

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	AMOA, Baffouo	720194	25/11/1951	M	IVC	amoa@un.org
2.	ATAGBUZIA, Joseph	847150	01/03/1966	M	NIR	atagbuzia@un.org
3.	ATAGBUZIA, Joseph	847150	01/03/1966	M	NIR	atagbuzia@un.org
4.	DAMOAH, Dickson		25/07/1958	M	USA	ddamoahk_03@yahoo.com
5.	EL-OMARI, Ata		26/06/1961	M	OTH	a.omari@unrwa.org
6.	GUPTA, Pankaj	129172	22/12/1952	M	IND	pgupta.who@gmail.com
7.	HERSI, Abdi Abdullahi	806708	01/05/1950	M	CAN	dayah@rogers.com
8.	IBRAHIM, Mohammed	494933	11/12/1970	M	SUD	Ibrahim5@un.org
9.	ISLAM, Quazi	071982	24/10/1968	M	BGD	islamq@un.org
10.	KANG, Gabriel	226840	09/10/1965	M	CMR	g.kang@yahoo.co.uk
11.	KARMAKER, Uttam	429781	31/12/1965	M	BGD	uttam9@yahoo.com

Personal History Profile for Baffou AMOA

General Details

- | | | | |
|--|---------------------------------|---|-------------------------------------|
| 1. Family name
AMOA | First Name
Baffou | Middle Name
Ahouah | Maiden Name, (if any) |
| 2. Date of Birth
25/11/1951 | 3. City of Birth
DIVO | Country of Birth
Cote d'Ivoire | Index No
720194 |
| 4. Country of Nationality at Birth
Cote d'Ivoire | Second Nationality (if any) | 5. Country of Present Nationality
Cote d'Ivoire | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
6 | 8. Weight [kg]
77 | 9. Marital Status
Married |
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? **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: **amoa@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Tulane University/ Freeman School of Business	City, Country New Orleans United States of America	From - To Jul-2003 - Aug-2003
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent MBA Certificate	Degree Type Postgraduate degree	

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

Name of School Universite d'Abidjan	City, Country Abidjan Cote d'Ivoire	From - To Sep-1977 - Jun-1979
Main Course of Study French		Certificate or Diploma Etude superieure de la langue Francaise

Name of School Takoradi Polytechnic	City, Country Takoradi Unknown	From - To Sep-1976 - Jun-1977
Main Course of Study Accounts and Business studies		Certificate or Diploma Left to Abidjan University.

Name of School Takoradi Workers College	City, Country Takoradi Ghana	From - To Oct-1974 - Jun-1976
Main Course of Study Accounts and Business studies		Certificate or Diploma GCE A Level

Name of School Fiaseman Secondary School	City, Country Tarkwa Ghana	From - To Sep-1969 - Jun-1974
Main Course of Study Accounts and Business Studies		Certificate or Diploma GCE O Level

Employment

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

Job Title Deputy Chief Finance Officer	Type of Business PEACE KEEPING	From - To 01/09/2001 -
Name of Employer DPKO/FALD UNTSO-JERUSALEM		Name of Supervisor ROMEO MENDOZA

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
53811	92580	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
1212963-3002		amoa@un.org	
Address of Employer			
Israel			
Number of Employees Supervised by You			
6			
Description of Duties			
-Review, analyse and maintain accurate, reliable and up-to-date financial statements/reports to UNHQ on Monthly, Interim and Yearly basis.. -Prepare in a timely manner appropriate responses for various audit observations/comments made by UN Oversight Bodies (External/Internal Auditors and OIOS). - Monitor the day to day administration of the Cashier office and provide timely replenishment of the Mission's bank accounts. Monitor and review the reconciliation of the Mission's 8 bank accounts. -Conduct surprise cash counts on 7 petty cash holders in the mission. - Examine, analyse and approve vouchers in accordance to the delegated authority from the Controller. - Acts as OIC Finance any time the incumbent is out of the office. -Ensure that incoming and outgoing IOVs and IOBs are recorded in a timely manner. -Provide UNSCO with assistance in the proper management and disbursement of the allotments in line with UNFRR.			
Summarize any of Your Achievements			
Helped Sun System training Sunsystem and Progen administrator			
Reasons for Leaving			
Advancement			

Job Title	Type of Business	From - To
Supv. Accounts/Budget, SunSystem Administ	Accounts and Budget	01/09/1993 - 01/08/2001
Name of Employer	Name of Supervisor	
FALD/MINURSO	Moise Ngadande	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48168	52522	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
1212963			
Address of Employer			
United States of America			
Number of Employees Supervised by You			
4			
Description of Duties			
- Supervisor Budget and Accounts section. - Sun System and Progen Administrator, closed the monthly and yearly accounts of the mission. - Analysed and printed financial reports and sent to UNHQ monthly. - Reviewed and approved vouchers as an approving officer from the Controller. - Processed Incoming and Outgoing IOVs and IOBs. - Supervised, reviewed and approved monthly bank reconciliation statements. - Acted on several occasions as the OIC Finance. - Conducted surprised cash counts on 6 petty cash holders. - Reviewed and assisted the Budget Assistant in the preparation of the Mission's budget. - Reviewed year-end-reports to the UNJSPF on all contributions of the locally recruited staff. - Mission's paymaster. Every month went to 7 Team sites to pay the Military and Civpol.			
Summarize any of Your Achievements			
Trained staff in Sun system Transferred the Old accounts to new accounts in Sun System by creating a new Database.			
Reasons for Leaving			
Reassignment			

Job Title	Type of Business	From - To
Senior Disbursing Specialist	FINANCIAL MANAGEMENT CENTER	01/09/1983 - 01/01/1992
Name of Employer	Name of Supervisor	
U.S.EMBASSY, ABIDJAN	DONALD B. SIMMONS	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
6500000	1020000	XOF	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
2251210979			
Address of Employer			
Cote d Ivoire			
Number of Employees Supervised by You			
11			
Description of Duties			
I was the Senior Disbursing Specialist and assistant to the US Disbursing Officer. - Run a computerised Disbursing cycle and generated cheques for payment to all the vendors in 5 countries. - Closed the Mission's accounts monthly. - Analysed and made adjustments if any and sent the financial reports to United States Department in Washington DC. - Supervised 5 cashiers from 5 countries in West Africa and conducted surprised cash counts on them. - Liaison between the Embassy and 4 Banks in Abidjan. - Acted as the OIC whenever the USDO was absent.			
Summarize any of Your Achievements			
Trained Disbursing Office staff Financial Management System after I received training in US Embassies in Bonn/Germany and Athens/Greece.			
Reasons for Leaving			
Join UN			

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 - **35**

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
Akan	Yes	Easily	Easily	Easily	Easily

Address

UNTSO-JERUSALEM
PU3B
JERUSALEM ZZ 88581 Israel
Telephone: 972-2-5687338
Fax: 972-915954
Contact: Baffouo Ainoa

Address

UNTSO-JERUSALEM
PU3B
JERUSALEM ZZ 88581 Israel
Telephone: 972-2-5687338
Fax: 972-915954
Contact: Baffouo Ainoa

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
JOSEPH AMIHERE	SECRETARY GENERAL.	ASSOC AFRICAN DEV FINANCE INSTIT. 06 BP 321 ABIDJAN 06 Cote d Ivoire	22522523389 amihere@aviso.ci
REV DR KINGSLEY FLETCHER	PASTOR	MIRACLE LIFE MINISTRIES RALEIGH RALEIGH Cote d Ivoire	191934903112
WILFRED FRIMPONG	INTERNAL AUDITOR	AFRICAN DEV BANK 01 BP 1387 ABIDJAN 01 Cote d Ivoire	22520204485 w.frimpong@afdb.org

Personal History Profile for Joseph ATAGBUZIA

General Details

1. Family name ATAGBUZIA	First Name Joseph	Middle Name IKECHUKWU	Maiden Name, (if any)
2. Date of Birth 01/03/1966	3. City of Birth AKWUKWU	Country of Birth Nigeria	Index No 847150
4. Country of Nationality at Birth Nigeria	Second Nationality (if any)	5. Country of Present Nationality Nigeria	Second Nationality (if any)
6. Gender Male	7. Height [cm] 173	8. Weight [kg] 88	9. Marital Status Married

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**

Are there any limitations on your ability to perform in your prospective field of work? **No**

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**

13. What is your preferred field of work? **Financial management specialists**

14. Would you accept employment for less than six months? **No**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2006**

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: **atagbuzia@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Dallas	City, Country Texas United States of America	From - To Aug-2004 - Nov-2007
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Management	Degree Type Advanced university degree	

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

Name of School Association of Certified Chartered Accountants	City, Country London United Kingdom	From - To Jun-2008 - Dec-2008
Main Course of Study Accounting		Certificate or Diploma ACCA Stage I

Name of School Chartered Institute of Bankers, CIBN	City, Country Lagos Nigeria	From - To Apr-1987 - Oct-1990
Main Course of Study Financial Management Studies		Certificate or Diploma Ordinary Diploma in Banking

Employment

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

Job Title Chief Budget Officer	Type of Business Peace Building	From - To 01/04/2007 -
Name of Employer United Nations Office in Burundi		Name of Supervisor Anatoly Petrenko
Salaries per Annum: Starting 86880 Final 67056 Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 12129632842	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 2		
Description of Duties		

Collate, analyze and revise proposal and inputs submitted by various cost centres of Section Chiefs and other substantive offices for preparation and formulation of costs estimates for submission to United Nations Headquarters in New York. Prepare responses and clarifications to issues raised on our proposed budget by my counterparts in Finance Management and Support Service [FMSS], the Peacekeeping Finance Division [PFD] and the Advisory Committee and Administrative and Budgetary Questions [ACABQ], relating to submitted cost estimates and the implementation of approved budget. Ensure effective and efficient management, monitoring and control of the budgetary allotments and effecting redeployment of funds. Manage allotments and authorize sub-allotments ensuring appropriate expenditures. Approve all verified requisition and purchase orders, direct disbursements, miscellaneous obligation documents for procurement of resources as well as travel authorization in conjunction with the allotment authority from the controller. Finalize performance reports, review and verify all expenditures incurred against the allotment and analyze the variance between the approved budget and actual expenditure. Monitor expenditures to ensure that they remain within authorized levels. Administer and monitor extra-budgetary resources including reviewing agreements and procurement acquisition or cost plans, ensuring compliance with regulations, rules and established policies and procedures. Provide advice and guidance on budgetary policies and procedures including Results-Based Budgeting [RBB]. Ensure that proposed obligations and expenditures are in accordance with the approved budget and the established regulations and rules. Develop, implement and maintain internal budgetary controls to monitor the expenditures utilized in carrying out the mission activities. Supervise and train junior staff members and evaluate their work, carry our capacity building for budget focal points, address audi

Summarize any of Your Achievements

Ensure the successful implementation of the budget. Effective and efficient utilization of resources. Good supervision and monitoring of the budget to see that expected accomplishments were focused on. Discourage abuse of use of funds. Smooth operations with sufficient funds. Good and concise financial reporting.

Reasons for Leaving

Still in the system

Job Title Chief Payments Unit	Type of Business Peace Keeping	From - To 01/07/2006 - 01/03/2007
Name of Employer United Nations Operation in Burundi	Name of Supervisor Ms. Florence Ndugu	
Salaries per Annum: Starting 84447	Final 52408	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 25778861243	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 6		
Description of Duties Approved all mission payments. Ensured timely and correct processing of all vendors' invoices for goods and services provided to the mission including but not limited to medical services, processing of f10 claims, recording and replenishment of petty cash and imprest accounts in line with the united nations financial rules and regulations as well as the approved localised operating procedures. Reviewed all invoices submitted for payment to ensure that all supporting documents are attached. Matched invoices in sun business and other transactions in sun accounts. Prepared disbursement vouchers and direct expenditure payments. Reviewed, analyzed and paid all travel claims relating to both external and internal official travels, education grant travels, and others. Reviewed the accounts receivable ledger balances on vendors' accounts, control of journal and disbursement voucher logbooks. Initiated or responded to correspondences to verify data, answered queries and obtain additional information on the accounts, vendors or financial transaction as required. Reviewed, analyzed and reconciled the total value of our Quick Impact Projects (QIPs), its expenditure documents and ensure that quick impact projects were duly executed as required and funds were properly handled by the implementing agents before processing payment to the agents. Supervised all staff in the unit and see that adequate training is provided for the effective operation in their respective assignments and also to encourage individual career development. Performed other duties as assigned by the section chief.		
Summarize any of Your Achievements Prompt and efficient payment Good coordination of activities Good interpretation and application of financial rules and regulations. Reduction of lean time of vendor's payments by about 19.2%. Good time and scarce resources management Capacity building of the subordinate staff Efficient delegation of duties Good accountability		
Reasons for Leaving Went for higher responsibility		

Job Title Deputy Chief Budget Officer	Type of Business Peacekeeping	From - To 01/07/2004 - 01/06/2006
Name of Employer United Nations Operation in Burundi	Name of Supervisor Mr. Iyassu Wolday	
Salaries per Annum: Starting 75062	Final 47390	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 3		
Description of Duties Analyzed and revised proposals submitted by section chiefs in order to formulate and prepared ONUB's budget using result based budgeting (RBB) frameworks and other supplementary information. Provided support and guidance to managers with respect to elaboration of resource requirements for efficient and effective management of resources. Managed the implementation of RBB data collection mechanisms and tracking systems to facilitate performance report preparation. Prepared monthly, quarterly, yearly and other periodical reports on overall budget implementation, including key performance indicators and forecasting for the chief administrative officer. Prepared monthly internal and external deployment requests in conjunction with the preparation of the financial statements. Prepared monthly reports on the status of allotments for use by cost centres. BUDGET MONITORING: Monitored budget implementation in the field as well as the monthly updating of mercury system. Carried out monthly reviewed of the headquarters budget implementation through funds monitoring tool (FMT) to identify potential areas for savings or overruns in a timely manner as part of the overall budget monitoring process by ensuring that the authorized limits or appropriations are maintained. I also monitor quick impact's budget to ensure that proper accounts are maintained and approved implementations are complied with. Undertook monthly review and analysis of cost centres' procurement plans as part of the ongoing budget monitoring. Updating client access to the fund monitoring tool through capacity building process, acting as FMT focal point and provision of ongoing support in liaising with HQ to resolve identified financial errors or others. Conduct analysis and certification of funds availability by approving all budget requests for the use of budgetary resources, requests such as, procurement requisitions, individual contractors, daily paid workers, miscellaneous obligation documents, travels and		
Summarize any of Your Achievements		

Support the effective operation of the mission through provision of adequate financial resources to support activities. Improved the internal systems, procedures practices and policies. Ensuring the effective and efficient utilization of organization's funds. Issuance of timely and accurate financial reports. Coordination of all the sections and translating objectives into actions. Ability to justify and tie needs to requests.

