including maintenance of informational databases. Liaised with Country Offices, Finance Division, Bureaux, Logistic division and other division on matters related to LTSH coordination and management, including liaison with Operation Department/Programming Service for sufficiency of funds programmed to Purchase Requisitions. Monitor actual LTSH Expenses by comparing them with budget (target), identified the means by which Negative balances and / or Unspent Balances can be treated, responded to divergences from the plan (budget), to enable management to take action as appropriate. Assisted in the preparation of special reports and documents for the Transport and Logistics Division requiring analysis of project balances, particularly for Reporting and Audit purposes. Provide support to the Division's Services/Branches aimed at improving data collection and analysis. Actively participate in Mid-Biennium closure of Accounts such as preparing Bank Reconciliations for WFP UNHRD Brindisi Imprest/Sub-Imprest Accounts, Analysis/validation of month end balances and completion of reporting package of Accounts to Finance Division</b>		
Summarize any of Your Achievements <b>Managed to utilized efficiently the transports/ storage and handling funds that have been entrusted by the donors.</b>		
Reasons for Leaving <b>Project assigned has been closed</b>		

Job Title <b>Finance Consultant</b>	Type of Business <b>Financial Reporting</b>	From - To <b>01/09/2001 - 01/06/2002</b>
Name of Employer <b>World Food Programme</b>	Name of Supervisor <b>Eric Whiting</b>	
Salaries per Annum: Starting <b>3000</b>	Final <b>3000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>390665131</b>	Email Address	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You		
Description of Duties <b>Defined the problem of the migrated fund balances (when changing into new legacy system SAP) from contributions. Liaised with Resources, Program and the ICT to determine what corrective actions will be required for the 'migrated fund balances' found to be incorrect and to analyse and prioritise the migrated fund balances requiring correction. Ensured that appropriate amendments to the incorrectly migrated fund balances are processed in the new system SAP. Prepared final reconciliation of the migrated fund balances. Prepared the reconciliation of closing legacy system and opening new system fund balances for directed multilateral and multilateral contributions</b>		
Summarize any of Your Achievements <b>Fund balance reconciliation and data migration have been successfully completed.</b>		
Reasons for Leaving <b>Data migration to new system completed</b>		

Job Title <b>Finance Consultant</b>	Type of Business <b>Financial Accounting</b>	From - To <b>01/05/2000 - 01/08/2001</b>
Name of Employer <b>World Food Programme</b>	Name of Supervisor <b>Armando Diaz</b>	
Salaries per Annum: Starting <b>3000</b>	Final <b>3000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>390665131</b>	Email Address <b>harina.hafitz@wfp.org</b>	
Address of Employer <b>Italy</b>		

Number of Employees Supervised by You
Description of Duties
<b>Analysed the Self-Insurance accounts, Third Party Insurance accounts, Travel advance accounts, Accrued liability accounts and Staff Cost Variance accounts. Cleared the Insurance related suspense balance for migration (to new system) purposes. Liaised with migration team to define migration information requirements for the Insurance accounts. Prepared and up-dated subsidiary ledgers for all Balance sheet accounts and all Insurance accounts for migration to SAP. Prepared the Report on the Insurance Recoveries payable to the Donors period 1996 - 2000. Prepared the Balance Sheet accounts and Related Notes for WFP Financial Statements</b>
Summarize any of Your Achievements
<b>Accurate report of Insurance Recovery payable to the Donor have been completed</b>
Reasons for Leaving
<b>Looking for more stable type of contract</b>

Job Title	Type of Business	From - To
<b>Administrative Assistant</b>	<b>Agricultural Development</b>	<b>01/09/1998 - 01/06/1999</b>
Name of Employer	Name of Supervisor	
<b>IFAD</b>	<b>Farhana Haque Rahman</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>4000000</b>	<b>4000000</b>	<b>ITL</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
<b>390654591</b>		
Address of Employer		
<b>Italy</b>		
Number of Employees Supervised by You		
Description of Duties		
<b>Assisted and established entitlement of application for Travel authorization and related Travel Advances, Travel Expense Claims, Education Grant and rental subsidies. Collected and analysed related data such as policies, program of work and budget, staff cost, supplementary funds, budget allocation and re-allocation</b>		
Summarize any of Your Achievements		
<b>Reconciled, cleared all outstanding transactions related to Travel and Administrative processes</b>		
Reasons for Leaving		
<b>Returned to home country for family reason</b>		

Job Title	Type of Business	From - To
<b>Finance and Logistics Consultant</b>	<b>Freight Forwarder</b>	<b>01/01/1994 - 01/01/1998</b>
Name of Employer	Name of Supervisor	
<b>DART Expressindo</b>	<b>Linda Putri</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>2000</b>	<b>2000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>Indonesia</b>		
Number of Employees Supervised by You		
Description of Duties		
<b>Finance Consultant Advised on overall commercial organization specifically in reformulation of Marketing strategy and Finance. Defined cargo rates. Worked at establishing sound computerized system providing financial management control, accurate payment records to carriers/transporters, and up-dated information on banking situation. Logistics Consultant : Supervised the operations Team in monitoring vessel schedules (from feeder to mother vessel ) and in providing the POD. Ensured efficiency in Transit points, intervened in problem solving. Approved shipping details to be sent to shippers/consignees as well as the pre-alert advise to the respective Agents. Negotiated and gave judgment on liners/agents and QC subcontractors' reputations and performances, prepared tenders and analysed Agents' bids for 'big risks' projects. Built operation strategy, ensured correct treatment to shipping instructions from shippers/suppliers, ensured cost-effective operation and punctuality of delivery. Worked at establishing a method to tailor-made a well-fitted transportation system to provide a long term cooperation and service delivery to clients. Liaised with transporters on all operational aspects including solution of problems /disputes arising from cargo losses/claims.</b>		
Summarize any of Your Achievements		
<b>Through establishment of processes mapping, the company has gained 30 % of profit for the last 2 years</b>		
Reasons for Leaving		
<b>Joined family assigned in Vietnam</b>		

Job Title	Type of Business	From - To
<b>Commercial Officer</b>	<b>Airline</b>	<b>01/01/1985 - 01/01/1992</b>
Name of Employer	Name of Supervisor	
<b>Air France</b>	<b>Guy Barret</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>2500</b>	<b>2500</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	

Address of Employer

Thailand

Number of Employees Supervised by You

3

Description of Duties

Under the general supervision of the Air France Representative of the Asia Regional Office in Bangkok, responsible for most commercial aspects of the Branch (Vietnam, Laos and Cambodia) such as Finance, Operation , Claims and Customer Services. Worked on establishment of passenger and cargo fare, special packages on special flights based on trend / seasonal analysis. Trained ticketing / sales staff on the fare calculation for special programs or events. Worked on continuous service improvements to clients, focusing on 'customer oriented' attitude. Ensured efficiency and quick / satisfying handling in both town office and at Airport , coordinating flight process from reservation, pre-flight monitoring up to check-in. Ensured efficiency and quick process at station/Airport, passenger transit points , pre-alert on onward journeys , and passenger final services/entitlements at destinations. Handled irregularity cases such as loss baggage / cargo , avoidable delayed flight scheduled .

Summarize any of Your Achievements

Effective provided trainings to ticketing/sales staff resulted to increase service demands from clients and save costs.

Reasons for Leaving

Looking for other opportunity in more challenging area.

Job Title

Branch Manager

Name of Employer

ISTA Travel and Tours

Type of Business

Travel business

From - To

01/01/1978 - 01/01/1984

Name of Supervisor

Johannes Kembuan

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

1000

1000

USD

Telephone Number

Email Address

Address of Employer

Indonesia

Number of Employees Supervised by You

4

Description of Duties

ISTA Travel & Tours ( Contracted by the UN Common Premises to manage and administer travel arrangements for all UN Agencies accredited in Indonesia and their projects ). Supervised the work of four ticketing staff, two sales assistants and one accounting staff. Intervened in problem solving, ensuring punctuality of delivery of tickets/shipment/cargo and assuring best fare offered in the market. Promoted to Branch Manager in 1990, responsible for all aspects of the branch's activities including negotiation with United Nations for the renewal of the contract.

