

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	MARINA, Rasul-zada		30/09/1964	F	AUL	marinarasulzada@yahoo.com.au
2.	OBIYO, Hyacinth	467116	03/07/1959	M	NIR	obiyo@un.org
3.	VASISHT, Ashwani		24/08/1952	M	IND	ashwani.k.vasisht@gmail.com

## Personal History Profile for Rasul-zada MARINA

## General Details

1. Family name <b>MARINA</b>	First Name <b>Rasul-zada</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>30/09/1964</b>	3. City of Birth <b>Baku</b>	Country of Birth <b>Azerbaijan</b>	Index No
4. Country of Nationality at Birth <b>Azerbaijan</b>	Second Nationality (if any) <b>Azerbaijan</b>	5. Country of Present Nationality <b>Australia</b>	Second Nationality (if any) <b>Azerbaijan</b>
6. Gender <b>Female</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>60</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. Australia.</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>01/01/2004</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>marinarasulzada@yahoo.com.au</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>International University</b>	City, Country <b>Baku Azerbaijan</b>	From - To <b>Oct-2003 - Jun-2006</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters of International Economical Relations</b>	Degree Type <b>Masters</b>	

University Name <b>International University</b>	City, Country <b>Baku Azerbaijan</b>	From - To <b>Oct-1999 - Jul-2001</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Finance</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>Special Procurement courses MMR</b>	City, Country <b>Baku Azerbaijan</b>	From - To <b>Oct-1985 - Apr-1986</b>
Main Course of Study <b>Product delivery expert</b>		Certificate or Diploma <b>Certificate in product delivery expert</b>

Name of School <b>Cooperative technical school</b>	City, Country <b>Baku Azerbaijan</b>	From - To <b>Sep-1981 - Jun-1983</b>
Main Course of Study <b>Commodity researcher</b>		Certificate or Diploma <b>Diploma commodity researcher</b>

## Employment

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

Job Title <b>Project Finance Specialist</b>	Type of Business <b>ELECT Project</b>	From - To <b>01/06/2009 -</b>
Name of Employer <b>UNDP/ELECT</b>		Name of Supervisor <b>Mr.David Larson</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 <b>marina.rasulzada@undp.org</b>
Address of Employer <b>Afghanistan</b>	
Number of Employees Supervised by You <b>32</b>	
Description of Duties <b>Under the supervision of the UNDP Elect Chief of Operations and IEC Finance Administration Advisor, I am working as IEC Finance Specialist. Currently I am working with IEC budget of \$42M (FY 2009) and directly supervise 16 national Finance and 16 national HR in IEC. I am responsible for the following duties: Effective and accurate financial resources management oversight; Implementation of operational strategies and procedures focusing on achievement; Project budget management and organization of an optimum cost recovery system; Control of IEC accounts and cash management; Facilitation of knowledge sharing and building.</b>	
Summarize any of Your Achievements <b>•Effective and accurate financial resources management oversight, ensure implementation of operational strategies and procedures focusing on achievement of the following results: Financial analysis and oversight for all recourses managed by IEC (Independent Election Commission) and provision of advise to IEC management; Proper planning, expenditure tracking and audit of financial resources in accordance with UNDP rules and regulations; Day-to-day monitoring of financial exception reports and transactions, presentation of forecasts for development and management. •Manage the budget of development focusing on achievement of the following results: Management of all financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNDP rules and regulations; Regular analyses of the delivery situation and payment information is properly recorded on a timely basis; •Ensure proper control of the IEC accounts focusing on achievements of the following: Elaboration of internal expenditures control system which insures that vouchers process are matched and completed, transaction are correctly recorded and posted; payroll are duly prepared, monthly payment of 34 provincial offices and warehouses rent, travel claims and other entitlements are duly processed; Control of account closure; In coordination with UNDP/ELECT and UNDP CO, timely corrective actions on unposted vouchers, including vouchers with budget errors, match exceptions, unapproved vouchers; Timely response to UNDP/ELECT finance requests to resolve financial data issues; Control of the accounts receivable for IEC. •Ensure facilitation of knowledge building and sharing in the IEC focusing on the achievement of the following results: Organization of training for the operations of 16 IEC HQ and 34 provincial staff on Finance; Synthesis of lessons learned and best practices in Finance; Other professional tasks, duties and responsibilities as required.</b>	
Reasons for Leaving <b>N/A</b>	

Job Title <b>Project Finance Specialist</b>	Type of Business <b>ELECT Project</b>	From - To <b>01/12/2008 - 01/05/2009</b>
Name of Employer <b>UNOPS/ELECT</b>	Name of Supervisor <b>Mr.Antonio Ribeiro</b>	
Salaries per Annum: Starting <b>108000</b>	Final <b>108000</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>marinar@unops.org</b>	
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>16</b>		
Description of Duties <b>To provide implementation services to the Government of Afghanistan, the donor community and partner agencies in the reconstruction and development of the country and under supervision of UNDP Elect I manage the finances, budget and administration for eight regions under the direct supervision of the Head of PSO and Program Manager; working close with UNDP/ELECT Head of Finance. I am responsible for the day-to day administration, finance, budget, HR and provide, advice, training, monitoring to develop the capacity in administration, finance, payment, office administration setup and maintenance.</b>		
Summarize any of Your Achievements <b>Review and comment on operational aspects of proposed budget of \$4,5M ELECT project. Directly assist the UNOPS Project and Program Managers with all operational management. Prepare all documentation and data needed for project acceptance. Set up a proper system of book keeping for Eight Regional Offices consistent with UNOPS financial rules and regulations. Inform PM and Head of PSO about project costs and suggest remedial measures. Monitor all aspects of project progress and implementation; identify operational and financial problems and find workable solutions. In close collaboration with the PM initiate and obtain approval for changes in project components to meet project objectives more effectively. Deal directly with UNDP on behalf of the project for additional funding to meet changed budget requirements. Prepare project and budget revisions in ATLAS in consultation with UNOPS PM, Program Manager, Head of PSO, client and donor. Prepare financial reports and schedules on the UNOPS accounts and provide periodical financial reports to UNDP. Develop and implement, in collaboration with the PM, strategies and procedures to improve relations and services with client and subcontractors. Prepare monthly financial progress and expenditure report to UNDP. Develop and implement a timetable for the financial and contractual extension of \$5,2 M and closure of the project. Maintain close collaboration and communication with Head of PSO and AGOC Finance team on matters relating to finances of the project. Managing all contractual matters, HR related between UNOPS and DynCorp. Advise project staff on the application, interpretation and adoption of UNOPS-AGOC's corporate operational rules, procedures and guidelines in all transactions.</b>		
Reasons for Leaving <b>new contract with UNDP</b>		

Job Title <b>Administrative/budget officer</b>	Type of Business <b>Construction Roads and Bridges Project</b>	From - To <b>01/09/2007 - 01/10/2008</b>
Name of Employer <b>UNOPS/SDOC</b>	Name of Supervisor <b>Mr.Sturla Elvseen</b>	
Salaries per Annum: Starting <b>78000</b>	Final <b>78000</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>marinar@unops.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>2</b>		

#### Description of Duties

Under direct supervision of PSO and indirect of the Project Manager, monitor all aspects of the project expenditures against the budget, identifies financial problems and try to resolve them, drafting required correspondence to the parties concerned and preparing reports. Provide full support to the Project Manager in all aspects budget management and financial reporting to local Government and MDTF.

#### Summarize any of Your Achievements

Monitor overall MDTF fund contributions, commitments and actual expenditures; monthly preparation of the project financial status reports. Support and consolidate work plan for the project \$23,500,000. Amendment to the Memorandum of Agreement for \$12,100,000; preparation of forecast Work Plan, cash flow, expenditure report, consolidated procurement plan. Meeting with client Ministry of Transport and donor MDTF and assistance/full support to the Project Manager in budget/finance related questions. Support the PSO and Project Manager with regard to project budget preparation, revisions, re-phrases, closure of activities (components) and ATLAS updates. Adequate allocation of fund according to project requirements and Work Plan. Prepare documents for reversals and adjustments entries to ATLAS. Review all project expenditure requests such as staff recruitment, procurement, travel, contracts etc. Review/ monitor BRIO/ATLAS report to ensure project expenditure are duly reflected under each project; arrange reversals where applicable. Advise the PSO and Project Manager on improvements required for efficient budget management and financial control. Monthly, quarterly, yearly budget/financial reports to MEO and donor.