Reasons for Leaving

As a case of need

Job Title Head, Admin, Budget and Finance Office	Type of Business Peacekeeping	From - To 01/05/2001 - 01/12/2002
Name of Employer United Nations Mission in Kosovo		Name of Supervisor Mr. French Albert
Salaries per Annum: Starting 63806	Final 42186	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number 38138504604	Email Address onyeisij@yahoo.com	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 9		
Description of Duties Planned, formulated and prepared the municipal budget in line with the central fiscal authority financial rules and regulations and presented it to the assembly for approval. Coordinated and regulated activities on the consolidated budget with the central fiscal authority [central bank] to ensure availability and control of funds. Employed and redeployed funds to needy areas via budget revision exercise. Ensured that all collected revenues are properly managed. Liaison to other local financial institutions. Processed payments for clients. Took care of all banking operations, petty cash and imprest account transactions. Supervised the monthly payroll for the entire sectors in the municipality as well as casual workers. Provided periodical reports on payroll, transfer of staff salaries, payroll adjustments as well as reconciliation of payroll problems. Coordinated and liaised with municipal counterparts to ensure sound financial management with the implementation of all-relevant financial rules and regulations. Managed donor funds, trust funds for developmental projects, education and health grants. Monitored, reviewed and evaluated the budgetary expenditures, reconciled books of accounts, bank statements and issued reports on the revenue generation and expenditures periodically. Ensured that the approved projects are properly monitored in accordance with the terms of approval. Provides adequate funds for the projects. Supervises the project personnel as may be required. Provides intermediate and final evaluation reports to the funding agencies for their records. Ensured that efficient services are provided to offices in the areas of travel, communications, logistics, office building maintenance and supplies. Engaged in capacity building of the municipal workers, with a view to acquainting them with the relevant financial and asset management practices as well as procurement principles. Advised on recruitment of any staff member as per the availability of funds. A		
Summarize any of Your Achievements Efficient funds control system. Improved workflow procedure. Impacted and improved on accountability procedures, timely payment of salaries, improved budgeting skills, improved cash management system, good inventory management, efficient procurement procedures. Improved reporting standards. High quality of budget formulation techniques. Improved book-keeping system. Better treasury management system. Improved financial management. Better stock and inventory control methods. Better methods of job evaluation		
Reasons for Leaving Left after the realization of the mission's mandate.		

Job Title Chief, Vendors/Disbursement Unit	Type of Business Peacekeeping	From - To 01/05/2000 - 01/05/2001
Name of Employer United Nations Mission in Kosovo [UNMIK]		Name of Supervisor Mr. Samuel Kasamba
Salaries per Annum: Starting 63806	Final 42186	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 38138504604	Email Address atagbuzia@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 9		
Description of Duties Approved all types of payments for the whole UNMIK administration. Processed payments and claims for vendors by wire transfer and cash. Ensured that funds on purchase orders and travel authorization documents are adequately obligated before payments were processed in line with financial rules. Ensured that all travel related assignments are properly approved before certifying the travel authorization. Prepared monthly payroll/fess and other benefits for SSA staff members and consultants. Undertook the management of staff payroll. Verified and certified the imprest and petty cash statements of expenditures for all the five regions to make sure that the guidelines are complied with before replenishment. Examined the purchase orders and the invoices of vendors to see that details and description of goods on the invoice correspond with the requirement on the purchase orders. Reviewed the un-liquidated obligations and ensured that all cash advances and direct disbursements are accounted for and cleared from the receivable accounts. In conjunction with the cash unit chief, assisted in the forecast of cash needs for the mission. Adequate planning and coordination with the heads of Supply, Procurement, Personnel, Transport Sections to achieve the objectives of the unit as well as the finance section. Provided technical appraisal report on all financial purchases. Assisted in the review of contract agreements of both local and international vendors. Member of the tender and evaluation committee. Supervised the unit staff members on their day to day responsibilities. Reconciled periodically the HQ pouch unit accounts issued personal evaluation reports to the unit staff members as and when required. Handled other related duties assigned by my supervisor.		
Summarize any of Your Achievements Efficient payment process. Efficient use of limited resources. Prompt response to our international vendors. Improved checks and balances on financial applications. Timely payment of local salaries and consultant fees. Enhanced quality of services to both international and local vendors.		
Reasons for Leaving Redeployed to Civil Administration		

Job Title Chief Cashier/Treasury	Type of Business Peacekeeping	From - To 01/01/2000 - 01/05/2000
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid
63806	42186	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

38138504604

Email Address

atagbuzia@un.org

Address of Employer

Yugoslavia

Number of Employees Supervised by You

5

Description of Duties

Custodian of all staff payroll cash [in German marks] in addition to two imprest accounts in German & United States dollars and planned for their replenishment as necessary. Generated payment vouchers from the Sun system software for daily cash disbursements. Prepared monthly requirement forecasts/projections in consultation with the CFO. Coordinated with the authorized banks regarding cash replenishments. Liaised with other finance units to determine their cash needs at a particular time. Submitted daily cash reports to the chief of the section. Prepared pay packets during payroll periods and controlled payroll disbursements. Reconciled UNMIK bank statements regularly. Arranged for security escort for the collection of cash from our neighbouring country, Macedonia as and when due. Drafted memos, faxes and other related correspondence affecting the unit and the UNHQ treasury. Ensured that all wire transfer payments for both vendors and staff members were properly processed. Took charge of banking operations and a signatory to the UNMIK's bank accounts. Member of the tender and evaluation committee. Supervised the unit staff members on their day to day responsibilities. Issued personal evaluation reports to the unit staff members as and when required. Accepted other related duties assigned by my supervisor.

Summarize any of Your Achievements

Safe custody of huge Sum of money. Improved cash management. Enhanced cash forecasting. Enhanced smooth financial system. Increased confidence in financial service delivery. High quality of service delivery over the counter and prompt service. Good accountability.

Reasons for Leaving

Redeployed to a more demanding Unit

Job Title

Programme Funds Management Officer

Type of Business

Improvement of life on earth/ Environmental

From - To

01/07/1999 - 01/12/1999

Name of Employer

United Nations Environment Programme - UNEP/GEF

Name of Supervisor

Ms. Nooriya Koshen

Salaries per Annum:

Starting	Final	Currency Paid
55092	42888	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

2542621234

Email Address

Joseph.Atagbuzia@un.org

Address of Employer

Kenya

Number of Employees Supervised by You

2

Description of Duties

Ensured that trust and programme funds were utilized in accordance with the agreement and the approved terms of reference governing the funds. Helped in the internalization of new project documents. Ensured that the total commitments under approved projects do not exceed the allocations, and that all the projects are implemented in accordance with the financial rules and regulations. Undertook budget revisions on climate change, biodiversity, and international water projects. Ensured that all the expenditures charged to a project were in line with its approved budget, avoided budget overruns without approval. Analyzed and reviewed the financial statements of the implementing agencies and sub-allotment reports. Kept track of the actual implementation of each project. Timely submission and close follow-up of project reports - quarterly, half yearly, terminal reports etc. handled other duties assigned by my supervisor.

Summarize any of Your Achievements

Ability to clear all outstanding works - justifying my short - term contract. Proper completion of projects. Quality revision of implementing agency budgets. Proper hand over to new employees.

Reasons for Leaving

End of contract and new one with DPKO

Job Title

Accounts and Finance Officer

Type of Business

Food and Nutrition

From - To

01/02/1997 - 01/04/1998

Name of Employer

Child Save International

Name of Supervisor

Ann Wash

Salaries per Annum:

Starting	Final	Currency Paid
31907	24050	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

23222246894

Email Address

onyeisij@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

2

Description of Duties

Prepared and presented financial reports. Supervised the monthly payrolls and other benefits. Reconciled the organization's statement of accounts with the bank, controlled petty cash and overhead costs. Determined the budgetary measures to ensure that its aims were achieved. Authenticated payment vouchers, bills, claims and other relevant expenses. Responsible for the good flow of financial system in the organization. Supervised payment of casual staff wages at the suburbs. Signatory to the organization's bank account, engaged on financial advice to the management.

Summarize any of Your Achievements

Quality financial reports. Good financial control especially on petty cash account. Control of budgeted allotments through monitoring and review. Prevented loss of money. Impacted good banking habit.

Reasons for Leaving

Outbreak of war against ECOMOG and destruction of our structures

Job Title Finance and Budget Manager	Type of Business Commercial Banking	From - To 01/07/1994 - 01/02/1997
Name of Employer First Bank of Nigeria PLC	Name of Supervisor MR. J. Ayoade	
Salaries per Annum: Starting 150792	Final 137072	Currency Paid NGN
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 234531164	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 7		
Description of Duties Analyzed and appraised monthly, yearly and consolidated company's financial reports to determine level of financial assistance. Prepared and presented the bank's recurrent and capital budget proposals as well as reviewed the previous budgeted targets. Ensured that the market instruments, monetary and fiscal policies are reflected in the bank's activities. Developed and implemented the budgeting and budgetary controls in the system. Ensured that all expenses were within the budgeted figures. Monitored the budget proposals for strict compliance by visiting sectional heads. Undertook on-the-site visits of projects to ensure proper application of bank funds. Handled other related duties. Undertook the survey and evaluation of projects. Administered loans and overdrafts to both staff and customers and determined the risk element in such advances. Initiated and implemented debt crisis management when any account/project was identified to be "sticky". Activated debt recovery process when a debt crystallized and certified as such. Ensured that all interests due to and from the bank are duly applied within the time frame. Leader of the debt recovery team. Advised the management on any write-offs as the case may be. Provided oversight and supervised all the unit staff members, guiding them on any complex issues. Participated in staff recruitment, prepares annual appraisal reports.		
Summarize any of Your Achievements Proper analysis of company financial statements that averted losses. Prompt adjustment of the market financial ruling rates. Good interpretation of fiscal policy guidelines and applications. Good branch budget formulation for head office consolidation. Control of other financial losses. Reduction in expenditures. Proper checks and balances.		
Reasons for Leaving To face international challenges		

Job Title Internal Auditor/Inspection Officer	Type of Business Commercial Banking	From - To 01/04/1990 - 01/12/1991
Name of Employer First Bank of Nigeria PLC	Name of Supervisor Mr. P. Nwiba	
Salaries per Annum: Starting 52600	Final 40920	Currency Paid NGN
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 23452254606	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 3		
Description of Duties Conducted internal financial audits by making scheduled and unscheduled visits to branch offices. Ensured that all internal control systems were in tact through proper examination, verification and scrutinizing the record books. Drafted the audit reports based on findings, making necessary corrections and recommendations to the management. Instituted a good follow-up system to ensure that identified errors were not repeated. Identified deficiencies, detected and investigated any financial misappropriation or mismanagement. Made periodical reports to the head office.		
Summarize any of Your Achievements Good verification of record books. Ensured a good control of internal system. Control of organization's assets. Introduction of new products in auditing. Control of financial losses. Introduction of individual accountability.		
Reasons for Leaving Company's policy of job rotation for fraud control.		

Job Title Teasury/Quality Control Officer	Type of Business Commercial Banking	From - To 01/08/1989 - 01/04/1990
Name of Employer First Bank of Nigeria PLC	Name of Supervisor Mr. R. Otalekor	
Salaries per Annum: Starting 30600	Final 27780	Currency Paid NGN
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 23453552687	Email Address onyeisij@yahoo.com	

Address of Employer

Nigeria

Number of Employees Supervised by You

4

Description of Duties

Ensured that disbursement and security of cash with cashiers were carried out effectively. Made forecast of the cash reserve requirements of the bank and obtained enough cash to avert bank – run. Responsible for the mobilization of deposits from the surplus units as well as intimated the banking public of currency exchange rates and any new product in the financial market. Initiated new approaches that brought about improved quality of counter services. Developed measures that enabled the customers to complete transactions as quickly as possible. Ensured accuracy of daily operations. Supervised all the staff members and assigned duties to each of them and monitored what they did. Issued yearly appraisals in line with their job-related performances. Undertook job rotation as required.

Summarize any of Your Achievements

Improved cash management system. Quality services to the bank customers. Improved counter services. Introduction of quick services. Improved treasury management and security of cash. Qualitative training of cashiers. Good mobilization of idle cash in rural areas. Adequate and effective dissemination of information on new products. Good application of financial market instruments with banking operations. Efficient cash forecast that averted inadequate cash supply.

Reasons for Leaving

Transfer to another branch for higher responsibilities.