Summarize any of Your Achievements

Have introduced a 'service enhancement' program. As a result, the contract agreement with the UN Agencies have always been renewed.

Reasons for Leaving

I have offered a better opportunity to work in Vietnam.

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
French	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
Indonesian	Yes	Easily	Easily	Easily	Easily
Italian	No	Easily	Easily	Easily	Easily
Portuguese	No	Easily	Easily	Not easily	Easily

Address

Viale Giappone 31, Le Rughe  
Formello (RM) Rome Italy  
Telephone: 39-06-90127783  
Fax: 39-3471891687  
Contact: Harina Hafitz

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
Grethe HUSTAD	Accountant	Starveien 24E Norway	Grethe.Hustad@sas.no
Ghessy SAIDI	Accountant	21st Floor Summitmas I Norway	ghesy@yahoo.com
miriam SOERLI	Standby Partner Officer-Norwegian Refugee Council	Hagegata 3b Norway	somirjam@yahoo.com

## Personal History Profile for Ratnanjali KODURU

## General Details

- |                                    |                             |                                   |                             |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name                     | First Name                  | Middle Name                       | Maiden Name, (if any)       |
| KODURU                             | Ratnanjali                  | venkata                           | koduru                      |
| 2. Date of Birth                   | 3. City of Birth            | Country of Birth                  | Index No                    |
| 31/07/1969                         | Eluru, W.G.Dt               | India                             | 140904                      |
| 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           |
| Female                             | 160                         | 58                                | Divorced                    |
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. Czech Republic.**
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? **01/06/2001**
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: **ratnanjalik@yahoo.co.in**

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Nagpur University	Nagpur India	Apr-1996 - Apr-1998
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Philosophy	Advanced university degree	

University Name	City, Country	From - To
Andhra University	Vishakapatnam India	Jun-1993 - Dec-1995
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters of Commerce	Masters	

University Name	City, Country	From - To
Andhra University	Vishakhapatnam India	Jun-1988 - Jul-1991
Main Course of Study	Field of Study	
Accounting	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
Government Junior College	Eluru India	May-1983 - Sep-1985
Main Course of Study		Certificate or Diploma
Botany, Zoology, Chemistry, Physics, English and Hindi		Intermediate(Senior Secondary School Certificate)

Name of School	City, Country	From - To
St Thersa's Girls High School	Eluru India	Apr-1982 - Mar-1983
Main Course of Study		Certificate or Diploma
General Science, Mathematics, Social Studies, Telugu, English and Hindi		Secondary School Certificate

## Employment

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



Job Title <b>Finance Officer</b>	Type of Business <b>Finance</b>	From - To <b>01/02/2008 -</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Hassan Yusuf Mohamoud</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>71729</b>	<b>71729</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number <b>2490919596939</b>	Email Address <b>koduru@un.org</b>
--	---------------------------------------

Address of Employer  
**Sudan**

Number of Employees Supervised by You  
**3**

Description of Duties  
**1. Help Finance team in getting the required equipment(mobiles, laptops, radios, dectphones, etc) for them to be able to set up their regional offices. 2. Set up Regional Finance Office in Sector South. 3. Help normalizing the irregularities in payments to staff members(International Civilians, CIVPOL, MILOBS, Staff Officers, National Staff ) and ICs. Resolve all disputes, inquiries and work closely with the respective POC in payroll at Finance HQ to the satisfaction of our clients. 4. To laise with all sections – HR, SAO, Head of Office, CMPO, UN police, TCC, Military troops, Staff Officers, UNVs, Liaison officers, etc. 5. To resolve any issues from MILOBS, Staff Officers, UNVs, ICs, International Staff, TCC and National Staff. 6. To expedite and facilitate financial process to meet urgent and routine operational requirements. 7. To make urgent payments for utilities, cleaning materials, toiletries etc 8. To handle the imprest funds in absence of the Imprest Custodian. 9. To laise with the Bank of Khartoum to ensure the payments are made on time and in the manner requested. 10. To retrieve signed signature lists from the BOK for onward transmission to Finance HQ. 11. Charged with approving requests for direct expenditures, i.e. those requests for urgent purchases over \$200 but lower than \$2500. 12. To monitor the frequency of the direct expenditure requests from those sections which are substituting this for the normal procurement process and to discourage. 13. To receive and ensure completeness of the submission of F-10 claims and to address all questions regarding this issue from Staff members. 14. To be responsible for those National Staff without bank accounts, the monthly payments would be executed and to encourage these national staff to open bank accounts as soon as possible. 15. To travel to teamsites to make IC payments. 16. To ensure all documents are in place while making the payments to vendors and in some unique circumstance,**

Summarize any of Your Achievements  
**We have established the finance office in our Sector. I have been OIC, Sector Administrative Officer in absence of SAO.**

Reasons for Leaving  
**better employment opportunities**

Job Title <b>Consultant(SSA)</b>	Type of Business <b>Finance</b>	From - To <b>01/11/2006 - 01/01/2007</b>
Name of Employer <b>UNRWA</b>		Name of Supervisor <b>Mr.Ramadan Al Omari</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1500</b>	<b>1500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number <b>96265808414</b>	Email Address <b>r.koduru@unrwa.org</b>
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Address of Employer  
**Jordan**

Number of Employees Supervised by You

Description of Duties  
**a) To organize and conduct studies to analyze and evaluate Agency-wide financial policies, methods, systems and procedures (these include areas such as budgeting, accounting, cash management, internal control and financial management information systems). b) To prepare for implementation of, new or amended financial policies and systems in line with the introduction of the international Public Sector Accounting Standards ( IPSAS) Accounting standards in cooperation with other finance staff. c) To assist in preparation of sensitization activity on transition of United Nations System Accounting Standards to International Public Sector Accounting Standards for the field finance and budget officers. d) To assist in revisions to financial technical instructions and other guidelines e) To act as a focal point for the preparations of documents for FFO conference and other meetings that may take place during the assignment period. f) To assist in coordination and preparation of Finance Department's replies to audit observations issued by the internal auditors and external auditors.**

Summarize any of Your Achievements  
**I was active part in formulating FTIs for the organisation**

Reasons for Leaving  
**Better employment opportunities**

Job Title <b>Intern</b>	Type of Business <b>Accounts and Finance</b>	From - To <b>01/08/2006 - 01/11/2006</b>
Name of Employer <b>United Nations Relief and Works Agency</b>		Name of Supervisor <b>Jagannathan Gopalan</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1</b>	<b>1</b>	<b>JOD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>+96265808310</b>	Email Address
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Address of Employer  
**Jordan**

Number of Employees Supervised by You

## Description of Duties

To formulate the implementation strategy to adopt the IPSAS Accounting Standards in UNRWA. Main tasks would include, to assist in preparation of sensitization activity to the field finance and budget officers. Analysis and Review including relevant follow up for a)Biennium ending 2005 Audit recommendations, b)FMS Procedures, c)Financial Technical Instructions. Coordination and Facilitation of AAT training for Area Staff in Finance Department.