#### Reasons for Leaving

new contract with UNOPS/ELECT

Job Title <b>Administration Finance Manager</b>	Type of Business <b>Engineering corporation</b>	From - To <b>01/10/2006 - 01/08/2007</b>
Name of Employer <b>Snow Montains Engineering Corporation Australia</b>	Name of Supervisor <b>Mr.Graham Read</b>	
Salaries per Annum:		
Starting <b>65000</b>	Final <b>65000</b>	Currency Paid <b>AUD</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>Australia</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties		
Regular post with Snowy Mountains Engineering Corporation to provide finance, budget and administration support to the Finance Officer, Office Administration Manager and SMEC Project Managers in road and bridge constructions; water and power supply. Responsible for the management and delivery of required outputs for the administration team. Finance activities and budget support direct to the projects and five sub-offices		
Summarize any of Your Achievements		
Review monthly budget for five major projects such as roads constructions–Tugun Bypass, Sunshine Motorway, Northern Busway; constructions for bridge–Gateway Project, water storage construction– Logan Catchments River and fifteen minor projects all over \$20,000,000. Review PPR (project planning revisions) on a monthly based and assists the Project Manager in financial/budget discussions. Prepared and distributed all necessary forecast and budget information to five sub-offices. Reviewing and analyzing the financial aspects of projects. Allocated, revised and transferred expenses against the budget tasks of the projects according to CPA standards. Checking, coding (budget tasks according to CPA standards), processing and scheduling of supplier invoices for payment. Purchasing including raising purchase orders as required. Preparation of monthly invoices for projects and debt collection. Preparation of journals, monthly transfer of project costs, reconciliation of expenses against the tasks of the projects, closure of projects. Coordinate and maintain staff timesheets and their accuracy and run appropriate weekly/monthly reports. Ensure payment requests from petty cash have been properly obligated in accordance with rules and regulations. Bank reconciliation and cash flow report preparation. Weekly cash forecasting to ensure adequate funds are available to meet project requirements. Perform other financial duties as assigned. Other project related finance and budget matters as they arise by Project Managers.		
Reasons for Leaving		
new contract with UNOPS/Sudan		

Job Title <b>Administrative/Finance Desk Officer</b>	Type of Business <b>ELECT Project</b>	From - To <b>01/03/2005 - 01/12/2005</b>
Name of Employer <b>UNOPS/ELECT (JEMB)</b>	Name of Supervisor <b>Ms.Namira Bosnjak</b>	
Salaries per Annum:		
Starting <b>78000</b>	Final <b>78000</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 <b>9370824390</b>		Email Address <b>marinar@unops.org.af</b>
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties		
In support of the Afghanistan National Assembly Elections I managed the finances and administration for two regions under the direct supervision of the Head of Program Management; responsible for the day-to day logistic, HR, procurement, Small Grant Project, public outreach; gave backup support for floating positions at other Regional Offices and HQ Kabul. Support and conduct follow up field missions to nine Provincial Offices.		
Summarize any of Your Achievements		
Review adequacy of departmental space requirements and use of resources. Liaise with all field offices on issues relating to finance, human resources and administrative services. Provide support to 20 international and local admin/finance staff in 9 provinces. Liaise and follow up on queries from the field through extensive coordination with HQs, operation and finance departments. Support to Program Manager and Senior Operations Officer on all matters of financial planning including budget preparation, monitoring and reporting. Conduct training in financial management and monitoring for international and national admin/finance staff. Provided guidance and support to Regional and Provincial Offices for proper preparation and submission of all kinds of requests: operational advance request, contractors payment requests, SSA staff salaries, daily wage incentives, salaries for Parliamentary Election Police; DSA's and construction payments. Maintain overall control of \$100,000 monthly budget for cash management and expenses in two regions and nine provinces. Provide regional, provincial offices and HQ operations with financial reports. Coordinate and provide guidance on financial administration and management information issues. Control and implement procedures to ensure that accounting and financial management controls are consistent with UN policy and practice. Provide introduction brief and training for new Provincial and Regional Administration Officers. Coordinate actions related to the administration of human resources activities for both national and international staff.		
Reasons for Leaving		
End of project		

Job Title <b>Regional Administrative Finance Officer</b>	Type of Business <b>DDR</b>	From - To <b>01/03/2004 - 01/03/2005</b>
Name of Employer <b>UNDP/ANBP</b>	Name of Supervisor <b>Mr.Anthony Selmes</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>40000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number <b>93070256313</b>	Email Address <b>marina3009@rambler.ru</b>
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Address of Employer  
**Afghanistan**

Number of Employees Supervised by You  
**25**

Description of Duties  
**Overall responsibility for the administrative/financial operation of Regional Office Kabul within the DDR (Disintegration/Demobilization/Reintegration) program; direct supervision of 25 admin support staff and thirty two operational and program staff. Budget preparation and administration.Develops and supervise financial statements and analyzes daily operating costs.Oversee the reparation,review and certification of the monthly accounting statements. Assistin the area of accounting, office management, records and reporting of assets and liabilities.**

Summarize any of Your Achievements  
**Established reporting system for RO Kabul including guidelines on frequency and contents of periodic reports. Fcilitated monthly meetings to update regional staff on new guidelines, regulations, job description, leave, salary scales etc. Administered \$50,000 monthly budget and supervised cash management in accordance with optimal cost-recovery focusing on results achievement. Monitored reports on statistics and all financial issues. Supervised, monitored and ensured adherence to all UN security plans and SOPs . Coordinated and supervised financial statements and analyzed daily operating costs. Oversaw the preparation and review of monthly account reconciliations. Certified all claims for payments made against the RO operational fund and other advance accounts. Supervised the use of a fleet of fifteen vehicles, maintaining records and driver rosters. Responsible for the management of assets and all logistic issues for RO Kabul. Managed all HR issues for all RO staff; recruit and train national staff; ensure that all national staff contracts, salaries and benefits are up to date. Ensured that all communication and IT equipment was operational at all time such as internet, faxes, copy machine and digital sender, phones, VHF radios security equipment.**

Reasons for Leaving  
**new contract with UNOPS**

Job Title <b>Project Coordinator and Finance Manager</b>	Type of Business <b>Oil and gas company</b>	From - To <b>01/09/2000 - 01/03/2004</b>
Name of Employer <b>Trading company "Khazar-M"</b>	Name of Supervisor <b>Mr.Khatamov Murad</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1800</b>	<b>3000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>994124974533</b>	Email Address <b>khazar_spektr@azdata.net</b>
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Address of Employer  
**Azerbaijan**

Number of Employees Supervised by You  
**65**

Description of Duties  
**As Project Coordinator and Finance Manager for Khazar-M, the main manufacturer and supplier of gas to the oil and pipeline industry in Azerbaijan with total sales of over \$2,200,000 per year, I was responsible for all accounting operations in the field of manufacture, sale and delivery of gas for construction in projects such as Baku-Tbilisi-Jeyhan with a monthly budget of \$150,000 and the Shelf 1and Shelf 2 with a monthly budget of \$65,000. Directly supervised, led and supported a staff of 5 (accountants and bookkeepers) and indirectly managed a staff of 60 people (sales manager, transport manager, manufacturing manager, factory workers, warehouse workers and managers of purchasing, drivers, vendors and customers).**

Summarize any of Your Achievements  
**Planned the overall strategy for the delivery of gas to meet customer demand; supervise and maintain all information on required bulk gas deliveries to various sites; received reports on quality, delivery of gas, transportation, containers and all documentation and dealt with operational problems as they arose; supervise monthly, quarterly and annual reports summarizing and forecasting company business activities and financial position in area of income, expenses and earnings based on past, present and expected operations. Report directly to the General Manager on a daily basis dealing with financial policy and matters for the overall operation of the gas company; budget preparation and administration, taxation, monthly closing of account reconciliation; developed financial statements, analyzed business trends and daily operating costs. Supervise and maintain asset accounts and charge of depreciation. Supervise and maintain inventories for materials and goods - manufacture, purchase and sale. Supervise and maintain vendor and customer accounts (delivery notes, transfer etc.) Supervise and maintain bank and cash accounts through cash book and program 1C bank. Supervise sales and purchase tax charges such as VAT, income tax etc. and submit reports to government departments. Supervise expenditure for production purchases and sales (including material and transport expenses etc.) Supervise payroll accounting. Coordinate and submit to the management of foreign companies (BP, McDermott, Bosshelf, Shlumberje, Technip etc.) reports and full information about forecasted supply, quality and production of goods.**