Job Title Clerical to Supervisory Officer	Type of Business Commercial Banking	From - To 01/08/1983 - 01/08/1989
Name of Employer First Bank of Nigeria PLC	Name of Supervisor Mr. P. O. Akpala	
Salaries per Annum: Starting 15744	Final 13800	Currency Paid NGN
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 23455404562	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 2		
Description of Duties	Conducted call-over of ledger accounts and checking of the day's activities to posting of the original books of entries such as general ledgers, current account ledgers, savings ledgers, customers' statement of accounts and other general duties. Disbursed and received cash to and from customers at the counters. Involved in the clearing of cheques and other financial instruments. balanced the Current and savings account ledgers to confirm the accuracy of customers' periodic – daily, weekly, monthly, half-yearly and yearly transactions.	
Summarize any of Your Achievements	Proper general book-keeping and good financial reporting	
Reasons for Leaving	Redeployed to higher office	

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? **Yes**

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	Not 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
Ibo	Yes	Easily	Easily	Easily	Easily
Swahili	No	Not easily	Not easily	Not easily	Not easily
Yoruba	No	Not easily	Easily	Not easily	Easily

Address

Avenue du Gasesa, Zeimet Quartier
Bujumbura Bujumbura Burundi
Telephone: 257-8-61243
Fax: 257-8-61243
Contact: Joseph Atagbuzia

Address

United Nations Integrated Office in Burundi [BINUB]
IMHQ Complex, Gatumba Road,
Bujumbura Bujumbura Burundi
Telephone: 257-9632842 extension 5663
Fax: 257-78861243
Contact: Joseph Atagbuzia

Address

Ogbe Ani Quarters
P. O. BOX 61, Akwukwu, Oshimili North Local Government Hqtrs
Asaba Delta State Nigeria
Telephone: 234-01-4829988
Fax: 234-803-3015067
Contact: Joseph Atagbuzia

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
Silas ITIVEH	Deputy Chief Transport Officer	United Nations in Darfur [UNAMID] United States of America	249922627050 itiveh@un.org
Anthony NWANZE	Chief of Trust Funds	United Nations Economic Commission for Africa United States of America	251911505413 anwanze@uneca.org
Andy OLISEHAENYE	Senior Accountant	2572 Warm Springs Lane United States of America	16305988351 aolisah@yahoo.com

Personal History Profile for Joseph ATAGBUZIA

General Details

1. Family name ATAGBUZIA	First Name Joseph	Middle Name IKECHUKWU	Maiden Name, (if any)
2. Date of Birth 01/03/1966	3. City of Birth AKWUKWU	Country of Birth Nigeria	Index No 847150
4. Country of Nationality at Birth Nigeria	Second Nationality (if any)	5. Country of Present Nationality Nigeria	Second Nationality (if any)
6. Gender Male	7. Height [cm] 173	8. Weight [kg] 88	9. Marital Status Married

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**

Are there any limitations on your ability to perform in your prospective field of work? **No**

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**

13. What is your preferred field of work? **Financial management specialists**

14. Would you accept employment for less than six months? **No**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2006**

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: **atagbuzia@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Dallas	City, Country Texas United States of America	From - To Aug-2004 - Nov-2007
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Management	Degree Type Advanced university degree	

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

Name of School Association of Certified Chartered Accountants	City, Country London United Kingdom	From - To Jun-2008 - Dec-2008
Main Course of Study Accounting		Certificate or Diploma ACCA Stage I

Name of School Chartered Institute of Bankers, CIBN	City, Country Lagos Nigeria	From - To Apr-1987 - Oct-1990
Main Course of Study Financial Management Studies		Certificate or Diploma Ordinary Diploma in Banking

Employment

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

Job Title Chief Budget Officer	Type of Business Peace Building	From - To 01/04/2007 -
Name of Employer United Nations Office in Burundi		Name of Supervisor Anatoly Petrenko
Salaries per Annum: Starting 86880	Final 67056	Currency Paid USD
	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number 12129632842	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 2		
Description of Duties		

Collate, analyze and revise proposal and inputs submitted by various cost centres of Section Chiefs and other substantive offices for preparation and formulation of costs estimates for submission to United Nations Headquarters in New York. Prepare responses and clarifications to issues raised on our proposed budget by my counterparts in Finance Management and Support Service [FMSS], the Peacekeeping Finance Division [PFD] and the Advisory Committee and Administrative and Budgetary Questions [ACABQ], relating to submitted cost estimates and the implementation of approved budget. Ensure effective and efficient management, monitoring and control of the budgetary allotments and effecting redeployment of funds. Manage allotments and authorize sub-allotments ensuring appropriate expenditures. Approve all verified requisition and purchase orders, direct disbursements, miscellaneous obligation documents for procurement of resources as well as travel authorization in conjunction with the allotment authority from the controller. Finalize performance reports, review and verify all expenditures incurred against the allotment and analyze the variance between the approved budget and actual expenditure. Monitor expenditures to ensure that they remain within authorized levels. Administer and monitor extra-budgetary resources including reviewing agreements and procurement acquisition or cost plans, ensuring compliance with regulations, rules and established policies and procedures. Provide advice and guidance on budgetary policies and procedures including Results-Based Budgeting [RBB]. Ensure that proposed obligations and expenditures are in accordance with the approved budget and the established regulations and rules. Develop, implement and maintain internal budgetary controls to monitor the expenditures utilized in carrying out the mission activities. Supervise and train junior staff members and evaluate their work, carry our capacity building for budget focal points, address audi

Summarize any of Your Achievements

Ensure the successful implementation of the budget. Effective and efficient utilization of resources. Good supervision and monitoring of the budget to see that expected accomplishments were focused on. Discourage abuse of use of funds. Smooth operations with sufficient funds. Good and concise financial reporting.

Reasons for Leaving

Still in the system

Job Title Chief Payments Unit	Type of Business Peace Keeping	From - To 01/07/2006 - 01/03/2007
Name of Employer United Nations Operation in Burundi	Name of Supervisor Ms. Florence Ndugu	
Salaries per Annum: Starting 84447	Final 52408	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 25778861243	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 6		
Description of Duties Approved all mission payments. Ensured timely and correct processing of all vendors' invoices for goods and services provided to the mission including but not limited to medical services, processing of f10 claims, recording and replenishment of petty cash and imprest accounts in line with the united nations financial rules and regulations as well as the approved localised operating procedures. Reviewed all invoices submitted for payment to ensure that all supporting documents are attached. Matched invoices in sun business and other transactions in sun accounts. Prepared disbursement vouchers and direct expenditure payments. Reviewed, analyzed and paid all travel claims relating to both external and internal official travels, education grant travels, and others. Reviewed the accounts receivable ledger balances on vendors' accounts, control of journal and disbursement voucher logbooks. Initiated or responded to correspondences to verify data, answered queries and obtain additional information on the accounts, vendors or financial transaction as required. Reviewed, analyzed and reconciled the total value of our Quick Impact Projects (QIPs), its expenditure documents and ensure that quick impact projects were duly executed as required and funds were properly handled by the implementing agents before processing payment to the agents. Supervised all staff in the unit and see that adequate training is provided for the effective operation in their respective assignments and also to encourage individual career development. Performed other duties as assigned by the section chief.		
Summarize any of Your Achievements Prompt and efficient payment Good coordination of activities Good interpretation and application of financial rules and regulations. Reduction of lean time of vendor's payments by about 19.2%. Good time and scarce resources management Capacity building of the subordinate staff Efficient delegation of duties Good accountability		
Reasons for Leaving Went for higher responsibility		

Job Title Deputy Chief Budget Officer	Type of Business Peacekeeping	From - To 01/07/2004 - 01/06/2006
Name of Employer United Nations Operation in Burundi	Name of Supervisor Mr. Iyassu Wolday	
Salaries per Annum: Starting 75062	Final 47390	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address atagbuzia@un.org	
Address of Employer Burundi		
Number of Employees Supervised by You 3		
Description of Duties Analyzed and revised proposals submitted by section chiefs in order to formulate and prepared ONUB's budget using result based budgeting (RBB) frameworks and other supplementary information. Provided support and guidance to managers with respect to elaboration of resource requirements for efficient and effective management of resources. Managed the implementation of RBB data collection mechanisms and tracking systems to facilitate performance report preparation. Prepared monthly, quarterly, yearly and other periodical reports on overall budget implementation, including key performance indicators and forecasting for the chief administrative officer. Prepared monthly internal and external deployment requests in conjunction with the preparation of the financial statements. Prepared monthly reports on the status of allotments for use by cost centres. BUDGET MONITORING: Monitored budget implementation in the field as well as the monthly updating of mercury system. Carried out monthly reviewed of the headquarters budget implementation through funds monitoring tool (FMT) to identify potential areas for savings or overruns in a timely manner as part of the overall budget monitoring process by ensuring that the authorized limits or appropriations are maintained. I also monitor quick impact's budget to ensure that proper accounts are maintained and approved implementations are complied with. Undertook monthly review and analysis of cost centres' procurement plans as part of the ongoing budget monitoring. Updating client access to the fund monitoring tool through capacity building process, acting as FMT focal point and provision of ongoing support in liaising with HQ to resolve identified financial errors or others. Conduct analysis and certification of funds availability by approving all budget requests for the use of budgetary resources, requests such as, procurement requisitions, individual contractors, daily paid workers, miscellaneous obligation documents, travels and		
Summarize any of Your Achievements		

Support the effective operation of the mission through provision of adequate financial resources to support activities. Improved the internal systems, procedures practices and policies. Ensuring the effective and efficient utilization of organization's funds. Issuance of timely and accurate financial reports. Coordination of all the sections and translating objectives into actions. Ability to justify and tie needs to requests.

Reasons for Leaving

As a case of need

Job Title Head, Admin, Budget and Finance Office	Type of Business Peacekeeping	From - To 01/05/2001 - 01/12/2002
Name of Employer United Nations Mission in Kosovo		Name of Supervisor Mr. French Albert
Salaries per Annum: Starting 63806	Final 42186	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number 38138504604	Email Address onyeisij@yahoo.com	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 9		
Description of Duties Planned, formulated and prepared the municipal budget in line with the central fiscal authority financial rules and regulations and presented it to the assembly for approval. Coordinated and regulated activities on the consolidated budget with the central fiscal authority [central bank] to ensure availability and control of funds. Employed and redeployed funds to needy areas via budget revision exercise. Ensured that all collected revenues are properly managed. Liaison to other local financial institutions. Processed payments for clients. Took care of all banking operations, petty cash and imprest account transactions. Supervised the monthly payroll for the entire sectors in the municipality as well as casual workers. Provided periodical reports on payroll, transfer of staff salaries, payroll adjustments as well as reconciliation of payroll problems. Coordinated and liaised with municipal counterparts to ensure sound financial management with the implementation of all-relevant financial rules and regulations. Managed donor funds, trust funds for developmental projects, education and health grants. Monitored, reviewed and evaluated the budgetary expenditures, reconciled books of accounts, bank statements and issued reports on the revenue generation and expenditures periodically. Ensured that the approved projects are properly monitored in accordance with the terms of approval. Provides adequate funds for the projects. Supervises the project personnel as may be required. Provides intermediate and final evaluation reports to the funding agencies for their records. Ensured that efficient services are provided to offices in the areas of travel, communications, logistics, office building maintenance and supplies. Engaged in capacity building of the municipal workers, with a view to acquainting them with the relevant financial and asset management practices as well as procurement principles. Advised on recruitment of any staff member as per the availability of funds. A		
Summarize any of Your Achievements Efficient funds control system. Improved workflow procedure. Impacted and improved on accountability procedures, timely payment of salaries, improved budgeting skills, improved cash management system, good inventory management, efficient procurement procedures. Improved reporting standards. High quality of budget formulation techniques. Improved book-keeping system. Better treasury management system. Improved financial management. Better stock and inventory control methods. Better methods of job evaluation		
Reasons for Leaving Left after the realization of the mission's mandate.		

Job Title Chief, Vendors/Disbursement Unit	Type of Business Peacekeeping	From - To 01/05/2000 - 01/05/2001
Name of Employer United Nations Mission in Kosovo [UNMIK]		Name of Supervisor Mr. Samuel Kasamba
Salaries per Annum: Starting 63806	Final 42186	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 38138504604	Email Address atagbuzia@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 9		
Description of Duties Approved all types of payments for the whole UNMIK administration. Processed payments and claims for vendors by wire transfer and cash. Ensured that funds on purchase orders and travel authorization documents are adequately obligated before payments were processed in line with financial rules. Ensured that all travel related assignments are properly approved before certifying the travel authorization. Prepared monthly payroll/fess and other benefits for SSA staff members and consultants. Undertook the management of staff payroll. Verified and certified the imprest and petty cash statements of expenditures for all the five regions to make sure that the guidelines are complied with before replenishment. Examined the purchase orders and the invoices of vendors to see that details and description of goods on the invoice correspond with the requirement on the purchase orders. Reviewed the un-liquidated obligations and ensured that all cash advances and direct disbursements are accounted for and cleared from the receivable accounts. In conjunction with the cash unit chief, assisted in the forecast of cash needs for the mission. Adequate planning and coordination with the heads of Supply, Procurement, Personnel, Transport Sections to achieve the objectives of the unit as well as the finance section. Provided technical appraisal report on all financial purchases. Assisted in the review of contract agreements of both local and international vendors. Member of the tender and evaluation committee. Supervised the unit staff members on their day to day responsibilities. Reconciled periodically the HQ pouch unit accounts issued personal evaluation reports to the unit staff members as and when required. Handled other related duties assigned by my supervisor.		
Summarize any of Your Achievements Efficient payment process. Efficient use of limited resources. Prompt response to our international vendors. Improved checks and balances on financial applications. Timely payment of local salaries and consultant fees. Enhanced quality of services to both international and local vendors.		
Reasons for Leaving Redeployed to Civil Administration		

Job Title Chief Cashier/Treasury	Type of Business Peacekeeping	From - To 01/01/2000 - 01/05/2000
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid
63806	42186	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

38138504604

Email Address

atagbuzia@un.org

Address of Employer

Yugoslavia

Number of Employees Supervised by You

5

Description of Duties

Custodian of all staff payroll cash [in German marks] in addition to two imprest accounts in German & United States dollars and planned for their replenishment as necessary. Generated payment vouchers from the Sun system software for daily cash disbursements. Prepared monthly requirement forecasts/projections in consultation with the CFO. Coordinated with the authorized banks regarding cash replenishments. Liaised with other finance units to determine their cash needs at a particular time. Submitted daily cash reports to the chief of the section. Prepared pay packets during payroll periods and controlled payroll disbursements. Reconciled UNMIK bank statements regularly. Arranged for security escort for the collection of cash from our neighbouring country, Macedonia as and when due. Drafted memos, faxes and other related correspondence affecting the unit and the UNHQ treasury. Ensured that all wire transfer payments for both vendors and staff members were properly processed. Took charge of banking operations and a signatory to the UNMIK's bank accounts. Member of the tender and evaluation committee. Supervised the unit staff members on their day to day responsibilities. Issued personal evaluation reports to the unit staff members as and when required. Accepted other related duties assigned by my supervisor.