Summarize any of Your Achievements

None

Reasons for Leaving

None

Job Title <b>Visiting Faculty</b>	Type of Business <b>Education</b>	From - To <b>01/02/2005 - 01/09/2006</b>
Name of Employer <b>London Metro Politan University, University of Westminster</b>	Name of Supervisor <b>David Trodden, Marco Mongiello</b>	
Salaries per Annum: Starting <b>35</b>	Final <b>45</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>004402073201645</b>	Email Address <b>d.trodden@londonmet.ac.uk</b>	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Teaching to students pursuing their graduation and professional qualifications such as ACCA and CIMA. Being the module leader, who is responsible for complete management of the course, including syllabus and assessment methods. Supervising Management students on their dissertaions. Actively participating in preparing project proposals and other administrative issues.</b>		
Summarize any of Your Achievements <b>I introduced new methods of assessment into the course</b>		
Reasons for Leaving <b>better employment opportunities</b>		

Job Title <b>Lecturer</b>	Type of Business <b>Teaching</b>	From - To <b>01/09/2003 - 01/12/2004</b>
Name of Employer <b>University of New York in Prague and Anglo American College</b>	Name of Supervisor <b>Will Barnard and Kevin Capuder</b>	
Salaries per Annum: Starting <b>60000</b>	Final <b>188000</b>	Currency Paid <b>CZK</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address <b>kevin.capuder@aac.edu</b>	
Address of Employer <b>Czech Republic</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Teaching Financial accounting, Managerial accounting and Financial analysis and management. Being responsible for complete management of the module including syllabus and assessment methods. Assisting the course leader in interviewing to select the right candidates and with other administrative issues related to the module.</b>		
Summarize any of Your Achievements <b>Rated as one of the good faculties</b>		
Reasons for Leaving <b>for better professional opportunities</b>		

Job Title <b>Foreign Centre Coordinator</b>	Type of Business <b>NGO</b>	From - To <b>01/06/2003 - 01/11/2004</b>
Name of Employer <b>Arcidievezni Charita Praha</b>	Name of Supervisor <b>Jarmila Kabatova</b>	
Salaries per Annum: Starting <b>156000</b>	Final <b>180000</b>	Currency Paid <b>CZK</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address <b>adopce@charita-adopce.cz</b>	
Address of Employer <b>Czech Republic</b>		
Number of Employees Supervised by You		

## Description of Duties

**Evaluating and controlling the budgets of the main project and other proposed projects of partner organisations in several countries (30 centres, 19 partners and more than 10,000 children sponsored). Controlling the authenticity of their accounts and money spent approximately 5 Million USD, receiving auditors' statements and evaluating them. Periodic control trips to the partners' country of operation. Responsible for regular payments to the centres and producing monthly newsletter. Controlling the partners keep all the agreed rules in Cooperation Agreement. Looking for international sponsors, partner organisations. Looking for new partners and checking their authenticity and initiate the center to start the project.**

## Summarize any of Your Achievements

**During my work with Caritas, there is a tremendous improvement in communication with partner organisation. During my audit visit to Uganda, I found the misuse of funds and Caritas changed its partners.**

## Reasons for Leaving

**For Better employment opportunities**

Job Title <b>Assistant Local Community Officer</b>		Type of Business <b>Assisting Communities to live better life.</b>	From - To <b>01/10/2001 - 01/06/2002</b>
Name of Employer <b>UNMIK</b>		Name of Supervisor <b>Evan Bwala</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>bwalaman@yahoo.com</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>I was working on the following issues, other than I was the focal point in the municipality for returns and resettlement Establishing the Municipal Community Offices as integral part of the municipal administration. Ensuring the timely, adequate and efficient provision of public services to the minority communities. Liaising closely with KFOR and UNMIK Police on all matters related to the security of the communities. Drafting, submitting and implementing the income generating and infrastructural projects for the economic development. Facilitating the employment and integration of minorities into municipal and socially owned companies and the municipal service. Monitoring and recommending acceptable interethnic sale of properties for registration. Liaise with relevant agencies to provide legal aid to minorities. Monitoring payments made to minorities in Health, Education and Social Welfare sectors. etc</b>			
Summarize any of Your Achievements <b>In our municipality kids of all the communities started playing together because of the efforts put by me, women from all the communities were having a common women`s organisation. This we achieved as a team in cooperation with KFOR. I was able to help the minorities to move and work with other communities. I was interviewd by UN TV and Radio on this achievement.</b>			
Reasons for Leaving <b>To submit thesis for my doctorate</b>			

Job Title <b>Civil Registration Officer</b>		Type of Business <b>Civil Registration of minorities</b>	From - To <b>01/07/2001 - 01/09/2001</b>
Name of Employer <b>UNMIK</b>		Name of Supervisor <b>Sinda L</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>11</b>			
Description of Duties <b>I was working as a Civil Registration Officer in a Mobile team, in the Municipality of Obilic/q. We had been moving our team to various locations in the same municipality to give the service to minorities in the area to civil register themselves. I was the overall in charge of team. We registered more than 2000 people in our centre.</b>			
Summarize any of Your Achievements <b>we have registered more than 2000 minority by my mobile team in Obilic/q municipality. This is the biggest number achieved in whole Kosovo by any mobile team. To achieve this we conducted some meetings to spread the awareness of the importance of registration.</b>			
Reasons for Leaving <b>Finished the task</b>			

Job Title <b>Research Fellow</b>		Type of Business <b>RESEARCH/TRAINING AND EDUCATION</b>	From - To <b>01/03/2000 - 01/04/2001</b>
Name of Employer <b>INDIAN INSTITUTE OF FOREIGN TRADE</b>		Name of Supervisor <b>Mr. B Bhattacharyya</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>156000</b>	<b>156000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
<b>0091116966563</b>	
Address of Employer	
<b>India</b>	
Number of Employees Supervised by You	
<b>0</b>	
Description of Duties	
<b>(i) I Was doing research in WTO (World Trade Organization) agriculture and related issues for Ministry of Commerce, Government of India for country proposals and negotiations. (ii) Teaching Accounts and Finance to MBA students. Helped organize training programmes for Civil servants and other personnel from NGOs.</b>	
Summarize any of Your Achievements	
<b>I was helping other training programmes organized with the assistance of International Bodies like Colombo Plan Secretariat etc by the Institute. I was rated as one of the best faculties.</b>	
Reasons for Leaving	
<b>For doing the work for my Ph.D</b>	

Job Title	Type of Business	From - To
<b>Programme Coordinator</b>	<b>Teaching and organizing events, etc</b>	<b>01/11/1999 - 01/02/2000</b>
Name of Employer	Name of Supervisor	
<b>Jagannath International Management School</b>	<b>Amit Gupta</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>144000</b>	<b>150000</b>	<b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>India</b>		
Number of Employees Supervised by You		
<b>6</b>		
Description of Duties		
<b>Teaching Accounts and Finance, organizing events like Seminars and Workshops, Counseling and Admissions. I was the Information Executive of the Journal JIMS8M, which was published every quarter by the Institute. I was also the cultural coordinator. I was responsible for managing the whole programme including placement of the students.</b>		
Summarize any of Your Achievements		
<b>While I was counselling for the institute for admissions in the stalls set by all the colleges, we finished our maximum number first.</b>		
Reasons for Leaving		
<b>Got a job at Indian Institute of Foreign Trade. It was informed to the employer at the time of joining that I will leave when I get a job at IIFT</b>		

Job Title	Type of Business	From - To
<b>Teaching Faculty</b>	<b>Teaching</b>	<b>01/10/1995 - 01/10/1999</b>
Name of Employer	Name of Supervisor	
<b>Consulting faculty</b>	<b>None</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>400000</b>	<b>400000</b>	<b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>India</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		
<b>Have been teaching accounts and Finance to the students of MBA, Graduation, B.B.A., and Indian Information Service Officers</b>		
Summarize any of Your Achievements		
<b>I was rated as the one of the best faculty in all the places I taught.</b>		
Reasons for Leaving		
<b>Received a request from the Dean of Jagannath International Management School for joining as a Programme Coordinator</b>		

Job Title	Type of Business	From - To
<b>Owner</b>	<b>Manufacturing and Exporting Garments</b>	<b>01/10/1992 - 01/10/1999</b>
Name of Employer	Name of Supervisor	
<b>SELF</b>	<b>None</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>600000</b>	<b>600000</b>	<b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	

Address of Employer
<b>India</b>
Number of Employees Supervised by You
<b>54</b>
Description of Duties
<b>Manufactured and exported garments from our unit. Duties included planning, organizing and administering the production and marketing activities in the enterprise. Maintaining business accounts</b>
Summarize any of Your Achievements
<b>This was my own business.</b>
Reasons for Leaving
<b>Bleak business prospects of the garment industry of the country</b>

Job Title	Type of Business	From - To
<b>Administrative and Accounts Officer</b>	<b>Records, Accounts, Collection of membership fee, etc</b>	<b>01/08/1990 - 01/09/1995</b>
Name of Employer	Name of Supervisor	
<b>Indian Institute of Foreign Trade Alumni Association</b>	<b>Capt. M.S.Yadav</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>36000</b>	<b>72000</b>	<b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>India</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		
<b>Keeping the accounts, maintaining the database about members, correspondence with members, arranging meetings, bringing out annual souvenir. Looking after the whole official work of the association. Job included preparation and consolidation of the Budget proposals and financial estimates and establishment and maintenance of effective financial controls.</b>		
Summarize any of Your Achievements		
<b>I prepared the directory of Alumini Association for the first time in its duration. I contacted more than 90 percent of the ex-students of the association to join the association and to update their contact information.</b>		
Reasons for Leaving		
<b>Started teaching in B.Schools</b>		