Reasons for Leaving  
**new contract with UN**

Job Title <b>Accountant (part time)</b>	Type of Business <b>Marketing company</b>	From - To <b>01/06/1999 - 01/03/2000</b>
Name of Employer <b>Marketing company "Business Group"</b>	Name of Supervisor <b>Aliyev Yusuf</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1200</b>	<b>1500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
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994124972511

bgl@azdata.net

Address of Employer

**Azerbaijan**

Number of Employees Supervised by You

**2**

Description of Duties

**All finance work in the market of food stuffs. I worked as the accountant .Used computer programes 1C and Excel and manual.Calculation of the price and taxes in the field of marketing food stuffs.Charge of the salary.Cash and bank operations , balance.At the end of each month prepared report for tax inspection. Once a quarter - report on the salary and charge of taxes. At the end of each year - balance and reports fot tax inspection.**

Summarize any of Your Achievements

**Accountant in field of marketing company.Overall responsibility for the financial operation of the marketing company, budget preparation and administration, taxation, monthly closing of accounting books of record, account reconciliation. Prepare quarterly and annual reports summarizing and forecasting company business activities and financial position in area of income, expenses and earnings based on past, present and expected operations. Develops financial statements, analyzes business trends. Supervision of 2 supports staff**

Reasons for Leaving

**new contract with UN**

Job Title	Type of Business	From - To
<b>Consultant of accounting software (part time)</b>	<b>Training company</b>	<b>01/01/1999 - 01/10/2000</b>
Name of Employer	Name of Supervisor	
<b>Training company "Boston"</b>	<b>Naila Hasanova</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>1200</b>	<b>1200</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>Azerbaijan</b>		
Number of Employees Supervised by You		
<b>15</b>		
Description of Duties		
<b>Training local accounts department includes computer program.Training of students in basic accountant from reception of the goods, the account of assortment, transport and other charges, cash and bank operations before drawing up of reports and balance.Training to the computer accounting program 1C.</b>		
Summarize any of Your Achievements		
<b>Experience of this work has allowed me to find an optimum way to work with people (in the field of accounts department), and also introduction of additional forms of the accounting reporting of accounts department necessary for specific sites</b>		
Reasons for Leaving		
<b>closed firm</b>		

Job Title	Type of Business	From - To
<b>Senior bookkeeper (part time)</b>	<b>Trading company</b>	<b>01/09/1995 - 01/09/2000</b>
Name of Employer	Name of Supervisor	
<b>Trading company "Karat-Co"</b>	<b>Huseynov Hatig</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>600</b>	<b>1800</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>Azerbaijan</b>		
Number of Employees Supervised by You		
<b>2</b>		
Description of Duties		
<b>All bookkeeping work includes delivery and sale in the field of cosmetics and perfumery, the conclusion of contracts with Germany (Schwarzkopf). I worked as the senior bookkeeper and in my submission was 2 person. Use of the accountant program 1C and manual. Cost accounting of the goods from receipt at a warehouse before realization. Calculation of the price and taxes.Charge of the salary.Cash and bank operations (cash and transfer).Monthly and annual balance.The operational experience has expanded an outlook in the field of sale of the goods and an operational experience as the senior bookkeeper.</b>		
Summarize any of Your Achievements		
<b>Job as a senior bookkeeper in the trading company gave me good experiance in a field of trading.</b>		
Reasons for Leaving		
<b>closed firm</b>		

Job Title	Type of Business	From - To
<b>The assistant of the accountant and economist</b>	<b>trading</b>	<b>01/09/1983 - 01/02/1999</b>
Name of Employer	Name of Supervisor	
<b>The ministry of material resources</b>	<b>Aliyev Adil</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>Yes</b>

1500	1800	RUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Azerbaijan			
Number of Employees Supervised by You 4			
Description of Duties The operational experience as the manager has allowed me to expand an outlook in the field of the bought and sold equipment and also in adjustment of contacts to people from various republics USSR.			
Summarize any of Your Achievements This work during 10 years has enabled me to work in collective and to have under my management 8 people. To know about the equipment ( that further has helped me to become the manager in the field of purchases and sales of the equipment), and also to conduct the accounting documentation ( that in particular has helped me to have experience of the accountant )			
Reasons for Leaving closed			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, printer, scanner, digital center, fax, VFH radio, Thuraya

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
Russian	No	Easily	Easily	Easily	Easily

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

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

Address

Hovsan,E.Huseynov 20B-14  
Baku Azerbaijan  
Telephone: 994-12-4576469  
Fax: 994-50-3267926  
Contact: Marina Rasul-zada

Address

Queen Street 420/362  
Brisbane Australia  
Telephone: 61-043-4406616  
Contact: Marina Rasul-zada

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
Ribeiro ANTONIO	Project Manager UNOPS	Kabul, Afghanistan Afghanistan	tony2trav2004@yahoo.com
Dominic GRANT	Procurement Advisor ELECT	Kabul, Afghanistan Afghanistan	9370217297 dominic_grant@yahoo.com
Yury OZEROV	Logistic Advisor ELECT	Kabul, Afghanistan Afghanistan	93797297785 yury.ozarov@rambler.ru

## Personal History Profile for Hyacinth OBIYO

## General Details

- |                                    |                             |                                   |                             |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name                     | First Name                  | Middle Name                       | Maiden Name, (if any)       |
| <b>OBIYO</b>                       | <b>Hyacinth</b>             | <b>Uzodinma</b>                   |                             |
| 2. Date of Birth                   | 3. City of Birth            | Country of Birth                  | Index No                    |
| <b>03/07/1959</b>                  | <b>Etiti</b>                | <b>Nigeria</b>                    | <b>467116</b>               |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| <b>Nigeria</b>                     |                             | <b>Nigeria</b>                    |                             |
| 6. Gender                          | 7. Height [cm]              | 8. Weight [kg]                    | 9. Marital Status           |
| <b>Male</b>                        | <b>182</b>                  | <b>98</b>                         | <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? **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: **obiyo@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Center for Financial and Management Studies, SOAS, University of London</b>	<b>London United Kingdom</b>	<b>Jan-2001 - Dec-2005</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>MSc in Financial Economics</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>University of Science and Technology</b>	<b>Enugu Nigeria</b>	<b>Sep-1991 - Oct-1992</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Master of Business Administration (MBA) in Banking and Finance</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>University of Science and Technology</b>	<b>Enugu Nigeria</b>	<b>Sep-1989 - Aug-1990</b>
Main Course of Study	Field of Study	
<b>Accounting</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Post Graduate Diploma (PGD) in Accountancy and Finance</b>	<b>Postgraduate degree</b>	