Summarize any of Your Achievements

Safe custody of huge Sum of money. Improved cash management. Enhanced cash forecasting. Enhanced smooth financial system. Increased confidence in financial service delivery. High quality of service delivery over the counter and prompt service. Good accountability.

Reasons for Leaving

Redeployed to a more demanding Unit

Job Title

Programme Funds Management Officer

Type of Business

Improvement of life on earth/ Environmental

From - To

01/07/1999 - 01/12/1999

Name of Employer

United Nations Environment Programme - UNEP/GEF

Name of Supervisor

Ms. Nooriya Koshen

Salaries per Annum:

Starting	Final	Currency Paid
55092	42888	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

2542621234

Email Address

Joseph.Atagbuzia@un.org

Address of Employer

Kenya

Number of Employees Supervised by You

2

Description of Duties

Ensured that trust and programme funds were utilized in accordance with the agreement and the approved terms of reference governing the funds. Helped in the internalization of new project documents. Ensured that the total commitments under approved projects do not exceed the allocations, and that all the projects are implemented in accordance with the financial rules and regulations. Undertook budget revisions on climate change, biodiversity, and international water projects. Ensured that all the expenditures charged to a project were in line with its approved budget, avoided budget overruns without approval. Analyzed and reviewed the financial statements of the implementing agencies and sub-allotment reports. Kept track of the actual implementation of each project. Timely submission and close follow-up of project reports - quarterly, half yearly, terminal reports etc. handled other duties assigned by my supervisor.

Summarize any of Your Achievements

Ability to clear all outstanding works - justifying my short - term contract. Proper completion of projects. Quality revision of implementing agency budgets. Proper hand over to new employees.

Reasons for Leaving

End of contract and new one with DPKO

Job Title

Accounts and Finance Officer

Type of Business

Food and Nutrition

From - To

01/02/1997 - 01/04/1998

Name of Employer

Child Save International

Name of Supervisor

Ann Wash

Salaries per Annum:

Starting	Final	Currency Paid
31907	24050	USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

23222246894

Email Address

onyeisij@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

2

Description of Duties

Prepared and presented financial reports. Supervised the monthly payrolls and other benefits. Reconciled the organization's statement of accounts with the bank, controlled petty cash and overhead costs. Determined the budgetary measures to ensure that its aims were achieved. Authenticated payment vouchers, bills, claims and other relevant expenses. Responsible for the good flow of financial system in the organization. Supervised payment of casual staff wages at the suburbs. Signatory to the organization's bank account, engaged on financial advice to the management.

Summarize any of Your Achievements

Quality financial reports. Good financial control especially on petty cash account. Control of budgeted allotments through monitoring and review. Prevented loss of money. Impacted good banking habit.

Reasons for Leaving

Outbreak of war against ECOMOG and destruction of our structures

Job Title Finance and Budget Manager	Type of Business Commercial Banking	From - To 01/07/1994 - 01/02/1997
Name of Employer First Bank of Nigeria PLC		Name of Supervisor MR. J. Ayoade
Salaries per Annum: Starting 150792	Final 137072	Currency Paid NGN
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 234531164	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 7		
Description of Duties Analyzed and appraised monthly, yearly and consolidated company's financial reports to determine level of financial assistance. Prepared and presented the bank's recurrent and capital budget proposals as well as reviewed the previous budgeted targets. Ensured that the market instruments, monetary and fiscal policies are reflected in the bank's activities. Developed and implemented the budgeting and budgetary controls in the system. Ensured that all expenses were within the budgeted figures. Monitored the budget proposals for strict compliance by visiting sectional heads. Undertook on-the-site visits of projects to ensure proper application of bank funds. Handled other related duties. Undertook the survey and evaluation of projects. Administered loans and overdrafts to both staff and customers and determined the risk element in such advances. Initiated and implemented debt crisis management when any account/project was identified to be "sticky". Activated debt recovery process when a debt crystallized and certified as such. Ensured that all interests due to and from the bank are duly applied within the time frame. Leader of the debt recovery team. Advised the management on any write-offs as the case may be. Provided oversight and supervised all the unit staff members, guiding them on any complex issues. Participated in staff recruitment, prepares annual appraisal reports.		
Summarize any of Your Achievements Proper analysis of company financial statements that averted losses. Prompt adjustment of the market financial ruling rates. Good interpretation of fiscal policy guidelines and applications. Good branch budget formulation for head office consolidation. Control of other financial losses. Reduction in expenditures. Proper checks and balances.		
Reasons for Leaving To face international challenges		

Job Title Internal Auditor/Inspection Officer	Type of Business Commercial Banking	From - To 01/04/1990 - 01/12/1991
Name of Employer First Bank of Nigeria PLC		Name of Supervisor Mr. P. Nwiba
Salaries per Annum: Starting 52600	Final 40920	Currency Paid NGN
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 23452254606	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 3		
Description of Duties Conducted internal financial audits by making scheduled and unscheduled visits to branch offices. Ensured that all internal control systems were in tact through proper examination, verification and scrutinizing the record books. Drafted the audit reports based on findings, making necessary corrections and recommendations to the management. Instituted a good follow-up system to ensure that identified errors were not repeated. Identified deficiencies, detected and investigated any financial misappropriation or mismanagement. Made periodical reports to the head office.		
Summarize any of Your Achievements Good verification of record books. Ensured a good control of internal system. Control of organization's assets. Introduction of new products in auditing. Control of financial losses. Introduction of individual accountability.		
Reasons for Leaving Company's policy of job rotation for fraud control.		

Job Title Tesuary/Quality Control Officer	Type of Business Commercial Banking	From - To 01/08/1989 - 01/04/1990
Name of Employer First Bank of Nigeria PLC		Name of Supervisor Mr. R. Otalekor
Salaries per Annum: Starting 30600	Final 27780	Currency Paid NGN
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 23453552687	Email Address onyeisij@yahoo.com	

Address of Employer

Nigeria

Number of Employees Supervised by You

4

Description of Duties

Ensured that disbursement and security of cash with cashiers were carried out effectively. Made forecast of the cash reserve requirements of the bank and obtained enough cash to avert bank – run. Responsible for the mobilization of deposits from the surplus units as well as intimated the banking public of currency exchange rates and any new product in the financial market. Initiated new approaches that brought about improved quality of counter services. Developed measures that enabled the customers to complete transactions as quickly as possible. Ensured accuracy of daily operations. Supervised all the staff members and assigned duties to each of them and monitored what they did. Issued yearly appraisals in line with their job-related performances. Undertook job rotation as required.

Summarize any of Your Achievements

Improved cash management system. Quality services to the bank customers. Improved counter services. Introduction of quick services. Improved treasury management and security of cash. Qualitative training of cashiers. Good mobilization of idle cash in rural areas. Adequate and effective dissemination of information on new products. Good application of financial market instruments with banking operations. Efficient cash forecast that averted inadequate cash supply.

Reasons for Leaving

Transfer to another branch for higher responsibilities.

Job Title Clerical to Supervisory Officer	Type of Business Commercial Banking	From - To 01/08/1983 - 01/08/1989
Name of Employer First Bank of Nigeria PLC	Name of Supervisor Mr. P. O. Akpala	
Salaries per Annum: Starting 15744	Final 13800	Currency Paid NGN
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 23455404562	Email Address onyeisij@yahoo.com	
Address of Employer Nigeria		
Number of Employees Supervised by You 2		
Description of Duties	Conducted call-over of ledger accounts and checking of the day's activities to posting of the original books of entries such as general ledgers, current account ledgers, savings ledgers, customers' statement of accounts and other general duties. Disbursed and received cash to and from customers at the counters. Involved in the clearing of cheques and other financial instruments. balanced the Current and savings account ledgers to confirm the accuracy of customers' periodic – daily, weekly, monthly, half-yearly and yearly transactions.	
Summarize any of Your Achievements	Proper general book-keeping and good financial reporting	
Reasons for Leaving	Redeployed to higher office	

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? **Yes**

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	Not 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
Ibo	Yes	Easily	Easily	Easily	Easily
Swahili	No	Not easily	Not easily	Not easily	Not easily
Yoruba	No	Not easily	Easily	Not easily	Easily

Address

Avenue du Gasesa, Zeimet Quartier
Bujumbura Bujumbura Burundi
Telephone: 257-8-61243
Fax: 257-8-61243
Contact: Joseph Atagbuzia

Address

United Nations Integrated Office in Burundi [BINUB]
IMHQ Complex, Gatumba Road,
Bujumbura Bujumbura Burundi
Telephone: 257-9632842 extension 5663
Fax: 257-78861243
Contact: Joseph Atagbuzia

Address

Ogbe Ani Quarters
P. O. BOX 61, Akwukwu, Oshimili North Local Government Hqtrs
Asaba Delta State Nigeria
Telephone: 234-01-4829988
Fax: 234-803-3015067
Contact: Joseph Atagbuzia

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
Silas ITIVEH	Deputy Chief Transport Officer	United Nations in Darfur [UNAMID] United States of America	249922627050 itiveh@un.org
Anthony NWANZE	Chief of Trust Funds	United Nations Economic Commission for Africa United States of America	251911505413 anwanze@uneca.org
Andy OLISEHAENYE	Senior Accountant	2572 Warm Springs Lane United States of America	16305988351 aolisah@yahoo.com

Personal History Profile for Dickson DAMOAH

General Details

- | | | | |
|--|--|--|---|
| 1. Family name
DAMOAH | First Name
Dickson | Middle Name
KWAKU | Maiden Name, (if any)
N/A |
| 2. Date of Birth
25/07/1958 | 3. City of Birth
ACCRA | Country of Birth
Ghana | Index No |
| 4. Country of Nationality at Birth
Ghana | Second Nationality (if any)
United States of America | 5. Country of Present Nationality
United States of America | Second Nationality (if any)
Ghana |
| 6. Gender
Male | 7. Height [cm]
180 | 8. Weight [kg]
102 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/2001**
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: **ddamoahk_03@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name OWEN AT VANDERBILT UNIVERSITY	City, Country NASHVILLE, TN United States of America	From - To Aug-1999 - May-2001
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent MBA	Degree Type Masters	
University Name ESSEX COUNTY COLLEGE	City, Country NEWARK, NJ United States of America	From - To Feb-1996 - Jun-1996
Main Course of Study	Field of Study	
Degree Title or Equivalent CHEMICAL LAB TECH CERTIFICATION	Degree Type Advanced university degree	
University Name UNIVERSITY OF CAPE COAST	City, Country CAPE COAST Ghana	From - To Jun-1984 - Aug-1988
Main Course of Study Teacher Training	Field of Study Education	
Degree Title or Equivalent DIPLOMA EDUCATION	Degree Type Undergraduate degree	
University Name UNIVERSITY OF CAPE COAST	City, Country CAPE COAST Ghana	From - To Jun-1984 - Aug-1988
Main Course of Study Mathematics	Field of Study Mathematics & Statistics	
Degree Title or Equivalent BSc. MATHEMATICS	Degree Type Bachelor of Sciences	

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

Name of School DORMAA SECONDARY SCHOOL	City, Country DORMAA AHENKRO Ghana	From - To Jun-1974 - Jun-1982
Main Course of Study SCIENCES: MATH/PHYSICS/CHEMISTRY GENERAL PAPER		Certificate or Diploma ADVANCED LEVEL CERTIFICATE