Job Title	Type of Business	From - To
<b>National Service Volunteer</b>	<b>Visiting the Villages helping them start Youth Clubs for social service activities.</b>	<b>01/04/1990 - 01/07/1990</b>
Name of Employer	Name of Supervisor	
<b>Nehru Yuva Kendra</b>	<b>B.U.S.Chandra Rao</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>18000</b>	<b>18000</b>	<b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>India</b>		
Number of Employees Supervised by You		
Description of Duties		
<b>Social Service Activities. Traveling to villages, speaking to youth to set youth clubs and encourage them to start youth clubs. Encourage them to do some constructive work like building roads, running night schools, etc.</b>		
Summarize any of Your Achievements		
<b>I finished my whole years work in 4 months. I was awarded as the National Service Volunteer in the year 1990 for Andhra Pradesh in India.</b>		
Reasons for Leaving		
<b>Pursue education and career in bigger way</b>		

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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
Telugu	Yes	Easily	Easily	Easily	Easily

Address

Regional Finance Officer, Nyala, UNAMID FINANCE SECTION,  
P.O.Box 5013, Grand Central Station, NY., N.Y> 10163-5013  
Nyala Sudan  
Telephone: 249-92244 extension 4313  
Fax: 249-922410099  
Contact: Venkata Ratnanjali Koduru

Address

64  
Lowth Road  
London United Kingdom  
Fax: 0044-7944687723  
Contact: Venkata Ratnanjali Koduru

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
Beth KUTTAB	Director, Relief and Social Services	UNRWA, HQ Amman Jordan	96265808460 b.kuttab@unrwa.org
Aminul Islam MOHAMMAD	Senior Administrative Officer	United Nations Jordan	islam19@un.org
Wolfgang WEISZEGGER	Ag.Director of Mission Support	UNAMID Jordan	weiszegger@un.org

## Personal History Profile for Joelle LENAUD

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>LENAUD</b>	<b>Joelle</b>	<b>Catherine</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>11/04/1972</b>	<b>Conakry</b>	<b>Guinea</b>	<b>794578</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Guinea</b>	<b>United States of America</b>	<b>United States of America</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>13</b>	<b>68</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. United States of America.</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
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)? <b>No</b>			
18. Email Address: <b>jlenaud@aol.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Abdel Gamal Nasser</b>	<b>Conakry Guinea</b>	<b>Oct-1992 - Jun-1993</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
<b>Economics - not completed</b>	<b>Bachelor of Arts</b>	

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
<b>Centre d'Informatique et Bureautique en Liaison avec l'Entreprise</b>	<b>Montreal, Quebec Canada</b>	<b>Oct-1993 - May-1995</b>
Main Course of Study		Certificate or Diploma
<b>Intermediate and Advance Accounting, Business Law, Correspondences letter, computer application, English communication, taxation</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>Amadou Mahtar Mbow</b>	<b>Kamsar Guinea</b>	<b>Oct-1990 - Jun-1992</b>
Main Course of Study		Certificate or Diploma
<b>mathematics, geometrics, biology, history, english, french, phylosophy, chemistry, physics</b>		<b>High school diploma</b>

## Employment

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

Job Title	Type of Business	From - To
<b>Finance and Budget Officer</b>	<b>International organization</b>	<b>01/10/2008 -</b>
Name of Employer		Name of Supervisor
<b>United Nations Peacekeeping Financing Division</b>		<b>Maria Felisa Shearouse</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>77900</b>	<b>77900</b>	<b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>No</b>		
Telephone Number	Email Address	
	<b>lenaud@un.org</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties		

- Review, analyze and finalize field mission budget proposals and performance reports including results-based budgeting framework to ensure compliance with the controller's budget instructions and that legislative mandates are accurately translated into the proposed budgets;
- Prepare draft General Assembly resolutions and draft reports of the Fifth Committee and prepare supplementary information package for submission to the Advisory Committee on Administrative and Budgetary Questions and General Assembly;
- Prepare financial implication of Security Council decisions to be included in the reports of the Secretary-General to the Security Council on the UN mission in Haiti (MINUSTAH);
- Provide substantive support to the mission and support the Director in the presentation of budget proposals and budget performance and assist in securing approval from the General Assembly;
- Provide written responses to requests of the ACABQ and the 5th Committee on the reports on MINUSTAH;
- Monitor budget implementation rate, prepare allotments and process redeployment of funds, staffing table authorizations and review reports on expenditure and staffing incumbency data for MINUSTAH;
- Administer trust funds including responses to queries from the Permanent Missions of Member States to the United Nations and donors to Trust Fund, ensure proper recording and reporting of donors contribution;
- Review cash position for troops payment to ensure sufficient of funds before initiating payments to troop-contributing Governments for settlement of liabilities;
- Verify data and contents for accuracy of troop cost payment instructions;
- Support and advice mission on financial and budgetary issues and perform other projects related to peacekeeping financing issues

Summarize any of Your Achievements

**Drafted MINUSTAH budget and performance reports, positive feedback from the ACABQ on the presentation quality of MINUSTAH's performance reports and budget ; deadlines met**

Reasons for Leaving

**Relocation to Zimbabwe for family reason**

Job Title <b>Budget Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/07/2004 - 01/10/2008</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Paul Aghadjanian</b>	
Salaries per Annum:		
Starting <b>71729</b>	Final <b>71729</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address <b>lenaud@un.org</b>
Address of Employer <b>Haiti</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <ul style="list-style-type: none"> <li>• Responsible for the overall coordination and support to the mission's budget formulation execution and allotment management;</li> <li>• Provided advice, assistance, and guidance to program managers on budget and financial policy and instructions issued by the Controller;</li> <li>• Prepared and formulated cost estimates with detailed input and justification of resources requirements for all departments, compiled and consolidated data for reasonableness, accuracy and conformance with guidelines for submission to the Comptroller including the result-based-budgeting framework;</li> <li>• Ensured that indicators of achievement and outputs are measurable and all mandated activities authorized by the Security Council are reflected / translated into the result-based-budget proposals;</li> <li>• Conducted studies to improve budget and financial reporting systems and cost-effective utilization of program resources;</li> <li>• Managed over \$600 million yearly budget for MINUSTAH and strictly monitored and controlled budgetary allocations through regular reviews and tracked expenditure in accordance with the UN rules and regulations</li> <li>• Ensured that financial resources are utilized to implement activities in accordance with the Mission budget and allotments issued; determined reallocation and redeployment of funds when necessary;</li> <li>• Ensured an effective information flow between Finance and other department in order to effectively record expenditure and disburse under the related approved activities e.g. DDR and quick impact projects;</li> <li>• Established financial procedure e.g recording, and disbursements for projects related to quick impact projects, DDR and for elections in Haiti;</li> <li>• Handled issues related to procurement of goods, services and supply and human resources activities e.g. post management, ensured that staffing table reflects the post incumbency, special service agreements and all Personnel related requirements such as overtime, consultants, individual contractors and tracked obligations and expendit</li> </ul>		
Summarize any of Your Achievements <b>Prepare very good quality of budget and performance reports documents. Prepare a supplementary budget in light of an increase or decrease of troops. Effectively monitor and control use of financial resources based on the approved budget; timely submission of reports to ACABQ and BOA on issues raised on the Mission. OIC of the section in the absence of the CBO. Chairperson of the Tender Opening Committee (TOC) related to procurment (opening of bids).</b>		
Reasons for Leaving <b>Reassignment to New York</b>		