University Name	City, Country	From - To
<b>Institute of Management and Technology</b>	<b>Enugu Nigeria</b>	<b>Oct-1978 - Jul-1982</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Higher National Diploma (HND) Bus. Admin</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>Ohafia High School,</b>	<b>Ohafia, Abia State Nigeria</b>	<b>Jan-1971 - Jun-1977</b>
Main Course of Study	Certificate or Diploma	
<b>English Language, Mathemetics, Economics, Commerce, Religious Studies, Chemistry, Biology, Agricultural Science.</b>	<b>West African School Certificate (WASC) Division one</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>Finance</b>	From - To <b>01/11/2006 -</b>
Name of Employer <b>United Nations - DPKO</b>		Name of Supervisor <b>Anthony Tucceri</b>	
Salaries per Annum:			
Starting <b>80129</b>	Final <b>84183</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>obiyo@un.org</b>	
Address of Employer <b>Uganda</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Properly manage Finance Office, as the head, in accordance with UN Financial Regulations and rules, Financial policies and guidelines and facilitate proper maintenance of accounts at MONUC-Entebbe Support Base: Provide to the HQ all local Bank information necessary for monthly reconciliation of account; Ensuring complete and accurate accounting, reporting and internal control systems are effectively working; Respond to all Internal/External Audit reports on the office activities; Ensure timely payment of Vendors and other clients and in accordance with the BAC: Ensuring that all invoices are certified before payments; Approve the recording of obligations related contracts, agreement &amp; POs and other obligating documents; Performing the "Generate Payment" process in the SunSystems to record the disbursement of funds and generates cash, cheques, or electronic funds transfer procedures; Issuing of Cash Receipt Vouchers (CRVs) in respect of funds received by the Mission; Constant review to ensure that payments are made according to appropriate BAC and monitor obligations as against expenditure. Ensure receipt of all receivables including Value Added Tax (VAT: Prepare for submission all re-claim documentations to recover funds, Collect and record accordingly all other receivables. Negotiate adequate bank services to MONUC/Staff at MONUC-Kampala/Entebbe Office and vendors: Constant review of Mission account with the local bank. Ensure proper usage and safe custody of Mission assets under the custody of Finance Section: Safe keeping of CRVs, Cheques and all other financial instruments; Maintain and safe guard Imprest Funds, Safe keeping of all finance related documents; Constant guiding of Finance staff to expose and train them on Finance standard procedures and UN Financial Regulations and Rules, including software in use. Maintain adequate Imprest cash level for effective operational requirements. Member Field Central Review Body.</b>			
Summarize any of Your Achievements <b>Opened the Finance Office in MONUC-Entebbe Support Base. Opened Bank accounts for both USD and local currency and are operational, through which we effect payments- transfers and cheques for both vendors and staff. Invoices are processed at a maximum period of 48 hours after receipt. There are no more complaints of delayed payment by both vendors, CDWs, ICs and staff. Initiated the recovering to MONUC account of Value Added Tax (VAT) paid by staff under Residential Security Reimbursement. All reports are submitted on timely bases.</b>			
Reasons for Leaving <b>For Higher responsibilities</b>			

Job Title <b>Asso Finance Officer(Jul-Aug) Finance Officer Sept -Oct '06</b>		Type of Business <b>Finance</b>	From - To <b>01/07/2006 - 01/10/2006</b>
Name of Employer <b>DPKO - MONUC</b>		Name of Supervisor <b>Abraham Indieka</b>	
Salaries per Annum:			
Starting <b>67104</b>	Final <b>67104</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>obiyo@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You			
Description of Duties <b>Carrying out assigned duties in accordance with UN Financial Regulations and rules, Financial policies and guidelines and facilitate proper maintenance of accounts at MONUC: Ensure that complete and accurate accounting, reporting and internal control systems are effectively working; Respond to all Internal/External Audit reports on the office activities; Ensure timely payment of Vendors and other clients and in accordance with the BAC: Ensuring that all invoices are certified before payments; Approve the recording of obligations related contracts, agreement &amp; POs and other obligating documents; Constant review to ensure that payments are made according to appropriate BAC and monitor obligations as against expenditure. Ensure proper usage and safe custody of Mission assets under the custody of Finance Section. Imprest Funds, Safe keeping of all finance related documents; Constant guiding of Finance staff to expose and train them on Finance standard procedures and UN Financial Regulations and Rules, including software in use. Maintain adequate Imprest cash level for effective operational requirements. Accounting for Imprest fund.</b>			
Summarize any of Your Achievements <b>Invoices are processed on timely basis. All reports are submitted as and when due.</b>			
Reasons for Leaving <b>For better opportunity and higher responsibility assignment</b>			

Job Title <b>Budget Assistant</b>		Type of Business <b>Budget</b>	From - To <b>01/07/2003 - 01/06/2006</b>
Name of Employer <b>DPKO - UNAMSIL</b>		Name of Supervisor <b>Nester Odaga-Jalomayo</b>	
Salaries per Annum:			
Starting <b>63822</b>	Final <b>70457</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>obiyo@un.org</b>
Address of Employer <b>Sierra Leone</b>	
Number of Employees Supervised by You <b>3</b>	
Description of Duties <b>Preparation and formulation of Cost Estimates and Budget. Preparation of Performance Report. Review and verify all expenditure against allotments and analysis of variances. Preparation of request for redeployment/realignment. Reviewing and approval of requisitions. Review expenditure/Cost plan in consultation with the Section Heads/account holders. Participate in review, approval and monitoring of Trust Fund projects. Review project cost and prepare necessary reports. Monitor and control Cost Center accounts, Approves all requisitions in Mercury System. Approve redeployment/realignment in the SunSystem Account. Coordinate RBB activities in the Mission, including training of all staff in the RBB Monitoring System. Responsible for Post Management in liaison with HR office. OIC Budget Section. Worked as mission's Certifying Officer. Prepare responses to comments, Questions, observations and recommendations of the Fifth committee, BOA, OIOS and ACABQ respectively in relation to Mission Budget</b>	
Summarize any of Your Achievements <b>Assisted in preparation of Mission Cost Estimates and Budget, and ensured that same are delivered within deadlines. Ensured timely submission of Performance Reports. Ensured proper delivery of Quick Impact Projects (QIP) of the Trust Fund through monitoring and guidance to the implementing partner, and also submission the appropriate reports as and when due. The implementation of RBB Monitoring System in the Mission for collection of Achievements/Output and information for the verification of Portfolio of Evidence. OIC Budget during liquidation of UNAMSIL and start off of the new mission UNIOSIL.</b>	
Reasons for Leaving <b>For assignment of higher responsibility</b>	

Job Title <b>Budget Assistant</b>	Type of Business <b>Peacekeeping Operation</b>	From - To <b>01/06/2001 - 01/06/2003</b>
Name of Employer <b>UNAMSIL</b>	Name of Supervisor <b>Nester Odaga-Jalomayo</b>	
Salaries per Annum:		
Starting <b>51225</b>	Final <b>58271</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 <b>012123 9588</b>		Email Address <b>obiyo@un.org</b>
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Preparation and formulation of Cost Estimates and Budget. Preparation of Performance Report. Review and verify all expenditure against allotments and analysis of variances. Preparation of request for redeployment/realignment. Reviewing and approval of requisitions. Review expenditure/Cost plan in consultation with the Section Heads/account holders. Participate in review, approval and monitoring of Trust Fund projects. Review project cost and prepare necessary reports. Monitor and control Cost Center accounts, Approves all requisitions in Mercury System. Approve redeployment/realignment in the SunSystem Account. Coordinate RBB activities in the Mission, including training of all staff in the RBB Monitoring System. Worked as mission's Certifying Officer. Prepare responses to comments, Questions, observations and recommendations of the Fifth committee, BOA, OIOS and ACABQ respectively in relation to Mission Budget</b>		
Summarize any of Your Achievements <b>Assisted in preparation of Mission Cost Estimates and Budget, and ensured that same are delivered within deadlines. Ensured timely submission of Performance Reports. Ensured proper delivery of Quick Impact Projects (QIP) of the Trust Fund through monitoring and guidance to the implementing partner, and also submission the appropriate reports as and when due. The implementation of RBB Monitoring System in the Mission for collection of Achievements/Output and information for the verification of Portfolio of Evidence.</b>		
Reasons for Leaving <b>For a position of higher responsibilities.</b>		

Job Title <b>Finance Assistant</b>	Type of Business <b>Peacekeeping Operation</b>	From - To <b>01/04/2000 - 01/05/2001</b>
Name of Employer <b>UNAMSIL, DPKO</b>	Name of Supervisor <b>Robert Hartley</b>	
Salaries per Annum:		
Starting <b>46574</b>	Final <b>49161</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 <b>002322 273-183</b>		Email Address <b>obiyo@un.org</b>
Address of Employer <b>Sierra Leone</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Administering of Budget control and monitoring of all aspect of service contract and processing of all invoices received from the contractor. Controlling expenditure ensuring that it is within the contract scope. Processed all payments to the contractor, Drafted all correspondences in relation to the contract including responded to ACABQ/Audit observations and recommendation on DynCorp Contract. Ensured that MOD are prepared to preserve adequate funds for the contract. Liaized with HQ NY, Contractor HQ and the Mission on Issues of the Contract. Ensured that Work order/Task order are in compliance and duly signed. Analysed the Quality Assurance reports to determine percentage award for each task and reflected same in certification. Actively participated in the liquidation and close out of the Contract</b>		
Summarize any of Your Achievements <b>Processed all invoices as and when due. Ensured that the Mission benefited all the Prompt Payment Discount. Prepared records and participated in the Liquidation and close out of the contract. Responded to ACABQ/Audit observations and recommendation on DynCorp Contract. Actively participated in the liquidation and close out of the Contract.</b>		