Employment

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

Job Title GCRM Manager (Unilever & GE)	Type of Business Public Relations	From - To 01/01/2008 - 01/03/2009
Name of Employer Edelman, Inc.	Name of Supervisor Alan Schoenberger	
Salaries per Annum: Starting 85000	Final 85000	Currency Paid USD
Telephone Number 1212704-4597	Email Address dickson.damoah@edelman.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer United States of America		
Number of Employees Supervised by You 2		
Description of Duties 1. Financial Management & Planning • Develop annual operating budgets and maintain accurate quarterly projections • Complete quarterly financial checklists • Review monthly fees for accuracy and compliance with Edelman Revenue Recognition policy • Review monthly expense detail for accuracy and proper classification by category • Analyze monthly financial statements for accuracy and explain significant variances to budget or forecast. • Provide strategic financial counsel to unit Senior Management • Demonstrate thorough knowledge of firm policies and financial systems • Ensure account staff compliance with company financial policies including revenue recognition, job requisitions, time entry, travel and expense policies, billing and accounts payable 2. Manage Client Finances • Facilitate monthly billing – liaison between account staff and billing department. Includes review of posted transactions to identify significant time and expense write-offs, processing of inter-departmental allocations and pulling of backup as needed • Provide senior management with monthly financial package describing results to date, forward projections compared to budget and commentary around noticeable trends • Partner with account teams and Sr. Finance resources in pricing large client proposals, responding to Requests for Proposals/Information and developing budgets • Assist account teams with monthly project budget tracking and other required client reporting • Communicate with clients regarding budgets, billing and accounts receivable issues • Work with local leadership to minimize risk exposure surrounding accounts receivables and credit requirements of clients 3. Project and Resource Management • Review management reports and identify and communicate areas of concern and suggested improvements to account staff and management (management reports include client profitability, utilization, , over service, and missing time) GCRM Manager (UL & GE) finance		
Summarize any of Your Achievements Within the few weeks have curbed the redundancies in time management, client management and effective customer satisfaction as well as economical decision taken.		
Reasons for Leaving Looking for more challenging opportunities and desire to help fulfill the peace mission under the UN		

Job Title FINANCE SENIOR CONSULTANT	Type of Business COMPUTER SYSTEMS & SERVICES	From - To 01/01/2007 - 01/12/2007
Name of Employer DELL INC.	Name of Supervisor MS. CONSUELO RODRIGUEZ	
Salaries per Annum: Starting 88000	Final 88000	Currency Paid USD
Telephone Number 1512728-6547	Email Address dickson_damoah@dell.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties *LOGISTICS FINANCIAL ANALYSIS *OPERATIONS EXPENSES *HEAD COUNT ANALYSIS * FORECASTING & VARIANCE ANALYSIS *VARIOUS FINANCIAL AD HOC ANALYSIS *VARIANCE ANALYSIS *7 LOGISTICS COST CENTERS BUDGET/OPEX/FORECAST/ACCOUNTING-BALANCE SHEET RECONCILIATION/P&L/JE/ COST BENEFIT ANALYSIS		
Summarize any of Your Achievements EFFECTIVE COST PER BOX ANALYSIS TO FACILITATE COST SAVINGS IN LOGISTICS AND SUPPLY CHAIN. MODIFIED AND LEVELAGED LOGISTICS FINANCIAL ANALYSIS IMPROVING MODELS BY 15% IN COST EFFECTIVENESS, OPERATIONS AND HEAD COUNT EFFECTIVENESS. HELPED TO ENHANCE EFFECTIVE BASELINE CPB RATE ANALYSIS REDUCING COST BY 15%		
Reasons for Leaving EXPECTING MORE BUSINESS AND FINANCIAL ANALYSIS CHALLENGES TO ADD MORE BUSINESS ACUMEN TO MY PORTFOLIO AND TO CONTRIBUTE TO THE UN MISSION. I WANT TO ADD MY SERVICES TO THE PEACE AGREEMENT MISSION IN THE WORLD.		

Job Title Sr. Financial Analyst / Sr. Contract Administrator	Type of Business Contruction Consulting Group	From - To 01/07/2002 - 01/01/2007
Name of Employer The Louis Berger Group, Inc.	Name of Supervisor Craig M. LaCaruba	
Salaries per Annum: Starting 45000	Final 68000	Currency Paid USD
Telephone Number 00973678-1960	Email Address ddamoah@louisberger.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer United States of America		

Number of Employees Supervised by You

6

Description of Duties

General supervision Design implement and manage Financial models, forecasting, budgeting and cost management. Revenue determination and monthly accounting data exports and uploading Management report preparation and presentation.

Summarize any of Your Achievements

Reduced account receivable outstanding by 30% Increased Port Authority of NY & NJ services by 25 percent to eliminate all disallowances and out of spec services by 80%. Reduced cost of invoicing by 55%

Reasons for Leaving

looking for more challenging position to utilize all my skills and to enhance my ability to learn more.

Job Title Sr. Financial Analyst	Type of Business SHIPPING & TRUCKING	From - To 01/08/2001 - 01/07/2002
Name of Employer UNIVERSAL TRUCKING & SHIPPING, INC.		Name of Supervisor MR. KOFI BAWUAH, PRESIDENT

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
57200	59000	USD	Is this a position within the UN Common System? No

Telephone Number

1732381-6977

Email Address

USHIPCO@AOL.COM

Address of Employer

United States of America

Number of Employees Supervised by You

9

Description of Duties

COST CONTROL ANALYSIS, PRICING, FORECASTING, BUDGETING STRATEGIC ANALYSIS AND MORE AD HOC MANAGERIAL ACTIVITIES

Summarize any of Your Achievements

MANAGED TO REDUCE LOGISTICS COST BY 25%, INCREASED RELIABILITY AND DUE DILIGENT BY 15% AND 21% RESPECTIVELY. RESPONSIBITY PROFIT INCREASED BY 17%

Reasons for Leaving

THE EFFECT OF 9/11

Job Title PROGRAM ANALYST	Type of Business E-COMMERCE RESEARCH & ANAYSIS	From - To 01/06/2000 - 01/08/2000
Name of Employer U.S. GENERAL SERVICES ADMINISTRATION		Name of Supervisor JOHN HEART, Ph.D

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
28800	28800	USD	Is this a position within the UN Common System? No

Telephone Number

1202501-1667

Email Address

john.heart@gsa.gov

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Researched, designed, implementation and evaluation of government funding in E-Commerce Benchmarked the private and government sectors to create common window to facilitate effective e-commerce process.

Summarize any of Your Achievements

Assisted in achieving successful pilot program to implement the cost effective e-commerce process

Reasons for Leaving

End of summer internship

Job Title FINANCIAL ANALYST	Type of Business INSURANCE AND CONSULTING	From - To 01/03/1996 - 01/07/1999
Name of Employer BKB FINANCIAL CENTER, INC.		Name of Supervisor MR. ELVIS BOAMAH

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
35600	42000	USD	Is this a position within the UN Common System? No

Telephone Number

1973242-0075

Email Address

elvisboamah@aol.com

Address of Employer

United States of America

Number of Employees Supervised by You

2

Description of Duties

Financial Models, forecasting, pricing budgeting and strategic management for clients

Summarize any of Your Achievements

Assisted to speed up clients' services by 20%, reduced cost and time of professional assistance to clients by 15%. Number of clients increased by 17%

Reasons for Leaving

back to School full time for my MBA

Job Title SALES REPRESENTATIVE	Type of Business ADVERTISING	From - To 01/03/1991 - 01/02/1996
Name of Employer SJT IMAGING, INC.		Name of Supervisor MR. FRANK SCIORRA

Salaries per Annum:

Starting	Final	Currency Paid
25000	32500	USD

Is this a civil servant position of your Government? **Yes**
 Is this a position within the UN Common System? **No**

Telephone Number

1201329 7711

Email Address

fsciorra@sjt imaging.com

Address of Employer

United States of America

Number of Employees Supervised by You

2

Description of Duties

SALES, RESEARCH ANALYSIS, DATA ENTRY FINANCIAL MODELS

Summarize any of Your Achievements

ASSISTED TO GENERATE MORE SALES INCREASING PRODUCTION BY 12 %

Reasons for Leaving

BACK TO SCHOOL

Job Title DEPUTY REGIONAL COORDINATOR	Type of Business GOVERNMENT	From - To 01/10/1988 - 01/12/1990
Name of Employer GHANA NATIONAL SERVICE SECRETARIATE		Name of Supervisor MS. GIFTY MAHAMMA

Salaries per Annum:

Starting	Final	Currency Paid
75000	75000	GHC

Is this a civil servant position of your Government? **Yes**
 Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Ghana

Number of Employees Supervised by You

25

Description of Duties

DELIGATED ASSIGNMENTS TO DISTRIC COORDINATORS; MONITOR THE IMPLEMENTATION, EVALUATION AND COST EFFECTS OF ALL PROJECTS, PERSONNEL PAYMENTS, AND GENERAL BUDGET ALLOCATION ANALYSIS. MANAGEMENT REPORTS AND REGIONAL PRESENTATIONS

Summarize any of Your Achievements

ASSISTED IN POSITIVE DISTRIBUTION TO THE GRASSROOT AREAS, INCREASED EFFECTIVE PERSONNEL EFFICIENCY BY 20 %

Reasons for Leaving

CAME OVER TO THE USA 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 - **20**

List any office machines or equipment you can use:

computers, copiers, scanners, fax, conferencing set up

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
Ewe	No	Not easily	Not easily	Not easily	Easily
Ga	No	Not easily	Not easily	Not easily	Easily
Akan	Yes	Easily	Easily	Easily	Easily
Fante	No	Easily	Easily	Easily	Easily
Twi	Yes	Easily	Easily	Easily	Easily

Address

10 FRITZ DRIVE
 SAYREVILLE NJ United States of America
 Telephone: 1- 732- 238-8084
 Fax: 1-732-822-7415
 Contact: DICKSON DAMOAH

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
SETH APPIAH-MENSAH	UN HQ	UN PLAZA NEW YORK United States of America	12019527402 appiah-mensah@un.org
Boakye FRANCIS	HSBC Global Asset Management	452 Fifth Avenue, 17th Floor United States of America	1201920-0659 francis.x.boakye@us.hsbc.com
David JOHNSON	Dell, LLP	One Dell Way United States of America	1512695-8839 david_m_johnson@dell.com

Personal History Profile for Ata EL-OMARI

General Details

- | | | | |
|--|---------------------------------------|---|-------------------------------------|
| 1. Family name
EL-OMARI | First Name
Ata | Middle Name
Mohammed | Maiden Name, (if any) |
| 2. Date of Birth
26/06/1961 | 3. City of Birth
Gaza - PNA | Country of Birth
Other | Index No |
| 4. Country of Nationality at Birth
Other | Second Nationality (if any) | 5. Country of Present Nationality
Other | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
180 | 8. Weight [kg]
90 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/11/2007**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **a.omari@unrwa.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name The Islamic University	City, Country Gaza Strip - Gaza Other	From - To Sep-2003 - Oct-2005
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Masters in Accounting and Finacne	Degree Type Masters	

University Name The Islamic University	City, Country Gaza Other	From - To Sep-1981 - Mar-1986
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Business Administration	Degree Type Bachelor of Arts	

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

Name of School Palestine Secondary School	City, Country Gaza Other	From - To Sep-1977 - Sep-1979
Main Course of Study High Secondary School		Certificate or Diploma Secondary School Certificate

Employment

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

Job Title Administrative Officer	Type of Business Peacekeeping Mission	From - To 01/10/2009 - 01/12/2009
Name of Employer UNMIS		Name of Supervisor Ms. Heather Landon
Salaries per Annum: Starting 120000	Final 120000	Currency Paid USD
	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Sudan		
Number of Employees Supervised by You		

Description of Duties

Assist in the implementation of the Admin Services Department' work plan which includes, but not limited to, identification and resolution of services delivery gaps and increased information flow of mission staff, increased feedback and information flow, increased interaction within Admin Services group and increased cohesiveness in policy implementation and application.

Summarize any of Your Achievements

The preparation of a comprehensive management and financial analysis of the mission travel budget and expenditures for future better planning and cost reduction.

Reasons for Leaving

End of TDY 3 months mission.

Job Title Senior Administrative Support Services Officer	Type of Business Relief Operations	From - To 01/10/2008 -
Name of Employer UNRWA		Name of Supervisor Mr. Sebastien Trives

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
30000	36000	USD	Is this a position within the UN Common System? Yes

Telephone Number

97208288 7865

Email Address

a.omari@unrwa.org

Address of Employer

Other

Number of Employees Supervised by You

41

Description of Duties

1. Ensures proper management of the emergency programme's logistics, including warehousing, transport and packing of all emergency commodities; 2. In coordination with relevant Field Departments, supervises the personnel and staff relations issues of the programme and oversees the technical administration of the centralized database system of the Emergency Programme; 3. Prepares the programme budget; controls expenditure, prepares budget revisions as required; prepares periodic financial reports as necessary; 4. In collaboration with Field Finance Officer and the projects office, supervises the design, implementation and maintenance of financial and management support system for the Emergency Programme; 5. Provides advice on maintenance of the financial accounts including receipt, safeguarding and disbursement of money; checks all financial transactions and reports to ensure accuracy and compliance with finance procedures; follows up on related financial procedures; 6. Prepares contract proposals for consideration by the Field Contracts Committee and follows up to ensure the updating of standing agreements; 7. Under the guidance of the Emergency Programme Support Office, coordinates the implementation of control and accountability system in the assigned area of responsibility; 8. Coordinates and liaises with various internal and external stakeholders on administrative, financial and other related issues;

Summarize any of Your Achievements

Development of finance, administrative, warehousing and logistics systems for the new established emergency programme. Establishment of various trackers for the programme e.g. staff manning table tracker, vehicle tracker, procurement tracker, etc...

Reasons for Leaving

still workin

Job Title Budget Officer	Type of Business Relief and Works Agency	From - To 01/06/1997 - 01/09/2008
Name of Employer UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East		Name of Supervisor Mr. Sean Vercammen

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
12000	15600	USD	Is this a position within the UN Common System? Yes

Telephone Number

97208288 7366

Email Address

a.omari@unrwa.org

Address of Employer

Other

Number of Employees Supervised by You

5

Description of Duties

1. Budget preparation, implementation and budgetary control for a total budget of \$123 million per annum. (regular budget and other donations for special projects such as schools, health centers constructions, purchase of equipment, etc)2. Compiling and analyzing budget statistics and other related financial information as required3. Reviewing and checking budget estimates, adjustments and reports4. Raising and verifying obligations documents, reconciling/analyzing monthly the obligation reports with budget and expenditure reports5. Carrying out a monthly/quarterly review of budget and expenditure and adjusting reserves6. Staff management and drafting correspondence

Summarize any of Your Achievements

Preparing and conducting several in-house training courses for department/programme heads and administrative officers (non-financial people) in budget preparation, implementation and budgetary control, usage of finance and management system (budgeting module).Developed automated financial reports in the Financial and Management System (FMS).