Job Title <b>Consultant</b>	Type of Business <b>Telecommunications</b>	From - To <b>01/02/2004 - 01/06/2004</b>
Name of Employer <b>AIS Engineering, Inc.</b>	Name of Supervisor <b>Abe Sylla</b>	
Salaries per Annum:		
Starting <b>50000</b>	Final <b>50000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1202361-5653</b>		Email Address
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <ul style="list-style-type: none"> <li>• Assisted in the formulation of budget proposals for various projects;</li> <li>• Provided guidance on financial administration and management information issues and practices;</li> <li>• Oversee work related to billing and receipt of income from various services, monitored and evaluated of vendor contracts/payment to vendors, perform other related work as required</li> </ul>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>New assignment with the UN</b>		

Job Title <b>Budget Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/04/2003 - 01/01/2004</b>
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Name of Employer <b>United Nations (DPKO)</b>			Name of Supervisor <b>Wallace Divine</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>59000</b>	<b>59000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number			Email Address <b>lenaud@un.org</b>		
Address of Employer <b>Cote d'Ivoire</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>• Responsible for the overall coordination and support to the mission's budget in Cote d'Ivoire; part of the first deployment team for the Mission start-up and prepared the Mission budget and staffing table • Set up the field financial systems and established systems and standard for monitoring of expenditure and allocations of resources</b>					
Summarize any of Your Achievements <b>Prepared budget for start up of the Mission in Cote d'Ivoire. Acting Chief of Budget</b>					
Reasons for Leaving <b>End of contract</b>					

  

Job Title <b>Finance Officer</b>		Type of Business <b>International NGO</b>	From - To <b>01/03/2001 - 01/10/2002</b>	
Name of Employer <b>Pact, Inc.</b>		Name of Supervisor <b>Steve Sealy</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>38000</b>	<b>40000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>1202466-5666</b>		Email Address <b>jlenaud@pacthq.org</b>		
Address of Employer <b>United States of America</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>• Responsible of financial management of projects for various countries including Ethiopia, Zambia and Cambodia; • Reviewed, monitored and interpreted projects budgets vs. actual expenditures; • Audited monthly field financial reports for accuracy, accountability, and compliance with GAAP and donor requirements, and prepared the related journal entries; • Performed financial analysis and reporting to Senior management for briefing and projects completion schedule; • Reviewed and approved check request for direct reimbursement of travel expenses; • Analyzed cash transaction requirements for the field offices, processed the wire transfer and reconciled monthly cash and balance sheets; • Drafted correspondence to Country offices; • Analyzed the nature of contribution from different donors, and ensured revenue recognition; • Participated as a member of the proposal team to prepare proposal budgets and assisted Project Director in project planning and budgeting; • Maintained the general ledger, accounts payable, receivable, and reconciled all accounts and sub-grants; • Assisted the field staff in setting up the financial and administrative system of the project field office, monitored the adequacy and efficiency of field office accounting systems and the production of field staff training materials in accordance with the federal or multilateral agency procedure and accounting reporting regulation (OMB circular A-110, A-133 and A-122); • Maintained internal control and suggested improvements as may be necessary; • Prepared and submitted monthly quarterly and year end reports to different donors; • Regular field visit to oversee projects milestone; cross-trained and performed other activities within the finance</b>				
Summarize any of Your Achievements <b>Reconciliation of all the sub-grants accounts, make improvement on field office accounting system procedures.</b>				
Reasons for Leaving <b>Career advancement</b>				

  

Job Title <b>Accountant</b>		Type of Business <b>Insurance</b>	From - To <b>01/05/2000 - 01/03/2001</b>	
Name of Employer <b>Union Labor Life Insurance Co.</b>		Name of Supervisor <b>Leslie Harris</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>37000</b>	<b>37000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>1202682-6761</b>		Email Address <b>jlenaud@ullico.com</b>		
Address of Employer <b>United States of America</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>• Responsible for the overall coordination and support to the mission's budget in Cote d'Ivoire; part of the first deployment team for the Mission start-up and prepared the Mission budget and staffing table • Set up the field financial systems and established systems and standard for monitoring of expenditure and allocations of resources</b>				
Summarize any of Your Achievements <b>Created spreadsheet for financial report filing requirements for each states</b>				

Reasons for Leaving  
Career development

Job Title  
Accountant

Type of Business  
Hotel

From - To  
01/07/1997 - 01/04/2000

Name of Employer  
Renaissance Hotel

Name of Supervisor  
Jay Chaoui

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  
1202898-9000

Email Address

Address of Employer  
United States of America

Number of Employees Supervised by You  
0

Description of Duties  
• Maintained the general ledger to ensure accurate, timely, and reliable reporting or financial results that are in accordance with GAAP; • Prepared the daily revenue and month to date revenue report; • Assisted the Controller in monthly closing activities and assisted in the preparation of the annual budget; • Reviewed journal entries and prepared monthly bank reconciliation; • Processed all purchase order requests, setting new vendor accounts, coding processing invoices, expense reports, and printing checks; reconciled daily cash receipts, and processed foreign currency exchanges;

Summarize any of Your Achievements  
N/A

Reasons for Leaving  
Career development

Job Title  
Accountant

Type of Business  
Accounting Firm

From - To  
01/12/1996 - 01/06/1997

Name of Employer  
Akinmurele & Associate

Name of Supervisor  
Akin

Salaries per Annum:  
Starting  
25000

Final  
25000

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  
1301434-1849

Email Address

Address of Employer  
United States of America

Number of Employees Supervised by You

Description of Duties  
• Bank reconciliations; assisted in the individuals and businesses tax filling, bookkeeping and general accounting work

Summarize any of Your Achievements  
N/A

Reasons for Leaving  
career development

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
French	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
Malinke	Yes	Easily	Easily	Not easily	Easily
Soussou	Yes	Easily	Easily	Easily	Easily

Address

2 ave. at Port Imperial #2105  
West New York New Jersey United States of America  
Telephone: 1-8623712882  
Fax: 1-8623712882  
Contact: Joelle Catherine Lénard

## 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
Leslie HARRIS	Financial Reporting Manager	111 Mass. Ave. N.WWashington DC United States of America	1301809-9569
Neima NASSER	Treasury Analyst	Maryland United States of America	1301315-3104 nnasser@adventisthealthcare.com
Steve SEALY	Finance Officer	1200 12th St. N.WWashington DC United States of America	1301910-5139

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## Personal History Profile for Avril LINDO

### General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>LINDO</b>	<b>Avril</b>	<b>Esther</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>30/05/1960</b>	<b>Kingston</b>	<b>Jamaica</b>	<b>132880</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Jamaica</b>		<b>United States of America</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>173</b>	<b>65</b>	<b>Single</b>
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? <b>Yes</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/1995</b>			
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)? <b>No</b>			
18. Email Address: <b>lindoae@yahoo.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>St John's University</b>	<b>Queens, NY United States of America</b>	<b>Sep-1984 - Jan-1989</b>
Main Course of Study	Field of Study	
<b>Accounting</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Bachelor of Science(magna cum laude)</b>	<b>Bachelor of Sciences</b>	

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
<b>Empire Technical School</b>	<b>New York United States of America</b>	<b>May-1982 - Nov-1982</b>
Main Course of Study	Certificate or Diploma	
<b>Computer Programming in Cobol, RPG II &amp; Assembler</b>	<b>Certificate in Computer Programming</b>	

Name of School	City, Country	From - To
<b>St Hugh's High School</b>	<b>Kingston Jamaica</b>	<b>Sep-1973 - Jul-1977</b>
Main Course of Study	Certificate or Diploma	
<b>Mathematics, English Language, History, Biology, Chemistry, Geography, Art, Spanish, English Literature</b>	<b>High School Diploma</b>	

### Employment

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

Job Title	Type of Business	From - To
<b>Consultant</b>	<b>Tax Accounting &amp; Consulting Services</b>	<b>01/05/2000 -</b>
Name of Employer	Name of Supervisor	
<b>Avril E. Lindo, CPA</b>	<b>Self-Employed</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>30000</b>	<b>30000</b>	<b>USD</b>
	Is this a civil servant position of your Government?	<b>No</b>
	Is this a position within the UN Common System?	<b>No</b>
Telephone Number	Email Address	
<b>1347235-3282</b>	<b>lindoae@yahoo.com</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		