Reasons for Leaving

**On liquidation and close out of DynCorp Contract, the Unit was closed as well.**

Job Title <b>Contract Administrator</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/05/1999 - 01/03/2000</b>
Name of Employer <b>MONUA, DPKO</b>	Name of Supervisor <b>Gilles Briere</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>28680</b> <b>28680</b> <b>USD</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address		
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Administering of Budget, control and monitoring of all aspect of service contract and processing of all invoices received from the contractor. Controlling expenditure ensuring that it is within the contract scope - NTE. Processed all payments to the contractor, Drafted all correspondences in relation to the contract including responded to ACABQ/Audit observations and recommendation on DynCorp Contract. Ensured that MOD are prepared to preserve adequate funds for the contract. Liaized with HQ NY, Contractor HQ and the Mission on Issues of the Contract. Ensured that Work order/Task order are in compliance and duly signed. Analysed the Quality Assurance reports to determine percentage award for each task and reflected same in certification. Actively participated in the liquidation and close out of the Contract</b>		
Summarize any of Your Achievements <b>Processed all invoices as and when due. Ensured that the Mission benefited all the Prompt Payment Discount. Prepared records and participated in the Liquidation and close out of the contract. Responded to ACABQ/Audit observations and recommendation on DynCorp Contract. Actively participated in the liquidation and close out of the Contract</b>		
Reasons for Leaving <b>Closure of Mission</b>		

Job Title <b>Programme Implementation Officer</b>	Type of Business <b>Development Programme</b>	From - To <b>01/04/1997 - 01/04/1999</b>
Name of Employer <b>UNDP - UNV</b>	Name of Supervisor <b>Dr Joao Ferreira</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>29256</b> <b>33480</b> <b>USD</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address		
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>28</b>		
Description of Duties <b>Plan and coordinate project activities involving UNV specialists. Preparation of programme work plan. Liaize with Donor and all UN agencies involved in Technical Cooperation in the Country. Provide Technical &amp; Management support to all other UNVs. Assisted in the overall management and reporting on the use of all resources for the programme in line with UNDP procedure. Assisted in budget preparation &amp; project proposals for funds raising. Prepared all financial, assessment and implementation reports for the Donor community. Prepared the final End of Project Report.</b>		
Summarize any of Your Achievements <b>The programme ended with many individuals and groups trained on project formulation and implementation. Community rehabilitation projects were implemented in all the 14 of the 18 Provinces. Proper account and reports were delivered to the Donor community. Prepared End of Project Report prepared.</b>		
Reasons for Leaving <b>The programme was completed and contract ended.</b>		

Job Title <b>Accounting Consultant</b>	Type of Business <b>Development</b>	From - To <b>01/11/1996 - 01/03/1997</b>
Name of Employer <b>UNDP</b>	Name of Supervisor <b>Ms Onwuemene</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>698000</b> <b>698000</b> <b>NGN</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address		
Address of Employer <b>Nigeria</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties		

**Assisting the Programme Support Unit in reconciling the delivery for 1995 basic year. Financial monitoring for consolidation of Government Disbursement Report (GDR) for 1996. Rendering on-the-job training to Government staff on Book-keeping. To establish actual expenditure for 1995 & 1996. Maintain appropriate internal control mechanism to ensure accuracy in delivery figures and reporting of programme resources. Reviewed disbursements made against the approved output budget lines.**

Summarize any of Your Achievements

**The actual expenditure for 1995 & 1996 were established. The Government staff were trained on basic book-keeping. The Government Disbursement Report (GDR) was produced & published.**

Reasons for Leaving

**Completion of assignment and end of Contract period.**

Job Title <b>Special Assistant</b>	Type of Business <b>Development Programme</b>	From - To <b>01/03/1996 - 01/10/1996</b>
Name of Employer <b>UNDP</b>	Name of Supervisor <b>Dr JB Falade</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>240000</b>	<b>600000</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**Nigeria**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Provide assistance to the capacity building for development management team in implementation of programme activities especially in realization of National Human development report (NHDR). Assist International Consultants on Direct Expatriate National Investments (DENI), by providing information on Investment areas, research on relevant private & Public companies and Financial Institutions etc.**

Summarize any of Your Achievements  
**My coordination activities enhanced the achievement of the Programme. Information were provided on all areas of interest. I planned meetings, appointments and logistics for the consultants. Production of National Human Development Report.**

Reasons for Leaving  
**End of contract**

Job Title <b>Data Collection Assitant</b>	Type of Business <b>Development Programme</b>	From - To <b>01/05/1995 - 01/12/1995</b>
Name of Employer <b>UNDP</b>	Name of Supervisor <b>Dr J Sogunro</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>300000</b>	<b>300000</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**Nigeria**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Field work on Sectoral Technical Cooperation programming on Embassies, Ministries and Parastatals for financial data. Preparation of TCP documents for Federal Ministries of Industry and Technology, Commerce and Tourism, Health and Human Resources,, Communication, Education and Youth and Development, Agriculture and Natural Resources. Prepared reports on project/programme activities, conduct terminal evaluation reports.**

Summarize any of Your Achievements  
**Production of Development Cooperation Reports. Production of Various reports.**

Reasons for Leaving  
**End of Contract**

Job Title <b>Head, Administration and Finance</b>	Type of Business <b>Commercial</b>	From - To <b>01/09/1994 - 01/04/1995</b>
Name of Employer <b>Clevec Nigeria Limited</b>	Name of Supervisor <b>Mr Francis Okoli</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>96000</b>	<b>96000</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**Nigeria**

Number of Employees Supervised by You  
**13**

Description of Duties

**General administration and preparation of administrative reports. Preparation of monthly and annual financial report. Supervising logistics planning outlays and schedules for Vehicles/trucks movements. Bank lodgements and preparation of bank reconciliation statements. Processing bills, LPOs, payroll and payment of salaries and allowances. Preparation of company Budget for approval by the Directors.**

Summarize any of Your Achievements

**Restructuring of the Administrative set up.**

Reasons for Leaving

**Better Offer and opprtunities.**

Job Title	Type of Business	From - To
<b>DataCollection Assistant</b>	<b>Development Programme</b>	<b>01/02/1994 - 01/08/1994</b>
Name of Employer	Name of Supervisor	
<b>UNDP</b>	<b>Prof John Nwankwo</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>240000</b>	<b>240000</b>	<b>NGN</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>Nigeria</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		
<b>Field work on Sectoral Technical Cooperation programming on Embassies, Ministries and Parastatals for financial data. Preparation of TCP documents for Federal Ministries of Industry and Tecnology, Commerce and Tourisim, Health and Human Resources,, Communication, Education and Youth and Development, Agriculture and Natural Resources. Prepared reports on project/programme activities, conduct terminal evaluation reports.</b>		
Summarize any of Your Achievements		
<b>Production of Development Cooperation Reports. Production of Various reports.</b>		
Reasons for Leaving		
<b>End of Contract</b>		

Job Title	Type of Business	From - To
<b>Assistant Manager</b>	<b>Mortgage Banking</b>	<b>01/11/1992 - 01/01/1994</b>
Name of Employer	Name of Supervisor	
<b>Regal Savings and Loans Ltd</b>	<b>Mr charles O. Nkata</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>48000</b>	<b>60000</b>	<b>NGN</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>Nigeria</b>		
Number of Employees Supervised by You		
<b>4</b>		
Description of Duties		
<b>Mortgage &amp; Capital Markets: Preparation, marketing and management of Real Estate related Capital market &amp; debts instruments. Development of mortgage instruments for attracting funds. Credit analysis, monitoring and appraisal etc. Savings mobilization, credit maturity profile monitoring and liquidation scheduling. Internal Control &amp; Planning: Review payment vouchers, risk accounts, fraud investigation, control of security systems, bank wide budgeting.</b>		
Summarize any of Your Achievements		
<b>Development of Mortgage products. Establishment of Monitoring and security procedures.</b>		
Reasons for Leaving		
<b>Better opportunities</b>		

Job Title	Type of Business	From - To
<b>Senior Master</b>	<b>Educational</b>	<b>01/01/1986 - 01/10/1992</b>
Name of Employer	Name of Supervisor	
<b>State Education Management Board</b>	<b>Mr ECU Nwosu</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>12000</b>	<b>36000</b>	<b>NGN</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
Address of Employer		
<b>Nigeria</b>		
Number of Employees Supervised by You		
<b>6</b>		

Description of Duties

Inspection and examination of financial records. Planning and development of schemes and curriculum. Taught Economics, Commerce, Mathematics and Business Management.