Reasons for Leaving

Promotion.

Job Title Assistant Budget Officer	Type of Business Relief and Works Agency	From - To 01/09/1995 - 01/05/1997
Name of Employer UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East		Name of Supervisor Mr. Armando Diaz

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7500	9600	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
97208288 7366		a.omari@unrwa.org	
Address of Employer			
Other			
Number of Employees Supervised by You			
2			
Description of Duties			
Assists the Budget Officer in his duties as per the description of duties in the previous job (Budget Officer), and acts as officer in charge during the budget officer's absence.			
Summarize any of Your Achievements			
Computerization of all soft commitments raise against budget codes.			
Reasons for Leaving			
Promotion to the post of Budget Officer.			

Job Title	Type of Business	From - To
Cashier	Relief and Works Agency	01/05/1994 - 01/08/1995
Name of Employer	Name of Supervisor	
UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East	Mr. Armado Diaz	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7200	7800	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
97208288 7366		a.omari@unrwa.org	
Address of Employer			
Other			
Number of Employees Supervised by You			
2			
Description of Duties			
1. Prepares cheques for completed and approved cash payment vouchers, receives money from various sources and prepares covering cash receipt vouchers, acts as imprest fund custodian for the field office operations.2. Examines wages sheets, payrolls and acknowledgment of receipts to ascertain that they are properly signed, and matches such documents with the relative cash payment vouchers.3. Maintains a cash-book and records all payments and receipts for future reference, and following up availability of cash.4. Maintains registers for bank guarantees and other documents, and is responsible for the safe custody of receipts for deposits.			
Summarize any of Your Achievements			
Computerization of the cashier's office work e.g. cash-book, registers, etc...Establishment of new security system for the cashier's office e.g. electronic door, alarm system, etc...			
Reasons for Leaving			
Promotion to the post of Assistant Budget Officer			

Job Title	Type of Business	From - To
Administrative Assistant	Relief and Works Agency	01/08/1992 - 01/05/1994
Name of Employer	Name of Supervisor	
UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East	Mr. John Dalhman	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7000	7100	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
97208288 7366		a.omari@unrwa.org	
Address of Employer			
Other			
Number of Employees Supervised by You			
2			
Description of Duties			
i. Financial- Preparing and controlling the yearly budget of the Shelter Rehabilitation Programme as one of the largest branches of the Technical Department.- Following up the expenditure against budget - Preparing interim/final reports for evaluation and to make sure that all the allotted funds had been expended as planed ii. Administrative:- Responsibility for all the administrative matters in the unit such as organizing meetings, coordinating work at the programme and requesting office supplies such as equipment, furniture and stationery - Writing letters and contact with the departments concerned - Supervising the programme staffiii. Contractual Matters:- Keeping records for each project.- Preparing, advertising and receiving tenders- Preparing contract proposals and quotation analysis sheets for contracts committees approval- Evaluation of bids and writing reports of recommending action.			
Summarize any of Your Achievements			
--			
Reasons for Leaving			
Transfer to a permanent post instead of a fixed term post.Work for finance department in my field of specialist.			

Job Title	Type of Business	From - To
Administrative Clerk "A"	Relief and Works Agency	01/05/1988 - 01/08/1992

Name of Employer UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East			Name of Supervisor John Dalhman		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
6000	6400	USD	Is this a position within the UN Common System? No		
Telephone Number 97208288 7366			Email Address a.omari@unrwa.org		
Address of Employer Other					
Number of Employees Supervised by You					
Description of Duties 1. Performing different clerical works such as typing, filing etc.2. Assisting in tender and budget preparation					
Summarize any of Your Achievements -					
Reasons for Leaving Promotion to the post of Administrative Assistant					

Job Title Accountant		Type of Business Trading company		From - To 01/04/1986 - 01/06/1987	
Name of Employer Al-Hossari Trading Company				Name of Supervisor Mr. Walid Al-Hossary	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
3600	3600	JOD	Is this a position within the UN Common System? No		
Telephone Number 97208288 7366			Email Address a.omari@unrwa.org		
Address of Employer Other					
Number of Employees Supervised by You					
Description of Duties 1. Maintains accounting books such as ledger, journal, etc.2. Follows up expenditure reports3. Follows up bank balances and movements4. Prepares final statements, trial balance, balance sheet, ..etc.					
Summarize any of Your Achievements -					
Reasons for Leaving Establishment of a private business					

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:

PC, Fax, Photocopying machine,

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

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

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

Address

UNRWA - Gaza
Emergency Programme
Gaza Other
Telephone: +972-08-2887 865
Fax: +972-0599-411 958
Contact: Ata Al-Omari

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
Sibakhi ABDUL-FATTAH	Head Programme & Projects Section	UNRWA - HQ Gaza Other	972082887 565 a.sibakhi@unrwa.org
Jouda ABDUL-KARIM	Chief, Special Environmental Health Programme	UNRWA - Gaza Field Office Other	972082887 434 a.jouda@unrwa.org
Asem ABU-SHAWISH	Relief Operations Officer	UNRWA - Gaza Field Office Other	97208288 7204 a.abu-shawish@unrwa.org

Personal History Profile for Pankaj GUPTA

General Details

- | | | | |
|--|----------------------------------|---|-------------------------------------|
| 1. Family name
GUPTA | First Name
Pankaj | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
22/12/1952 | 3. City of Birth
Delhi | Country of Birth
India | Index No
129172 |
| 4. Country of Nationality at Birth
India | Second Nationality (if any) | 5. Country of Present Nationality
India | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
166 | 8. Weight [kg]
67 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
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: **pgupta.who@gmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name The Institute of Chartered Accountants of India	City, Country New Delhi India	From - To Jul-1974 - Feb-1978
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent FCA (Fellow, Chartered Accountant)	Degree Type Postgraduate degree	

University Name Delhi University	City, Country Delhi India	From - To Jul-1970 - May-1974
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Commerce	Degree Type Bachelor of Arts	

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

Name of School Modern School	City, Country New Delhi India	From - To Jul-1960 - Apr-1970
Main Course of Study Sciences (physics, chemistry, maths)		Certificate or Diploma High School

Employment

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

Job Title Chief, Finance & Administration	Type of Business International Technical Advisors	From - To 01/07/2008 - 01/12/2008
Name of Employer GTZ (German Technical Cooperation)		Name of Supervisor Mr Lorenz Pohlmeier
Salaries per Annum: Starting 66000 Final 66000 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 23276300320	Email Address pgupta.who@gmail.com	
Address of Employer Sierra Leone		
Number of Employees Supervised by You		

11

Description of Duties

- undertake a complete analysis of the present organization of the two sections referred to, the procedures, systems, etc. established and used in these sections and judge the appropriateness of the organization, procedures, etc.; - evaluate the personnel in these sections; - make recommendations for any improvement needed in the areas of organization and procedures, systems, etc. and any possible changes of personnel; - document the analysis and recommendations, as well as proposed procedures, processes, systems, etc. as part of a comprehensive report; - after approval by the project management, introduce the new organization, systems etc., make adjustments were necessary and make organization, systems, etc. fully operational; - draft a training program for the staff in both sections and undertake himself the training of key staff members, especially a national counterpart as a successor; - help to establish and make operational a unit for internal control and for monitoring and evaluation; - cooperate closely with other sections, section heads and staff members with the aim to optimize the overall organization of the project and all activities and to achieve the best possible results; - for an interims period assume the overall management of these sections

Summarize any of Your Achievements

Identified procedural lapses and established control systems

Reasons for Leaving

A six month TFT employment

Job Title Budget Analyst	Type of Business Budget and Finance	From - To 01/05/2004 - 01/03/2008
Name of Employer World Health Organisation	Name of Supervisor Mr S S Easwar	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address pgupta.who@gmail.com	
Address of Employer Denmark		
Number of Employees Supervised by You		
Description of Duties KEEPING DATABASE ON CONTRIBUTION RECEIVED, ESTABLISHING THE ALLOTMENTS,PREPARING REQUEST TO HQ FOR ISSUANCE OF ALLOTMENTS/REVISIONS, CERTIFYING AVAILABILITY OF FUNDS FOR EACH COMMITMENT, OBLIGATING AND EARMARKING OF FUNDS.LIAISING WITH UNITS TO RECONCILE DISCREPANCIES. CLEARING TRAVEL AUTHORISATION, PURCHASE ORDERS, IMPREST ACCOUNTS ETC, RECOMMENDING FUNDS FOR ESTABLISHMENT OF POSTS		
Summarize any of Your Achievements PREPARED MONTHLY MIS REPORT FOR DIRECTOR FINANCE WHICH WAS ADOPTED AS A REGULAR REPORT FOR DIRECTOR'S DECISION MAKING PROCESS		
Reasons for Leaving Better prospects		

Job Title Senior vice president (Finance)	Type of Business manufacturing	From - To 01/07/1998 - 01/04/2002
Name of Employer Vam Organic Chemicals limited	Name of Supervisor Mr S S Bhartia	
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	
1600000 1900000 INR		
Telephone Number	Email Address	
Address of Employer India		
Number of Employees Supervised by You 35		
Description of Duties WAS RESPONSIBLE FOR PREPARATION OF ANNUAL BUDGET. AS CFO OF A LARGE CHEMICAL COMPANY IN INDIA, WAS RESPONSIBLE FOR COMPLETE CONTROL OF THE ACCOUNTS, FINANCE AND BUDGET. MANAGING CASH MANAGEMENT SYSTEM FOR RECEIPT AND PAYMENTS IN 14 BRANCHES AND DEALING WITH BANKS FOR ALL MATTERS. THE ACCOUNTING PACKAGE WAS UNDER ERP (BAAN) SYSTEM. WITH THE DIVISIONAL HEADS, ANALYSIS AND MONITORING OF ACTUAL PERFORMANCE WITH BUDGET ON A MONTHLY BASIS INCLUDING STRATEGIC REVIEW OF THE BUDGET EVERY SIX MONTHS. INTRODUCED DECENTRALISATION AND DIVISIONALISATION OF ACCOUNTS.COMPLETE COST MANAGEMENT FOR INVENTORY. RAISING FUNDS FOR EXPANSION BY LOANS AND PUBLIC ISSUES. HANDLING TREASURY MANAGEMENT. DEALING WITH INTERNAL AND EXTERNAL AUDITORS.		
Summarize any of Your Achievements IMPLEMENTED erp SYSTEM IN THE ORGANISATION. DECENTRALISED THE ACCOUNTS DEPARTMENT TO FALL IN LINE WITH THE PROFIT CENTRES		
Reasons for Leaving Geographical relocation to Denmark due to wife's employment		

Job Title Controller-Accounts and Finance	Type of Business Media Entertainment	From - To 01/09/1995 - 01/06/1998
Name of Employer TV India limited	Name of Supervisor Mr Pradip Chanda	
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	
750000 1200000 INR		

Telephone Number	Email Address
Address of Employer India	
Number of Employees Supervised by You 15	
Description of Duties Was responsible for accounts, finance, commercial and legal affairs, Maintenance and reconciliation of bank accounts, supplier's accounts and employee's imprest accounts.	
Summarize any of Your Achievements Analysis and monitoring of profit on a monthly basis in the business performance review with the management team, including all costing reports	
Reasons for Leaving better prospects	

Job Title Senior General Manager-Finance	Type of Business manufacturing	From - To 01/04/1993 - 01/08/1995
Name of Employer JK Dairy & Foods limited		Name of Supervisor Mr Harshpat Singhania
Salaries per Annum: Starting 300000	Final 350000	Currency Paid INR
		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 India		
Number of Employees Supervised by You 6		
Description of Duties Prepared operational budget, MIS, assisted EDP in computerizing the accounts department including processing of salaries and other payments		
Summarize any of Your Achievements established systems and procedures in accounts department		
Reasons for Leaving better prospects		

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	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

Address

125, Wilkinson Road
Freetown Sierra Leone
Telephone: 232-76300320
Fax: 232-76800577
Contact: Pankaj Gupta

Address

N 220 Greater Kailash 1
New Delhi India
Contact: Pankaj Gupta

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
Karim BENTHAMI	Administartion and Supplies Officer	WHO Denmark	kbe@euro.who.int
Vicki ERICKSON	Staff Development Officer	WHO Denmark	vce@euro.who.it
Chitra VENKAT	Assistant Comptroller	UNDP/IAPSO Denmark	chitrav@unops.org

Personal History Profile for Abdi Abdullahi HERSI

General Details

1. Family name HERSI	First Name Abdi Abdullahi	Middle Name Abdullahi	Maiden Name, (if any)
2. Date of Birth 01/05/1950	3. City of Birth Eil-Afwein	Country of Birth Somalia	Index No 806708
4. Country of Nationality at Birth Somalia	Second Nationality (if any) Canada	5. Country of Present Nationality Canada	Second Nationality (if any) Canada
6. Gender Male	7. Height [cm] 172	8. Weight [kg] 65	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: dayah@rogers.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name St. Paul University	City, Country Ottawa Canada	From - To Sep-2001 - Apr-2004
Main Course of Study Peace and Conflict Studies	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Leadership development & conflict studies	Degree Type Advanced university degree	
University Name Somali National University	City, Country Mogadishu Somalia	From - To Jun-1975 - Apr-1978
Main Course of Study Mathematics	Field of Study Mathematics & Statistics	
Degree Title or Equivalent BSc in Mathematics	Degree Type Bachelor of Sciences	