**Responsible for start-up and successful operation of small business specializing in professional income tax preparation, worked on own clients and consulted with others. In addition to accounting and in an effort to make a contribution to the "GREENING" of the environment, got involved in the recycling of glass, aluminum can and plastic household items. Prepared high net-worth individual income tax returns. Prepared and filed state income tax returns. Prepared, filed and remitted state and local quarterly estimated income/franchise payments. Prepared states monthly sales and used tax returns.**

Summarize any of Your Achievements

**Self-employment was necessary so that I had a more flexible schedule as I had an elderly mother and had to be her care-giver. This time allowed me the opportunity to re-evaluate my real passion with regards to my career. And after much evaluation I came to the decision that working for the economic development of Africa and other Developing Nations was where my heart truly was.**

Reasons for Leaving

**This arrangement was originally made as I had to care for an elderly mother whom had undergone open heart surgery. However, now with the death of my mother in October 2007 I am able to seek full-time employment again.**

Job Title <b>Tax Supervisor</b>		Type of Business <b>Public Accounting</b>	From - To <b>01/02/1997 - 01/04/2000</b>
Name of Employer <b>KPMG LLP</b>		Name of Supervisor <b>Ms. Carol Chang (no longer with organization)</b>	
Salaries per Annum:			
Starting <b>72000</b>	Final <b>80000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Reviewed high net-worth individual tax returns. Reviewed and prepared federal and states consolidated corporate income tax returns. Supervised and trained new staff in the use of FAST TAX accounting software. Disseminated the work assignment to each staff based on the assessment of each staff's capability. Supervised staff in maintaining high client's service standards during the collation of income tax returns.</b>			
Summarize any of Your Achievements <b>We achieved the completion of 500 income tax returns, sometimes working under intense pressures. Adversities such as the system conversion, that is from DOS to Windows, which resulted in the system crashing constantly, and with the tight deadlines, lots of overtime was demanded of us and we achieved our goals.</b>			
Reasons for Leaving <b>This was seasonal work.</b>			

Job Title <b>Tax Accountant</b>		Type of Business <b>Public Accounting</b>	From - To <b>01/02/1996 - 01/01/1997</b>
Name of Employer <b>Leslie Sufrin &amp; Company PC (now Weiser, LLP)</b>		Name of Supervisor <b>Charlie Tropiano</b>	
Salaries per Annum:			
Starting <b>52000</b>	Final <b>52000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1212812-7000</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Prepared and reviewed United States federal and states corporate consolidated. Prepared and reviewed high net-worth individual tax returns.</b>			
Summarize any of Your Achievements <b>A 100% completion ratio of income tax returns was achieved.</b>			
Reasons for Leaving <b>Accepted a more challenging assignment.</b>			

Job Title <b>Finance Consultant</b>		Type of Business <b>United Nations</b>	From - To <b>01/02/1995 - 01/01/1996</b>
Name of Employer <b>United Nations Mission UNAVEM III - Angola</b>		Name of Supervisor <b>Simon Paul Eder</b>	
Salaries per Annum:			
Starting <b>50000</b>	Final <b>50000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			

Number of Employees Supervised by You
4
Description of Duties
Implemented a computer-based payroll system and supervised staff in the use of this system. Processed the civilian police payroll. Reconciled the G/L at month end.
Summarize any of Your Achievements
A payroll system was put in place after many hours of hard word. Before we arrived payroll data could not be verified for accuracy, thus this new system created more accurate data.
Reasons for Leaving
Will discuss on interview.

Job Title	Type of Business	From - To
Tax Accountant	Public Accounting	01/11/1993 - 01/01/1995
Name of Employer	Name of Supervisor	
Leslie Sufrin & Company PC (now Weiser, LLP)	Charlie Tropiano	
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? Yes
Telephone Number	Email Address	
1212812-7000		
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
same as above		
Summarize any of Your Achievements		
same as above		
Reasons for Leaving		
same as above		

Job Title	Type of Business	From - To
Senior Accountant	Public Accounting	01/10/1989 - 01/10/1993
Name of Employer	Name of Supervisor	
Mahoney Cohen & Company, PC	Various	
Salaries per Annum:		
Starting	Final	Currency Paid
26000	40000	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		
United States of America		
Number of Employees Supervised by You		
2		
Description of Duties		
Supervised on certified audit, review and compilation engagements. Analyzed audited financial statements so as to organized data to be used in the preparation of the United States corporate income tax returns. Evaluated the effectiveness of clients' internal control systems and made recommendations for changes to senior management. Prepared United States corporate and high net worth individual income tax returns.		
Summarize any of Your Achievements		
A more efficiently runned income tax department was put in place using a computer based network system.		
Reasons for Leaving		
A more challenging work assignment was offered by another organization.		

Job Title	Type of Business	From - To
Data Entry Operator	Garment Industry	01/11/1982 - 01/08/1984
Name of Employer	Name of Supervisor	
Craftex Creations Inc	Tina Pouturny	
Salaries per Annum:		
Starting	Final	Currency Paid
20000	25000	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  
**Inputted stores' order entries per seasonal placed requests into computer network. Generated Sales and Production reports as requested.**

Summarize any of Your Achievements  
**Kept an updated database of the most current clients.**

Reasons for Leaving  
**Returned to University to complete my education.**

Job Title <b>Internal Auditor</b>		Type of Business <b>Governmental Finance</b>	From - To <b>01/07/1978 - 01/02/1982</b>
Name of Employer <b>Inland Revenue Service</b>		Name of Supervisor <b>Mrs. Thomas</b>	

Salaries per Annum:  
Starting  
**20000**

Final  
**20000**

Currency Paid  
**JMD**

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  
**Jamaica**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Audited receipt information collected from 15 governmental agencies. Generated Financial Statements for each agency.**

Summarize any of Your Achievements  
**This was a timed-honored work environment, all necessary Financial Statements were made ready for the Minister Of Finance to be presented at the opening of Parliament.**

Reasons for Leaving  
**Migrated to the United States to further my education.**

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 - **40** French -

List any office machines or equipment you can use:  
**IBM PCs, Office calculators, Printers**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

## Address

135-01 107 Avenue  
Richmond Hill NY United States of America  
Telephone: 1-347-235-3282  
Fax: 1-347-235-3282  
Contact: Avril Lindo

## 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
<b>Horace COX</b>	<b>Finance Manager</b>	<b>3940 NW 90th Way United States of America</b>	<b>1954683-0671 hec73@hotmail.com</b>
<b>Richard LAKE</b>	<b>Financial Manager</b>	<b>312 Grover Avenue N. United States of America</b>	<b>1516799-8281 rjl11762@yahoo.com</b>
<b>Wendie WEINSTEIN</b>	<b>Tax Manager</b>	<b>100 Serpentine Drive Morganville, NJ 07751 United States of America</b>	<b>1732617-7169 wendiecpa@aol.com</b>

## Personal History Profile for Sonia MRABET

## General Details

1. Family name <b>MRABET</b>	First Name <b>Sonia</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>10/08/1972</b>	3. City of Birth <b>Tunis</b>	Country of Birth <b>Tunisia</b>	Index No <b>919056</b>
4. Country of Nationality at Birth <b>Tunisia</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Tunisia</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>172</b>	8. Weight [kg] <b>57</b>	9. Marital Status <b>Single</b>

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: **mrabetsonia@yahoo.com**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Webster University</b>	City, Country <b>Vienna Austria</b>	From - To <b>May-1998 - May-2001</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MBA,Master of Business Administration</b>	Degree Type <b>Masters</b>	

University Name <b>Institut Des Hautes Etudes Commerciales</b>	City, Country <b>Carthage Tunisia</b>	From - To <b>Sep-1992 - Jul-1997</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Maîtrise en Hautes Etudes Commerciales</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Lycee Secondaire Ibn Rachiq</b>	City, Country <b>Ez zahra Tunisia</b>	From - To <b>Sep-1983 - Jun-1992</b>
Main Course of Study <b>Mathematics;Natural Sciences;Physics</b>		Certificate or Diploma <b>Baccalauréat</b>

## Employment

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

Job Title <b>Finance and Budget Officer</b>	Type of Business <b>UN</b>	From - To <b>01/12/2007 -</b>
Name of Employer <b>United Nations Mine Action Service (UNMAS)-DPKO</b>		Name of Supervisor <b>Mr. Mervyn Maharaj</b>
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You -		