Summarize any of Your Achievements

Curriculum produced. Students taught and prepared for examinations.

Reasons for Leaving

Better opportunity

Job Title			Type of Business	From - To
Administrative Officer			Marketing of Pharmaceuticals	01/08/1982 - 01/12/1985
Name of Employer			Name of Supervisor	
Vicia Pharmacy (Nig) Ltd			Mr Victor Okafor	

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?

2400

6000

NGN

No

Yes

Telephone Number

Email Address

Address of Employer

Nigeria

Number of Employees Supervised by You

8

Description of Duties

Designing of marketing strategy. Sourcing of market outlays; Analysis and maintenance of stock levels. Payroll preparation. Bank lodgement and reconciliation. General administration.

Summarize any of Your Achievements

Increased sales and better stocking and record keeping.

Reasons for Leaving

Better opprtunity

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	Not easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Portuguese	No	Easily	Easily	Not easily	Easily
Igbo	Yes	Easily	Easily	Easily	Easily

Address

7 Hyacinth Obiyo Close, Aladinma North Extention  
Prefab, Owerri  
Owerri Imo Nigeria  
Telephone: 234-83-230112  
Fax: 234-080-61321247  
Contact: Hyacinth OBIYO

Address

United Nations Mission in Democratic Republic of Congo, PO. Box 4653  
Grand Central Station, New York, NY  
New York New York United States of America  
Telephone: 01-212-963-0103 extension 3121  
Fax: 256-77-4414884  
Contact: Hyacinth OBIYO

Address

Community Schl, Lowa-Okata, Ihitte/Uboma LGA  
Etiti IMO Nigeria

Telephone: 234-83-230112

Fax: 234-80-61321247

Contact: Hyacinth OBIYO

## 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>Vitus EKEOCHA</b>	<b>Head of Programmes</b>	<b>National Orientation Agency (NOA) PMB 1100, Owerri, Imo State Nigeria</b>	<b>23483234464 opinion@infoweb.ABS.NET</b>
<b>Chinedu NWAJIUBA</b>	<b>Lecturer</b>	<b>Head of Agricultural Economics, Imo state University, PMB 2000, Owerri Nigeria</b>	<b>23408033273871 swintec@skannet.com</b>
<b>Sebastian OKEKE</b>	<b>Agricultural Economist</b>	<b>African Development Bank/African Development Fund Nigeria</b>	<b>23408034065965 sebokeke@yahoo.com</b>

## Personal History Profile for Ashwani VASISHT

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>VASISHT</b>	<b>Ashwani</b>	<b>KUMAR</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>24/08/1952</b>	<b>SANGRUR(PUNJAB)</b>	<b>India</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>India</b>	<b>India</b>	<b>India</b>	<b>India</b>
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>167</b>	<b>72</b>	<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? <b>01/09/2006</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>ashwani.k.vasisht@gmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>UNIVERSITY OF DELHI.</b>	<b>DELHI India</b>	<b>Jul-1970 - May-1973</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 COMMERCE</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>The Institute of Chartered Accountants of India,</b>	<b>New - Delhi India</b>	<b>Jul-1973 - Oct-1977</b>
Main Course of Study		Certificate or Diploma
<b>Advanced Accounts, Management Accounts, Economics, Direct and Indirect Taxes, Costing, Auditing, Company Law, Commercial Laws and General Commercial Knowledge.</b>		<b>Passed the INTER(CA) Exam held in Nov 1976 and FINAL - GROUP II( CA) Exam in MAY 1981 by the Institute of Chartered Accountants of India.</b>

Name of School	City, Country	From - To
<b>GOVT. BOYS SENIOR SECONDARY SCHOOL NO. 2,</b>	<b>NEW DEHI - 110022. India</b>	<b>Sep-1966 - Mar-1969</b>
Main Course of Study		Certificate or Diploma
<b>PHYSICS, CHEMISTRY, BIOLOGY, ENGLISH, HIGHER MATHS..</b>		<b>HIGHER SECONDARY( EQUIVALENT TO XI STANDARD).</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>PROGRAMME &amp; FINANCE OFFICER</b>	<b>Specialised Agency of the UN Common System.</b>	<b>01/09/2007 -</b>
Name of Employer		Name of Supervisor
<b>ILO - SRO, NEW DELHI, INDIA</b>		<b>MS. LEYLA TEGMO-REDDY</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>1200000</b>	<b>1320000</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>Yes</b>
Telephone Number	Email Address	
<b>911124602101</b>	<b>ashwani@ilo.org</b>	
Address of Employer		
<b>India</b>		



Number of Employees Supervised by You

4

Description of Duties

Under the Direct supervision of the ILO-SRO Director, my duties are to develop and enhance tools, techniques, guidelines and training materials for programme assessment, monitoring and reporting to advance Results-Based Programming; Consolidate periodic reports on progress in achieving the outcomes in ILO-SRO integrated Planning, Governmental National and Regional Plan, UNDAF Plan and other strategic frameworks. Further, I am also responsible for the Administrative and Financial matters in respect of the nationally executed Projects on Child Labor, Forced (Bonded) Labor and other Projects. Besides, I am also actively involved in the development and implementation of the Security Plan for the offices in India.

Summarize any of Your Achievements

I have been actively involved in the preparation and the development of the Project developments. I have actively and successfully participated in an International Training Workshops on "Media Training on Strategic Communications" and "Results Based Management" conducted for the Programming Staff. Besides, I have also been seriously and sincerely engaged in the Recruitment, Training and providing guidance to the National Staff of ILO Kabul Office and the ILO-SRO, New Delhi on the Programming, Finance, Budgeting and Admin Matters in addition to the advice and guidance to the ILO-SRO Director, ILO Coordinator for Afghanistan and the International Specialists.

Reasons for Leaving

I am presently still on the job and very much satisfied with it, but I am looking out for an International assignment on account of personal reasons with an idea to improve my pension benefits also.