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

Name of School Learn net Business and Technology college	City, Country Ottawa Canada	From - To Sep-1998 - Aug-1999
Main Course of Study Computer Hardware and Software studies		Certificate or Diploma Certificate in A+, MCP, MCSE
Name of School Canadian Institute for Conflict Resolution	City, Country Ottawa Canada	From - To May-1995 - Apr-1996
Main Course of Study Third Party Neutral, Mediation, Group process, principles, practice and reflections.		Certificate or Diploma Certificates in Conflict resolutions.
Name of School University of Ottawa	City, Country Ottawa Canada	From - To Sep-1990 - Apr-1991
Main Course of Study Financial accounts		Certificate or Diploma Business Finance certificate
Name of School Algonquin College	City, Country Ottawa Canada	From - To Aug-1989 - May-1990
Main Course of Study Business Administration in Finance & Accounting		Certificate or Diploma Business Administration
Name of School York University	City, Country Ottawa Canada	From - To Feb-1988 - Jul-1988

Main Course of Study Business Management		Certificate or Diploma Business Administration certificate
Name of School University of Alexandria	City, Country Alexandria Egypt	From - To Oct-1980 - Sep-1981
Main Course of Study Statistics		Certificate or Diploma Bio-Statistics Diploma
Name of School National Teachers Education College	City, Country Afgoi Somalia	From - To Aug-1971 - Jan-1972
Main Course of Study Practical training to teach in primary schools		Certificate or Diploma Teaching Certificate

Employment

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

Job Title Administrative Officer	Type of Business UN Mission	From - To 01/05/2009 -
Name of Employer UNAMID		Name of Supervisor Wolfgang Weisegger
Salaries per Annum: Starting 86000	Final 86000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Sudan		
Number of Employees Supervised by You		
Description of Duties <ul style="list-style-type: none"> • Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, performance appraisal, training, etc., ensuring consistency in the application of UN rules and procedures; • Lead, oversee and coordinate the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources • Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources and monitor and control budgetary allocations through regular reviews • Provide effective monitoring reports and data and Identify deviations from plans and propose corrective measures • Implement and monitor support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support • Provision of local utilities and service requirements and Supervise a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices • Provide expert guidance and leadership to more junior staff • Provide administrative support to military and police component of the mission. 		
Summarize any of Your Achievements To establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control		
Reasons for Leaving Not leaving		

Job Title Finance and Administration Manager, Sudan Country Office	Type of Business Humanitarian Organization	From - To 01/01/2008 - 01/03/2009
Name of Employer Norwegian Refugee Council		Name of Supervisor Alexander Jones
Salaries per Annum: Starting 99156	Final 99156	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 249915300111	Email Address dayah@rogers.com	
Address of Employer Sudan		
Number of Employees Supervised by You 60		
Description of Duties <ul style="list-style-type: none"> • Ensure that adequate financial management routines and systems are in place, and that NRC's accounting practices and standards are adhered to in the whole Sudan programme • Ensure that administrative procedures required to enable programme performance are in place and that NRC polices and practices are adhered to in the whole Sudan programme. • Maintain overall budget control and monitor cash flows and expenditures • Provide up-to-date analysis and regular reports of the financial situation in the programme to headquarters (HQ) in Oslo • Reconcile accounts with NRC HQ in Oslo on stipulated dates • Conduct training in financial management and monitoring for NRC's Project Managers, Coordinators and other relevant project personnel • Conduct training of and maintain a supervisory role for the Administration Officers, Finance Officers and Logistics Officers. This also includes performance monitoring and appraisals • Oversee that all financial and logistical requests made by the projects are in line with the NRC guidelines, and ensure that NRC's external financial obligations are met • Conduct spot checks on transactions and have a particular responsibility towards maintaining transparency and accountability within finance and administration • Maintain daily responsibility for local staff issues, i.e. contracts, job descriptions, salary scales, leave, benefit etc. • Facilitate frequent staff meetings for the national staff, and update the staff on new NRC guidelines, regulations etc. • Recruit and train skilled national staff to the Khartoum Office, assist Area Offices in their building of admin/finance capacity and ensure development of available human resources in the programme in close collaboration with Country Director and Program Director • Ensure implementation of NRC standard personnel policy guidelines for national staff in all NRC offices in Sudan. Also includes adhering to national labour laws, taxation systems and rules, social security. 		

Summarize any of Your Achievements

The administrative expenses of the Country Office were in a deficit when I joined and immediately I took a number of measures to cut unnecessary running cost. Today the expenditure on the administrative budget is under control.

Reasons for Leaving

Looking for a professional post from the UN system, particularly UNAMID or UNMIS which are in line with my conflict resolution qualifications and financial experience.

Job Title Head of Finance and Administration	Type of Business Humanitarian Assistance	From - To 01/04/2004 - 01/12/2007
Name of Employer United Nations World Food Programme (WFP) Jalalabad & Herat Offices, Afghanistan & North Korea	Name of Supervisor Mr. Mageed Yahia	
Salaries per Annum: Starting 36000	Final 36000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Address of Employer Afghanistan	Email Address mageed.yahia@wfp.org	
Number of Employees Supervised by You 62	Description of Duties	

1) Provided advice and support to the Head of the Area Office on financial and administrative matters. 2) Managed project budgets and finances in the region of \$2,680,000 per year and transport contracts amounting to \$340,000 per annum 3) Prepared training and manpower development strategies that support knowledge sharing and capacity building for staff. 4) Monitored work processes and the systems of internal controls with a view to ensuring that they contribute to maximum output and efficient service delivery and client satisfaction. 5) Prepared, reviewed and analysed the Area office's quarterly budgetary spending in line with budget line allocations; and as part of the budgetary monitoring and control process, match monthly costs against food distributions thus providing management with the tools for making informed financial and management decision. 6) Maintained and prepared summary reports of accounts receivable and payable, 7) Monitored and cleared outstanding POs on a quarterly basis and submit reports of long outstanding POs to management and unit heads for review and follow up/clearance. 8) Prepared timely cash forecasts and replenishment requests to ensure availability of adequate operational funds 9) Ensured that financial resources are utilized to implement activities in accordance with the office budget and allotments issued. 10) Custodian of the main safe and responsible for cash disbursements on behalf of the Area office, with an average turnover of USD240, 000.00 per month. 11) Certified fund availability and budget allowance for all disbursements made in the Area Office, and ensured there are complete supporting documents routinely incorporate internal control practices for utilization of all funds and WFP assets.

Summarize any of Your Achievements

In a short period of time, I was able to streamline the Finance and Administrative unit of the Area office and implemented admin/finance procedures according to WFP guidelines, with remarkable positive results. Deadlines were met and a considerable change in work progress is apparent. My substantial experience and knowledge in my field and my strong management and leadership skills have definitely contributed in the improvement of work environment in the Area office as follows: 1) Assured efficient financial/cash management and controlled in accordance with WFP financial policies and procedures. 2) Preparation, review and submission of monthly financial reports. 3) Ensured appropriate office management, Vehicle management and control. 4) Managed Inventory and control of expendable and non-expendable items. 5) Adequate staff management and improved communication facility.

Reasons for Leaving

I worked as a UNV nearly four years with WFP and I received a better package offer from NCR Sudan.

Job Title Administrative and Finance Director	Type of Business Humanitarian	From - To 01/05/2002 - 01/03/2004
Name of Employer Horn of Africa Centre for Peace and Development (HACPAD)	Name of Supervisor Abdi Yunis	
Salaries per Annum: Starting 22000	Final 24000	Currency Paid CAD
Telephone Number 1613526-1389	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Address of Employer Canada	Email Address haraf@rogers.com	
Number of Employees Supervised by You	Description of Duties	

1) Designed and managed the implementation of sound financial and administrative policies. 2) Participated in the strategic planning process, and provided inputs towards the preparation of the annual work program, business plan and annual reports. 3) Developed and ensured implementation of systems, methods and procedures in order to provide efficiency, security and accuracy in the use of the Centers financial, human and material resources. 4) Managed the procurement, storage and utilization of all assets in accordance with applicable rules and regulations. 5) Managed the budgetary, financial accounting and reporting functions of the Center by providing timely reports and advice to the Executive Director and the Board of Directors.

Summarize any of Your Achievements

Successfully, managed the budgetary, financial accounting and reporting functions of the organization by providing timely reports on finances to the Executive Director and the Board.

Reasons for Leaving

To look employment opportunity in the UN system.

Job Title Instructor (computer software & hardware)	Type of Business Computer Technology Institute	From - To 01/02/1999 - 01/04/2002
Name of Employer Ali Institute of Technology, Ottawa	Name of Supervisor Mohamed Ali	
Salaries per Annum: Starting -----	Final -----	Currency Paid ---
Telephone Number	Is this a civil servant position of your Government? No	

30000	36000	CAD	Is this a position within the UN Common System? No
Telephone Number 1613736-7505		Email Address mali@magma.ca	
Address of Employer Canada			
Number of Employees Supervised by You			
Description of Duties 1) Microsoft Office 2000 Administrator Specialist course (MS Word 2000, MS Excel 2000, MS Access 2000, MS PowerPoint 2000, MS Outlook 2000) and Internet Technology 2) E-Commerce and creating web pages with HTML & MS FrontPage 3) Fundamentals of hardware, Software and general knowledge of operating systems preventive maintenance and trouble shooting in PCs 4) Fundamentals of accounting, Interpersonal Skills and Customer service			
Summarize any of Your Achievements Many of my students who graduated from these programs are currently employed by the high tech sector in the National Capital Region. My in-depth knowledge in all areas of office administration and current business software programs is coupled with my demonstrated success in dealing effectively with students with a wide range of cultural and educational backgrounds.			
Reasons for Leaving To join humanitarian organization (HACPAD)			

Job Title Procurement Officer	Type of Business Trade	From - To 01/04/1995 - 01/12/1998
Name of Employer Trade Hub International Inc.	Name of Supervisor Allen James	
Salaries per Annum: Starting 26000	Final 32000	Currency Paid CAD
		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 Canada		
Number of Employees Supervised by You		
Description of Duties 1) Reviewed and analyzed technical specifications to ensure completeness, accuracy and competitive qualities and identify courses of action; developed vendor pre-qualifying criteria, identified product sources and evaluated vendor performance as regards quality, prices, delivery, equipment; coordinated timely delivery of goods and services. 2. Advised-requisitioning units on the full range of procurement issues, provided support and guidance at all stages of the procurement cycle. 3. Conducted market research to keep abreast of market developments, researched and analyzed statistical data and market reports as well as production patterns and availability of goods and services. 4) Managed company's procurement budget of US\$ 1,320,000 per annum 5) Negotiated with suppliers to ensure best prices of goods and services 6) Reviewed technical proposals of suppliers and carry out cost/benefit analysis; 7) Coordinated shipping and delivery arrangements of purchased commodities and equipment; 8) Supervised procurement staff, as required;		
Summarize any of Your Achievements Contributed the development of company's procurement policies and procedures; developed standards and criteria for the evaluation of goods, services, supplier capacity.		
Reasons for Leaving To change career and work in the high tech sector.		

Job Title Financial Service Officer	Type of Business Banking	From - To 01/05/1988 - 01/06/1995
Name of Employer Royal Bank of Canada	Name of Supervisor Ian Parks	
Salaries per Annum: Starting 18000	Final 24000	Currency Paid CAD
		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 Canada		
Number of Employees Supervised by You		
Description of Duties 1) Executed daily transaction banking process, balanced branch reconciliation biweekly and monthly returns for suspense accounts; checked daily reports and related duties, sale of bank products, consistent input of recommendations for procedural enhancement and personnel management 2) Promoted banking services to attract corporate and individual customers 3) Assessed and evaluated market conditions to identify sources of potential new client base		
Summarize any of Your Achievements Promoted the bank products by cross selling procedures and received certificates of achievements from the management of the bank.		
Reasons for Leaving To change the Banking career and practically involve in to sales.		

Job Title Branch Finance Officer	Type of Business Banking	From - To 01/05/1982 - 01/12/1987
Name of Employer Gulf Bank of Kuwait, Kuwait	Name of Supervisor Ibrahim Khalil	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
3780	5400	KWD	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Kuwait

Number of Employees Supervised by You _____

Description of Duties
1) Liaised with corresponding banks regarding letters of credit and verified documents as per instructions, Processed guarantees, bills for collection, foreign bills purchase, standing instructions, remittances (inward and outward), loans (personal and business) and term deposits 2) Oversaw the preparation of weekly/monthly financial statements, branch progress reports, analyzed and reviewed loan and credit applications 3) Ensured that institutional policies and procedures were followed according to established guidelines and performed investigations where deemed necessary 4) Handled branch accounts and financial statements, acted as branch contact person, coordinated staff and career development initiatives within the branch

Summarize any of Your Achievements
I was promoted as the branch assistant Manager, coordinated staff of 20, development career initiatives within the branch and handled branch accounts and financial statements. On several occasions I have received credentials for being a tactful negotiator who performs his duties with diligence.

Reasons for Leaving
Moved to Canada

Job Title Head of the Department of Statistics	Type of Business Government Ministry	From - To 01/07/1979 - 01/08/1980
Name of Employer Ministry of Health, Mogadishu, Somalia		Name of Supervisor Yassin Farah

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
16000	16800	SOS	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Somalia

Number of Employees Supervised by You _____

Description of Duties
1. Coordinated all health related statistical data and provided vital statistical information to health institutions across the nation. 2. Monitored the statistical procedures used to avoid errors in mathematical calculations. 3. Applied statistical theory and methods to provide scientific information to the health institutions at the national level. 4. Collected statistical data and analyzed the incidence of major communicable diseases in Somalia.