## Description of Duties

Monitor status of pledges & contributions to the Voluntary Trust Fund (VTF) for Assistance in Mine Action (MA); Reconcile the income data provided by donors with the official records in the UN corporate systems. Prepare cost estimates for the UNMAS annual cost plan and contribute to preparation of the cost plan for submission to the Controller; Monitor status of allotments and initiate redeployment of funds when necessary, draft requests for allotments and redeployment for the HQ coordination project; Monitor expenditure of all MA projects; Review project and budget proposals from Implementing Partners (IP) applying for grants; Review cost estimates for annualized MA programmes budget submissions and make recommendations to IP's; Review and clear requests for payments, allotment and allocation of funds to IP's from the VTF for Assistance in MA and peacekeeping appropriations; Ensure timely disbursement of funds for field projects by liaising with relevant offices in the UN Secretariat. Monitor financial performance of projects and report of any discrepancies on financial reports; Analyze and process quarterly financial reports submitted by IP's, analyze variance between budgets and actual expenditure reported by IP's and drafts communications to IP's on any issues related to their financial performance; Consolidate financial data prepared by IP's and drafts financial statements for donors; Liaise with finance staff of IP's to ensure accuracy of financial reports; Consolidate financial data for the UNMAS Annual Report; Coordinate with a Resource Mobilization Officer on reporting deadlines to initiate timely recovery of unspent funds and interest income from IP's. Review project proposals for grants as a member of the UNMAS Grant Committee; Respond to audit queries; Coordinate with Treasury and the Accounts Division on update of the IMIS database with bank instructions and payment details; Assist with the implementation of the new financial database PROFIT

## Summarize any of Your Achievements

Played a crucial role in the customization of the ERP system of UNODC developed Financial database Profit to make it the Trust Fund management requirements of the Mine Action Service. Improved the frequency of Implementing Partners reporting which resulted in earlier clearing of receivables from the UN official books. Put in place Standard Operating Procedure for the Finance and Budget Section and trained new comers on finance and budget matters to make them ready to manage the funding of their respective programmes which resulted in better fund raising. While taking part in a lean six sigma project that aimed at examining the Trust Fund Management Process of the Mine Action Process, managed to improve the time and quality of the process by over 60%. While nominated as RBB focal point (covering for the chief of Unit while replacement was being appointed) received appreciation from the USG office as the best RBB proposal for its clarity and measurability.

## Reasons for Leaving

this is a TVA

Job Title <b>Finance Officer</b>		Type of Business <b>Peacekeeping Operations, United Nations</b>	From - To <b>01/08/2005 - 01/11/2007</b>
Name of Employer <b>UNMIK, United Nation Mission In Kosovo</b>		Name of Supervisor <b>Mr. Dessalegn Amanu</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>69779</b>		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>381038504604</b>		Email Address <b>amanu@un.org</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>11</b>			
Description of Duties			
<p>Supervise and guide 11 Unit personnel including monitoring timely action on distributed incoming mail, provision of advice in relation to the UN Staff, Financial Regulations and Rules as well as Accounting Instructions. Ensure all personnel payroll attendance information from Personnel Section are received in time, to guarantee timely and accurate preparation of monthly Payroll for MSA to International staff, CIVPOL/MLO/CO, salaries of National staff, SSA fees, VLA daily and leave allowances. Facilitate coordination with other Units in the Section, especially Disbursements, Accounts and Cash Units, regarding processing of entries affecting UNMIK personnel accounts, MSA advances, monthly MSA, salaries, fees and final payments. Ensure that only correct and due MSA entitlements to CIVPOL's/MLO's/CO's and International personnel and salaries to national personnel are paid monthly. Liaise with Banks to resolve queries concerning questionable wire transfers of personnel entitlements and conclusively resolving the issues in consultation with the Payroll Unit Chief and/or CFO. Ensure the final payments for all personnel who separated from UNMIK receive their accurate final payment within two months after they departed the Mission. Analyze accounts and review/evaluate regular financial reports with special reference to Accounts Recoverable locally to identify problem transactions and irregularities in related accounts, resolving them in a timely and effective manner. Participate in the CFO open forum discussions and sessions whereby interpretation of accounting policies and career development are discussed. Provide responses to audit findings/queries and take necessary follow up action. Monitor, analyze and approve transactions for entry into the accounting system. Chair the Tender Opening Committee (TOC) and guide the TOC members ensuring the respect of the UN procurement rules and upholding the integrity of the whole procurement process. 01/04/07 became chief cashier unit</p>			
Summarize any of Your Achievements			
<p>Developed receivables periodic reports in the payroll unit where on joining the unit, realized immediately that one of the major weak and problematic areas was the monitoring of receivables toward staff members with write offs leading to a loss for the organization. This initiative has successfully led to an improved monitoring of receivables e.g. quick recovery from staff members via Payroll and as a result the monthly receivables from staff members have dropped from approximately USD 65,000 to only USD 5,000 and write offs have been reduced to a negligible amount. Stressed the timely, thorough and rules-conform execution of all operational duties in the Payroll Unit which meant: Timely processing of all payment/recovery instructions prior to running payroll according to valid guidelines/procedures and approval structures respecting strict deadlines and in times of shortage of staff. Running the payroll" - payment of salary (for National Staff) and allowances "Stopping" and "withholding" payments during periods of non-MSA eligible service or expiration of contract (Final Pay procedure). Streamline interfaces with external units and sections with information and/or instructions influencing payroll tasks, expediting processing or case research Achieved client-orientation as an integral part of all operational activities and improved client service levels by: Optimizing accessibility .Supporting client orientation in Unit's day-to-day work, standardizing procedures for reliable service. Reducing the need for physical presence of client in Payroll Unit offices .Assisting in the establishment of performance and customer satisfaction baselines, for instance via participation first in internal discussion to address problem areas and find solutions, second in the implementation of policies relevant to the work Unit. Eligible staff receives salary and/or allowance payment and pay slips by published tentative pay dates. .Recognizing the key contacts for specific tasks within external workgroups. (Cost centre mgrs., Personnel, Check-In/Check-Out, Claims, CIVPOL HQ, etc.) Implementing alternate means of disseminating Finance procedures (how to's, intranet, targeted e-mail, etc.) .Acknowledging E-mails within 72 hrs/responding within a week. Optimized and enhanced the flexible internal organization of Payroll Unit for instance implemented a flexible unit structure, encouraged efforts towards flexible and equitable division of work and the maintenance of Knowledge Base, adapted to process re-engineering in the streamlining of critical processes. Invited personnel of the Unit to: .Attend and contribute in regular meetings with Key Personnel. .Give feedback to supervisors in response to internal communication. Actively research necessary educational tools to ensure understanding of changes. Ensure all receive relevant rules, guidelines, accepted procedures &amp; relevant audit comments. Be familiar with UN Core Values and competencies As a result: Each Payroll member is able to take up tasks of other team member instantly and on demand. Procedures of each team inside the unit is available on the network and familiar to all Relevant guidelines, Financial Rules and Regulations, historic documents are available centrally and easily accessible. Operational procedures are harmonized between payroll categories wherever possible. Issues of concern exhaustively discussed and conclusively resolved In times of shortage of staff this initiative was vital to honor the published tentative pay dates. Selected by the SRSg office to take part in a special task force team implementing a finance system in Kosovo prisons.</p>			
Reasons for Leaving <b>N/A</b>			