Job Title	Type of Business	From - To
FINANCE OFFICER (ALD-3)	DEVELOPMENT,ELECTIONS,RECONSTRUCTION, ENGINEERING, BRIDGES, ROADS & CONSULTANCY WORK IN POST CONFLICT COUNTRIES.	01/08/2004 - 01/07/2006
Name of Employer	Name of Supervisor	
UNOPS - APIF, KABUL, AFGHANISTAN	MR VENKATA RAMAN, HEAD OF FINANCE & ADMINISTRATION	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
72000	110000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
12129632668	ashwaniV@unops.org.af		
Address of Employer			
Afghanistan			
Number of Employees Supervised by You			
8			
Description of Duties			
I was responsible for the Processing and approval of Office payments, Vendor payments, Sub Contract payments, project payments. I was on the panel of authorized signatories for the Banking operations. The average monthly disbursement was US\$ 25 Million (90% Cash) covering 600 Vouchers having 5 transactions each (average) for approx. 40 Projects being executed in Afghanistan. I was also responsible for the scrutiny of project budgets, implementation and monitoring of the budgets. The job also required formulation, implementation and monitoring of the SOPs', Internal Controls and Checks, work flows and work processes. The TOR also involved the training and guidance to National Staff on Financial Rules and Regulations, Accounting principles and practices, FASS Program, Bank Reconciliation, Close monitoring and clearance of Advances, Administrative Policies and procedures. I was the second in command of the Unit in the absence of Sr. Finance Officer and was leading and coordinating the Finance team for speedy and efficient functioning to meet the deadlines. The job also required correct interpretation and implementation of the UN Financial Rules & Regulations, Circulars and directives. I was also responsible for closely monitoring of the Project Budgets being implemented by UNOPS for World Bank, USAID, UNDP, DFID, and UNICEF for the checking of the availability of the Funds and the commitments. I was also imparting briefing and guidance on a continual and continuous basis to the junior International Finance Officers on various financial matters and procedures. We were also able to successfully install, operate and manage the FASS and ATLAS systems for the efficient, accurate and correct recording and reporting of accounting transactions. Earlier, the Cash book was being maintained in Excel – Sheet format. I was also responsible for the timely closing and reporting of the Monthly Imprest Report for requesting the replenishment of Funds from New York. The job also require			
Summarize any of Your Achievements			
I successfully attended a training workshop on ATLAS (ERP Program) in Bangkok, 24-31 Oct'04. This helped me in understanding the ATLAS system, new to me till then with the result that we were able to introduce and gainfully use the ATLAS system in our day to day working. I was the overall in-charge for the smooth and timely flow of required Funds from Kabul to more than 30 locations in Afghanistan during the Presidential and Parliamentary Elections in Afghanistan to meet the Elections deadline. The average Budget of these Elections was more than 100 Millions US\$ each under different Budget Heads, Donors and Activities. I was also responsible for the disbursement of advances to more than 100 vendors at different locations against the budgeted and committed activities and their close monitoring and timely clearances. At times and during the peak periods our monthly disbursements had even touched US\$50M. We were constantly and gradually engaged in the task of capacity building and strengthening of National Staff of the Finance department for a smooth transition and take over of the Finance Operations from the International Staff ultimately. I had successfully implemented internal controls and checks for the Cash payments and for the cash-in safe. I was responsible for successfully synchronizing the cycle of the SSA Contract holders' monthly payments. I detected and recovered the duplicate payments/overpayments made to vendors amounting to more than US\$ 120,000.00 only (one hundred and twenty thousand). We were also successful in educating all concerned to open Bank Accounts for affecting the Bank transfers instead of Cash payments. This resulted in a net savings of US\$ 20,000.00 only to the Organization in terms of the Cashier's Commission.			
Reasons for Leaving			
I had to decline with regret the extension offer of my ALD Contract due to the critical sickness and the hospitalization of my wife in India. It seemed that my services were required more at the home front than at the Office front at that point of time. It was felt and realized then that my wife needed my services and physical presence very badly for her speedy recovery. And believe me my presence and full time company worked wonders with the result that my wife recovered faster from her sickness. She is much better, but still on regular medication which can be managed by herself. This temporary break from work has given me an opportunity to recharge myself and a totally relaxed personality. It has also helped to identify and define my goals with a new perspective and fresh thinking.			

Job Title	Type of Business	From - To
National Professional Officer - ADFIN(Grade NO-A)	Specialised Agency of the UN Common System	01/01/1994 - 01/08/2004
Name of Employer	Name of Supervisor	
ILO - SRO, NEW DELHI, INDIA	H. VAN DER LAAN	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
500000	1034300	INR	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
911124602101	ashwani@ilodel.org.in		
Address of Employer			
India			
Number of Employees Supervised by You			
-			

## Description of Duties

I was responsible for Budget / Finance / Accounts and administration of the ILO sub regional Office, New Delhi. I was also involved in the project Budget designing, Project Budget approval, issuance of service agreements, sub-contracts and external collaboration contracts as per the relevant and applicable clauses of the ILO Financial Rules, Circulars and directives on the subject, technical cooperation agreements and UNDP guidelines. I was reporting directly to the sub – regional director through my supervisor - the head of Finance and administration. I was required to carry out my work independently with the least of supervision by my supervisor and took the decisions independently on the merits of the case and in the best interests of the organization. I was also responsible for corresponding independently and directly with our regional office and the headquarters on various financial and administrative related matters. I was also responsible for certifying the vouchers of all kinds and was also on the panel of the authorized signatory for the Banking transactions. I was required frequently to consult the Office manual, circulars and other reference material for various official matters and to interpret and explain the various rules and procedures on complex and technical issues. I also had to provide training, guidance and support to the team members of my time on financial and administrative issues along with the fresh and incoming staff of the different projects.

## Summarize any of Your Achievements

I was instrumental in streamlining and standardizing the drafting of External Collaboration Contracts in respect of the Budgets, the percentage and the respective ratios of payments towards the release of various installments of the Contracted amount in relation to the stages of the work completed as per the terms of the Contract. I was solely responsible for the successful implementation of the Budget preparation / management system for the ILO New Delhi Office. I was also awarded a merit increment for the timely completion of this daunting and stupendous task by my Office. Further, I have also been selected as the focal point from my Office for the successful development / implementation of the ERP system for the Office. I have attained the unique distinction of a specialist on Payroll matters, Travel claims, Budget and Financial management, on account of my educational background and the vast and varied experience. I am often consulted by my Director, senior specialists and senior Project managers for seeking guidance on Finance, Accounts, Budgets, Ex-Collaboration Contracts, drafting of Contracts / Agreements with Vendors / Services providers etc. I also succeeded in the smooth and complete merging of the Finance and administrative services of the ILO – ARTEP Office with the ILO Area Office for India including the Office Inventory.

## Reasons for Leaving

I am still holding the contract with ILO, but on Leave without Pay from the Office from Sep'04 till Aug'07. Truly speaking I took the Leave from ILO so that I could work in Kabul with UNOPS on an International assignment as Finance Officer. I went to Kabul to expand my horizons and to learn and know more about the UN System. I also went to Kabul with the sole purpose of gaining International exposure and experience. This has altogether given me a different dimension of work culture and expediency.

Job Title		Type of Business	From - To
SR. FINANCE AND ADMIN. OFFICER		ADVISORY SERVICES	01/11/1985 - 01/12/1993
Name of Employer		Name of Supervisor	
ILO - ARTEP		MR R ISLAM	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
60000	500000	INR	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
India			
Number of Employees Supervised by You			
10			
Description of Duties			
<p>I was the overall in charge for Finance and Administration of the Office reporting directly to the Director (D-I) of the Office. There were five Sr. Specialists (P-5), two Specialists (P-4) and two Associate Experts. The geographical coverage of the Office was for the whole of Asia and Pacific. The Employment Projects had Funding from Donors such as WORLD BANK, ADB, SIDA, DANIDA, and UNDP &amp; ESCAP, RB &amp; RBTC. The job also included making arrangements for the smooth and hassle free holding of Regional / National Workshops / Training Seminars in different countries of Asia. I was also responsible for the correct, accurate and up to date preparation and dispatch of the Imprest Report to our Headquarters / Regional Office along with the duly approved and authorized original Vouchers along with the supporting documents assigned with the correct and appropriate Budget heads. The job profile also included the certification of the payments both Cash and Bank. I was on the panel of the authorized signatories for processing the Bank transactions also. The job also included the safe custody of Cash / Bank Funds. I was also keeping myself in constant touch with the Bank for obtaining the information on the latest Banking Regulations in the country and foreign exchange transactions. I was also responsible for carrying out the Insurance cover for Fire and Burglary of the Office Equipments, Machines and Furniture, Vehicle on the basis of the Inventory value. I also used to prepare, maintain and update the Inventory Cards in my custody and conduct routine and regular physical checks of the Inventory and submitting my report to the Director for the unserviceable, obsolete and non traceable Inventory. My job also required drafting and preparation of Contracts / Agreements / Service and maintenance Contracts with the Vendors / Service providers / Travel Agent / Shipping and Forwarding Agent etc. The job also demanded supervision, training and motivation to the national Staff under</p>			

## Summarize any of Your Achievements

I was successful in the initial setting of the Office, its services and facilities after it shifted from Bangkok to New Delhi. I also had to go to Bangkok for one month for the orientation program. It also gave me an opportunity to design, implement and monitor the Internal Controls and Checks, Systems and Work- processes in the Office for its smooth and better functioning, being the unit chief for Finance and Administration. I was responsible for the take over and installation of the various Office equipments, machines and Computers and for keeping the effective Office – Inventory. I also imparted training and guidance to the freshly recruited national staff on Office procedures and requirements.

## Reasons for Leaving

The Regional Project of ILO was disbanded and merged with the main ILO Area Office of India under the restructuring plan of the ILO Cabinet. The Finance and administration services were also transferred to the ILO main Office; hence I was also transferred to the main Office, w.e.f. Jan 01, 1994 on the same terms and conditions of the Staff Regulations.

Job Title		Type of Business	From - To
ACCOUNTS OFFICER		DEVELOPMENT COOPERATION.	01/11/1983 - 01/11/1985
Name of Employer		Name of Supervisor	
DANIDA		Mr Bjarne Sorensen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
30000	39600	INR	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
911123012101			
Address of Employer			
India			
Number of Employees Supervised by You			
5			
Description of Duties			

I was responsible for the Budget and Accounts along with the Administration of the Agency and its Project Offices located at different locations in the country. I was reporting to the Head of the DANIDA MISSION under the supervision of the COUNSELLOR DEVELOPMENT. I was also responsible for the correct and accurate recording of the daily transactions in the Imprest Report on the basis of the approved and authorized vouchers duly supported by the required documentation. The job profile also included the safe custody of the Cash in the safe. It also required processing of the Banking transactions. I was keeping the up to date information from the Bank for the latest development of the Banking regulations in the country vis-à-vis the foreign currency remittances and foreign exchange transactions. I was also interacting with the various GOI such as Ministry of Finance, Department of Economic affairs and State Trading Corporation of India. The job also involved daily interaction with the Danish diplomats and Experts for explaining to them various Govt regulations in respect of their personal household goods and effects and personal diplomatic entitlements and banking requirements taking into account the Immunities and Privileges Act of India. I was also responsible for the effective drafting and enforcement of the various lease deeds for the diplomats' residential houses. I also had to supervise, guide and motivate the team of secretary, administrative assistant, drivers and messengers. I was also responsible for keeping the up to date Inventory list of the Equipment and furniture belonging to DANIDA and was conducting its physical verification also.

Summarize any of Your Achievements

I was successful for the timely and correct implementation of the newly assigned and formulated Accounting Codes; a step forward in the direction of the Computerization process.

Reasons for Leaving

I left DANIDA as I was selected as an external candidate in an open competition for a position with an ILO Regional Project at New Delhi. I thought it to be an opportunity which will provide me a wider platform and further my International exposure and will also throw me a challenge to work closely and cooperatively with a team of multi ethnic and cultural background. I also saw this as an opportunity to expand my horizons and enhance my strengths and positive attitude.

Job Title <b>AUDIT MANAGER</b>	Type of Business <b>PROFESSIONAL AUDITORS</b>	From - To <b>01/05/1981 - 01/10/1983</b>
Name of Employer <b>SHARP AND TANNAN</b>	Name of Supervisor <b>MR N C SRIVASTAVA</b>	
Salaries per Annum:		
Starting <b>18000</b>	Final <b>20000</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>8</b>		
Description of Duties <b>I was responsible for the smooth conduct of Annual Audits, Year End Stocks Verification, Checking of Cash/Fund Flow Statements, Scrutiny of Project Reports of various and different Public Limited Companies engaged in the Manufacturing, Processing and Trading Operations. The job profile required constant and continuous inter action with the partner of the Professional firm for providing the feedback and also for receiving the necessary guidance and directions in respect of the progress of the assignments. It also required constant and regular supervision of the team members assigned to me for the task and to provide tem the required guidance and motivation. I was also required to define, interpret and explain the various provisions and clauses of the various Acts to the team members and Staff of the Client companies. It also involved regular and continuous exchange of communication with the various staff from all cadres and departments of the Client companies for the necessary explanations / clarifications of the audit observations and for making available further supporting documents and Files in order to comply with the mandatory directives and requirements of the multifarious Legislative enactments and Laws of the country.</b>		
Summarize any of Your Achievements <b>I was successful in leading the Audit team for the timely and efficient conduct of the various audits conducted under the provisions of the various acts, such as Companies Act, Income-Tax Act, Negotiable Instruments Act, ESI Act, Employees Provident Fund Act, Factories Act, Establishments Act, Workers' Compensation Act, Contracts Act, and Excise Act etc. etc</b>		
Reasons for Leaving <b>I was selected for the Accounts Officer post in DANIDA, Royal Danish Embassy, and New Delhi. I was keen to have an International Exposure and definitely it carried additional monetary benefits and entitlements.</b>		

Job Title <b>ACCOUNTANT</b>	Type of Business <b>COMPUTERS/IT</b>	From - To <b>01/11/1977 - 01/03/1979</b>
Name of Employer <b>IBM WORLD TRADE CORPORATION</b>	Name of Supervisor <b>MR. BRAHAM TEJ</b>	
Salaries per Annum:		
Starting <b>12000</b>	Final <b>14000</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>0</b>		
Description of Duties <b>I WAS RESPONSIBLE FOR THE CORRECT AND UPTO DATE ACCOUNTING OF FIXED ASSETS, SALES INVENTORY, BILLS PAYABLES AND TRAVEL SETTLEMENTS. I WAS REPORTING TO THE BALANCE SHEET MANAGER ON DAILY BASIS AND WAS BEING SUPERVISED BY A SPECIALIST OF MY UNIT. THE WORK INVOLVED REGULAR AND CONSTANT INTERACTION WITH OTHER DEPARTMENTS FOR THE TIMELY PROCESSING OF THE DOCUMENTS TO BE PUNCHED FINALLY IN THE DATABASE MAINFRAME. THERE WAS A BLUE BOOK AVAILABLE TO US FOR REFERENCE AND GUIDANCE. THE WORK ALSO INVOLVED CONSTANT INTERACTION AND FOLLOW-UP WITH THE IBM STAFF FOR THE SETTLEMENT OF THEIR TRAVEL CLAIMS.</b>		
Summarize any of Your Achievements <b>I WAS WELL APPRECIATED BY MY MANAGER FOR MY DEDICATION, SINCERITY AND HARD WORK</b>		
Reasons for Leaving <b>THE IBM COMPANY HAD TO CLOSE ITS OPERATIONS IN INDIA THEN DUE TO THE GOVERNMENT REGULATIONS AND RESTRICTIONS IN RESPECT OF FOREIGN COMPANIES WITH REGARD TO EQUITY HOLDINGS FOR CARRYING OUT BUSINESS OPERATIONS IN INDIA.</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:

COMPUTERS, PHOTOCOPIERS, FAX MACHINES, SCANNERS & PRINTERS etc..

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	Not easily	Not easily	Not easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	Yes	Easily	Easily	Easily	Easily
Marathi	No	Not easily	Easily	Not easily	Easily
Punjabi	No	Easily	Not easily	Not easily	Easily
Bengali	No	Not easily	Not easily	Not easily	Not easily
Sanskrit	No	Not easily	Easily	Not easily	Not easily
Urdu	No	Easily	Not easily	Not easily	Easily
Haryanvi	No	Easily	Easily	Easily	Easily

## Address

ILO - SRO, CORE 4B, 3rd FLOOR,  
INDIA HABITAT CENTRE  
NEW DELHI India  
Telephone: 91-11-24602101  
Fax: 91-98116-16668  
Contact: ASHWANI KUMAR VASISHT

## Address

D-10, 1st FLOOR, GEETANJALI - ENCLAVE, NEAR MALVIYA NAGAR,  
NEW DELHI. India  
Telephone: 91-11-26691377  
Fax: 91-11-9810118137  
Contact: ASHWANI KUMAR VASISHT

## 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
ARUN BHATIA	CHARTERED ACCOUNTANT.	11/20, WEST PATEL NAGAR, NEW DELHI - 110008. India	911125889313 cbgca@vsnl.com
AMITAVA CHOUDHURY	EMBASSY SERVICE.	ROYAL DANISH EMBASSY, 11,AURANGZEB - ROAD, NEW DELHI - 110011. India	911123010900 amicho@um.dk
DR. RAKESH KHAZANCHI	MEDICAL DOCTOR.	D-9, GEETANJALI - ENCLAVE, NEW DELHI - 110017. India	911125721800 rkkhazanchi@hotmail.com