Job Title <b>Finance Officer</b>		Type of Business <b>Inter-Governmental Organization, Migration</b>	From - To <b>01/03/2000 - 01/08/2005</b>
Name of Employer <b>ICMPD:International Centre for Migration Policy Development</b>		Name of Supervisor <b>Ms Gabriela Abado</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
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<b>28000</b>	<b>43900</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>4315044677</b>		Email Address <b>gabriela.abado@icmpd.org</b>	
Address of Employer <b>Austria</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <p><b>Analyzed budget information, prepared and consolidated estimates and supporting data in relation to budget forecasts, performance reports and medium term plans Evaluated regular financial reports and initiated actions for correction of situations where anomalies occurred . Prepared and managed the Cash flow monitoring table. Reviewed procurement requisitions and ensured correct objects of expenditures/programmes/projects have been charged. Followed up on projects on all finance related issues like clearing of accounts receivables/payables, write/off matters, liquidation of field project offices, closing of bank accounts. Prepared periodic, ad-hoc reports and relevant information for executive decision and for donors mainly the European Union and USAID. Monitored and followed up on the receivables and pledges from the contributing member states and various projects donors. Defined requirements and prepared terms of reference (TORs) for the production of reports. Managed all financial aspects of Projects start up / close out monitoring. Oversaw the financial management of field office projects (included training of field staff). Liaised with project managers on a regular basis to ensure project expenses remain within authorized levels .Prepared replies to internal and external audit observations. Approved figures for the inclusion in the accounts and finalization of year end financial accounts. Acted as Arab Liaison officer for the Centre, liaised with Arab States and the Ligue Of Arab States in the frame of the intergovernmental dialogue about illegal transit migration through the Mediterranean Sea.</b></p>			
Summarize any of Your Achievements <p><b>Led a team of experts that setup a new financial integrated system to monitor budgeted expenditures versus actual ones, such a system was urgently needed as the member states of the organization were requesting regular reports on their contributions. The growing project volume and the urgent demand from the member states has been the reason a team was put together to start the new system and implementing it, as a result the organization benefited from improved monitoring tools and better control of the head quarters core budget, the extra budgetary and project activities of the Center. This has also led to an improved Liaison with donors and was often used in the Negotiation of donor agreements. Developed an electronic procurement requisition system, the previous system was obsolete and had often caused expenditures to exceed the budgeted levels due to the lack of accuracy, as a result the request for project budget revisions dropped by 50% Set up a new payroll system that produces special project pay slips; such a system was missing and was subject to EU auditors comments. Received appreciation note from European Commission finance counterparts on the excellent quality of Project Final Financial reporting and the strict respect of set up deadlines. Introduced and initiated regular weekly meetings to address problem areas with follow up and actions taken in each following meeting. Eliminated backlog of non financial reporting, put procedures and controls in place. Participated in management team process to develop vision and mission statements. Took an active role and attended all conferences held in the frame of intergovernmental dialogue about illegal transit migration through the Mediterranean Sea. Using my Arabic language skills and my knowledge of the Arabic culture I have positively contributed to facilitate the two-way sharing of information and interaction between ICMPD and the Arab Governmental bodies and Organizations, this resulted in an increased Arab States participation from 2 to 7 countries (Morocco, Algeria, Tunisia, Libya, Egypt, Syria and Lebanon). For the first time and after successful negotiations, managed to get one important meeting totally financed and hosted by one Arab State.</b></p>			
Reasons for Leaving			
<b>Further Career Development</b>			

Job Title <b>Investment Analyst</b>		Type of Business <b>Financial Asset Management</b>	From - To <b>01/11/1998 - 01/08/1999</b>
Name of Employer <b>Combus Investment Consulting</b>		Name of Supervisor <b>Ms. Daniela Kiss</b>	
Salaries per Annum:			
Starting <b>27600</b>	Final <b>27600</b>	Currency Paid <b>EUR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Austria</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <p><b>Gathered business requirements from new security services clients and translated them into implementation plans. Identified, analyzed and presented investment opportunities and strategies to High Net worth Individuals. Developed and managed risk balanced portfolios. Comprehensively researched and recommended an optimal rate of return strategy. Performed in-depth financial, economic and industry research. Prepared monthly and quarterly account reconciliation, performance reports and calculations.</b></p>			
Summarize any of Your Achievements <p><b>Extended company's customer base by prospecting the Arabic and French speaking potential customers. When joining the company the lack of native Arabic and French speaking staff was a major weakness in providing financial services for that segment of the market. This weakness was efficiently tackled and the number of Arabic and French speaking customers increased from zero to more than hundred for whom successful investment strategies maximizing revenues were set up and implemented.</b></p>			
Reasons for Leaving			
<b>Further career development</b>			

Job Title <b>Financial and Budget Assistant Analyst</b>		Type of Business <b>Oil Drilling</b>	From - To <b>01/03/1996 - 01/03/1998</b>
Name of Employer <b>SITEP, Société Italo-Tunisienne d'Exploitation Pétrolière</b>		Name of Supervisor <b>Mrs Zeineb Mahjoub</b>	
Salaries per Annum:			
Starting <b>3600</b>	Final <b>3600</b>	Currency Paid <b>TND</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Tunisia</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties			

Performed monthly and year end journal entries. Prepared monthly financial statements, budget variances reports, cost accounting reports. Worked on statistical studies, data analysis, benchmarking, budget estimates. Assisted the controller in the overall monthly closure.

Summarize any of Your Achievements

The comparative financial analysis performed showed savings on production costs reaching a peak of 50% when the water pump technique is used. The actual costs using this new technique were never proven, analyzed or documented .The implementations of the recommendations based on cost analysis reports had contributed to more than 25 % savings in production costs, since there was a clear shift towards the use of the new oil pumping technique.

Reasons for Leaving

Further education

Job Title	Type of Business	From - To
Financial Analyst Assistant	Banking	01/06/1995 - 01/10/1995
Name of Employer	Name of Supervisor	
Citibank	Mr. Karim Karwi	

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

3000

3000

TND

No

No

Telephone Number

Email Address

Address of Employer

Tunisia

Number of Employees Supervised by You

0

Description of Duties

Prepared financial reports submitted to the Central Bank of Tunisia. Evaluated and analyzed revenues fluctuations during the summer season and identified the foreign exchange rate risk involved. Prepared and presented a paper on offshore banking, the case of Citibank Tunis

Summarize any of Your Achievements

Analyzed the impact of the foreign exchange rate fluctuations on the bank summer revenues. The recommendations were included in the yearly report submitted to Citibank Head Quarters as well as the Central Bank of Tunisia.

Reasons for Leaving

Further education

Job Title	Type of Business	From - To
Junior Marketing Consultant	Consulting	01/06/1993 - 01/10/1994
Name of Employer	Name of Supervisor	
FMC, Formation Management Conseil	Mr. Bechir Lassoued	

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

3000

3000

TND

No

No

Telephone Number

Email Address

Address of Employer

Tunisia

Number of Employees Supervised by You

0

Description of Duties

Planned marketing surveys, formulated marketing mix strategies. Tested and verified data for integrity, converted raw data into information. Sorted, and structured data and made it ready for analysis. Selected and used the appropriate data management techniques to efficiently analyze the collected data. Conducted: feasibility studies, competition, markets and SWOT\* analyses. (\*Strengths Weaknesses Opportunities & Threats) Conducted focus groups to define customer profiles and needs including questionnaire design and preparation.

Summarize any of Your Achievements

Contributed to successful introduction of new products, such as Mc Cain, into the Tunisian market based on top quality marketing research and analysis using the latest Marketing techniques like SWOT and Benchmarking analyses.

Reasons for Leaving

Further Education

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:

Computer Skills:Microsoft packages: Proficient in: Word processing Spreadsheets; Internet E-mail/Communication: Outlook Lotus notes Working knowledge in:Presentation (power point)/Desktop publishing, Databases: Access Working knowledge: SUN systems, PROGEN (Payroll processing) Other automated finance and accounting software and telebanking systems IMIS, ProFi (UNODC developped)

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
French	No	Easily	Easily	Easily	Easily
- - -	--	- -	- -	- -	- -

<b>Arabic</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>German</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

Address

330 east 38th Street apt 37Q  
mrabet@un.org  
New York United States of America  
Telephone: ++1212-963 extension 7163  
Fax: -1-9178559070  
Contact: Sonia Mrabet

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
<b>Sevil ALIRZAYEVA</b>	<b>Executive Officer UNJSPF</b>	<b>New York United States of America</b>	<b>2129637042</b> <b>alirzayeva@un.org</b>
<b>Tijani BOURAOUI</b>	<b>Head of Internal Audit IAEA</b>	<b>UNOV United States of America</b>	<b>432622125</b> <b>t.bouraoui@iaea.org</b>
<b>Neo MASISI</b>	<b>Accountant UN</b>	<b>DM/PPBA/Accounts United States of America</b>	<b>19173673543</b> <b>masisi@un.org</b>