Summarize any of Your Achievements
Designed and maintained appropriate filing system and statistical records.

Reasons for Leaving
I was awarded a one year scholarship offered by World Health Organization in Alexandria University, Egypt.

Job Title Primary School Teacher	Type of Business Teaching	From - To 01/02/1972 - 01/05/1975
Name of Employer Ministry of Education Somalia		Name of Supervisor Abdullahi Nur

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
5100	5100	SOS	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Somalia

Number of Employees Supervised by You _____

Description of Duties
• Taught Mathematics and Arabic in public schools

Summarize any of Your Achievements
The Minister of education Offered me to a University education scholarship

Reasons for Leaving
Enrolled Somali National University

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	Yes	Easily	Easily	Easily	Easily
Arabic	Yes	Easily	Easily	Easily	Easily

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

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

Address

181 Forestglade cres.
Unit # 4
Ottawa Ontario Canada
Telephone: 1-613-2480203
Fax: 0-613-2978797
Contact: Abdi Hersi

Address

Al Amarat Street 33, Block 10, House 7
Khartoum Sudan
Telephone: 249-9-15300111
Contact: Abdi Hersi

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
Saikouba AHMED	HSO, WFP Dadaab, Kenya	World Food Programme (WFP) Kenya	25473 4 143 217 Saikouba.ahmed@wfp.org
Ahmed JAMA	Humanitarian Affairs officer	United Nations Assistance Mission in Afghanistan (UNAMA) Kenya	12129632668 jama1@un.org
Abdi YUNIS	Civil Affairs Officer	UNAMID Kenya	yunisa@un.org

Personal History Profile for Mohammed IBRAHIM

General Details

1. Family name IBRAHIM	First Name Mohammed	Middle Name	Maiden Name, (if any)
2. Date of Birth 11/12/1970	3. City of Birth Khartoum	Country of Birth Sudan	Index No 494933
4. Country of Nationality at Birth Sudan	Second Nationality (if any)	5. Country of Present Nationality Sudan	Second Nationality (if any)
6. Gender Male	7. Height [cm] 189	8. Weight [kg] 90	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/1999			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: Ibrahim5@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Khartoum University	City, Country Khartoum Sudan	From - To Jan-2000 - Sep-2001
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Post-Graduate Diploma in Accounting & Finance	Degree Type Postgraduate degree	

University Name Sudan University Of Science & Technology	City, Country Khartoum Sudan	From - To Feb-1992 - Apr-1996
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Business Studies (Accounting)	Degree Type Degree	

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

Name of School Old Khartoum High School	City, Country Khartoum Sudan	From - To Jan-1987 - Apr-1990
Main Course of Study Science		Certificate or Diploma Acadmaic

Employment

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

Job Title Finance Officer, Pay & Allowance/Travel Unit Chief	Type of Business United Nations Peacekeeping Mission	From - To 01/07/2007 -
Name of Employer United Nations Interim Force In Lebanon - UNIFIL		Name of Supervisor Adang Sanuise
Salaries per Annum: Starting 52408	Final 53662	Currency Paid USD
	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number 9611827000	Email Address Ibrahim5@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You		

Description of Duties

• Under the supervision of the Chief Finance Officer, I am responsible for the following duties: • Payroll, vendor claims, travel, and billing. • Approve/Confirm that proposed obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding allotments; • 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 for inclusion in the Financial Statements to be submitted to the Controller; • Respond to internal/external audit observations; • Provide advice and guidance concerning the United Nations' Financial Regulations and Rules and Accounting Instructions; • Provide authoritative interpretation of requirements for handling of financial transactions; Coordinate and supervise the processing of Inter Office Vouchers, payroll, government and vendor claims, travel, and billing of government accounts; • Monitor, analyses, and approve transactions for entry into the accounting system; • Keep abreast and provide guidance on the United Nations billing procedures; • Participate in the development of accounting policies; • Provide information needed to respond to audit findings; • Perform other related duties as required.

Summarize any of Your Achievements

Improve procedures and control in relation to the timely processing and settlement of staff vendors claims. Create harmonious working environment keeping in view career development

Reasons for Leaving

Up to present

Job Title Regional Finance Officer - P-2	Type of Business Regional Finance Officer	From - To 01/11/2004 - 01/06/2007
Name of Employer United Nations - Peace Keeping Mission - MONUC	Name of Supervisor Mr. Alfred Podritschnig - Regional Admin. Officer	
Salaries per Annum: Starting 50465	Final 50465	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 243819609423	Email Address Ibrahim5@un.org/Mohammedwfp10@Yahoo.com	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 11		
Description of Duties Interpret, implement, advise and provide guidance on the applications of financial rules and regulations and ensure compliance with approved financial polices and procedures. Verify all vouchers and other accounting or payment instructions. Supervise the preparation of the payment and journal vouchers to effect disbursements. Process travel advance. Payment of the Salaries/MSA/DA/VLA. Settlement of vendor's invoices. Prepare monthly cash flow forecast and request imprest replenishment. Act as approving officer for all disbursements and journal vouchers. (Region III) Provide ad hoc financial reports pertaining to travel claims in order to assist in decision-making. Review and/or reconciliation of general ledger account related to sector imprest account. Answer audit queries in respect of the sector. Supervise staff of the office.		
Summarize any of Your Achievements Execution of effective accounting operation where methodology is established or accounting problems have precedents adherence to pertinent UN Regulations and Rules.		
Reasons for Leaving Reassignment with Promotion		

Job Title UNV Finance & Administration Officer	Type of Business United Nations	From - To 01/07/2003 - 01/11/2004
Name of Employer United Nations World Food Programme	Name of Supervisor Mr. El-Migdad Abdalla	
Salaries per Annum: Starting 30000	Final 30000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address mohammed.ibrahim@wfp.org	
Address of Employer Afghanistan		
Number of Employees Supervised by You 21		
Description of Duties Administers the office account, budget \$ 5 millions and office allotment \$ 4 millions. Certification of funds availability and budget allowances for all disbursements made at the Area Office level Ensure correctness of all supporting documentation for Payment Voucher and Receipt Voucher and that appropriate authorizations for transaction have been received. Provide advice and guidance to the HOA on personnel and administrative issues Reviewing and submitting monthly accounts to LO including cash reconciliation. Implement WFP official systems in the office. Monitor and manage LTSH using WFP approved systems. Procure initial equipment and supplies and train local staff in the procedures to purchase equipment and supplies by preparing and issuing tenders, reviewing offers, making recommendations and following up to ensure that WFP procedures are adhered to and contract work is performed according to the specifications		
Summarize any of Your Achievements Manage a staff, engaged in carrying out the work of the finance /admin. Section Provide training on systems to local staff as required (WINGS). Train local and international staff on the application of UN/WFP financial and administrative rules, procedures, and systems. Maintain proper inventory, filing and recording systems Analyzing and monitoring the current status of the Programme obligations and expenditures to ensure that the funds are available within the allotments/F/R (Fund Reservation) made to the field and evaluating expenditure trends. Identify problems in administrative areas and suggest alternative solutions to resolve issues. Work closely with the HOA to improve and maintain financial management policies, systems, structures, and procedures Set up internal controls and security		
Reasons for Leaving I been Offered PROFESSIONAL post,		

Job Title Senior Finance Assistant	Type of Business United Nations	From - To 01/07/1999 - 01/07/2003
Name of Employer United Nations World Food Programme	Name of Supervisor Mr. Telaye Tesfaye	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
7500 10400 USD	Is this a position within the UN Common System? Yes	
Telephone Number 249183260160	Email Address	
Address of Employer Sudan		
Number of Employees Supervised by You 0		
Description of Duties Analyze, control and maintain financial ledgers and take corrective action as necessary; Check incoming invoices against LPO/Contracts or other documents to ensure that purchases/services are properly authorized and that the goods have been received or services rendered; Initiate payment vouchers according to WFP financial rules and regulations; check all invoices for accuracy and totals as well as calculations; Review locally recoverable items, imprest summaries and funding sheet summaries; Ensure that there are sufficient funds for daily operations; prepare requests for replenishment of the Imprest Account from time to time; Review correspondence drafted by finance clerks and provide guidance on data input and validation; Initiate administrative tasks, travel arrangements and payment of purchases. Design and update charts and tables utilizing graphic software, design hard copy and computer resident forms,		
Summarize any of Your Achievements Maintain administrative control records such as commitments and expenditures,		
Reasons for Leaving International Assignment – WFP Afghanistan		

Job Title Senior Finance Staff	Type of Business United Nations	From - To 01/12/1998 - 01/07/1999
Name of Employer Food and Agriculture Organization of United Nations	Name of Supervisor Mohammed Emad Eldin Y	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
5000 6000 USD	Is this a position within the UN Common System? Yes	
Telephone Number 249183779368	Email Address FAO-SD@FAO.ORG	
Address of Employer Sudan		
Number of Employees Supervised by You 1		
Description of Duties Supervise as the finance of the office and ensure close control on all transactions accounts. Closure of the sub-Imprest account. Process payment in (FAS) Field Accounting System Supervise finance and administrative staff at the office level. Submit monthly returns to HQ within the specified deadline, these returns must be accompanied by original documentation and the PV certified and approved. To perform any other duties as assigned.		
Summarize any of Your Achievements Design and update charts and tables utilizing software, design hard copy and computer resident forms, initiate, updated and track computer Assisted processing of Admin/Finance actions. Review locally recoverable items, imprest summaries and funding sheet summaries;		
Reasons for Leaving Replacement - SSA Contract		

Job Title Staff Assistant	Type of Business Bank	From - To 01/08/1996 - 01/12/1998
Name of Employer MashreqBank	Name of Supervisor Abdel Khalig Sammani - General Manager	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
2000 2800 USD	Is this a position within the UN Common System? No	
Telephone Number 249183772750	Email Address	
Address of Employer Sudan		
Number of Employees Supervised by You 0		
Description of Duties		

Work closely with Credit Officers to ensure smooth coordinated process to manage relationships, Provide rapid customer response and understand credit processes and policies. Where relevant, receive support and/or transaction documentation into custody, record items in Documentation Processor in Rapid, and follow established documentation process. Ensure facility details, including risk ratings, are consistent with support documentation content. Perform all tasks associated with the daily reconciliation and maintenance of accounts. Interface with internal and external sources to ensure all account reconciliation service goals are met. Prepare daily summary audit detailing discrepancies and resolution. Discrepancies reported must be accurate, controlled and resolved. Responsible for supporting respective areas outside the department utilized to resolve day-to-day

Summarize any of Your Achievements

As a member of the branch team committed to sales and service, often has initial and frequent contact with the customers. By maintaining good customer relations and treating each customer contact as a sales opportunity,

Reasons for Leaving

I am very much interested in the humanitarian fields

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	Not easily	Not easily	Not easily	Not easily
Arabic	Yes	Easily	Easily	Easily	Easily
Russian	No	Not easily	Not easily	Not easily	Not easily

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

Address

TYRE, SOUTH LEBANON
 TYRE, South Lebanon Lebanon
 Telephone: 961-1-827000 extension 6863
 Fax: 961-70-195907
 Contact: Mohammed Ibrahim

Address

UNIFIL,
 GEFINOR CENTER, BLOCK E, 6TH, FLOOR, CLEMENCEAU STREET
 BEIRUT BEIRUT Lebanon
 Telephone: 961-1-827000 extension 6863
 Fax: 961-70-195907
 Contact: Mohammed Ibrahim

Address

Nasir City - Burri
 C/o World Food Programme - Sudan CO P.O Box 913 E-mail Mohammedwfp10@yahoo.com
 Khartoum Khartoum Sudan
 Telephone: 249 -183-260160
 Fax: 971-50-6714662
 Contact: Mohammed Ibrahim

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
Podritschnig ALFRED	United Nations - HATI	MINUSTAH Haiti	50934765989 Podritschnig@UN.org
Ayoub ALJALOUDI	United Nations World Food Programme	WFP - Egypt, Cairo, Tel: 0020 2 7545044 E-mail : Ayoub.E-Aljaloudi@wfp.org Haiti	2027545044 Ayoub.E-Aljaloudi@wfp.org
Amadu SARR	United Nations HQ	UN Head Quarter - NY, USA Tel: 0016468089871 Haiti	Sarra@un.org

Personal History Profile for Quazi ISLAM

General Details

1. Family name ISLAM	First Name Quazi	Middle Name	Maiden Name, (if any)
2. Date of Birth 24/10/1968	3. City of Birth Dhaka	Country of Birth Bangladesh	Index No 071982
4. Country of Nationality at Birth Bangladesh	Second Nationality (if any)	5. Country of Present Nationality Bangladesh	Second Nationality (if any)
6. Gender Male	7. Height [cm] 176	8. Weight [kg] 75	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: islamq@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name The University of Dhaka	City, Country Dhaka Bangladesh	From - To Jul-1990 - Jun-1992
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Commerce	Degree Type Masters	

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

Name of School Govt. Titumir College	City, Country Dhaka Bangladesh	From - To Jul-1984 - Jun-1986
Main Course of Study Accounting, Management, Business Communication, Economics, Banking		Certificate or Diploma Intermediate of Commerce

Name of School Badda Alatum Nessa High School	City, Country Dhaka Bangladesh	From - To Jan-1982 - Dec-1983
Main Course of Study Book Keeping, Economics, General Science, Mathematics, Literature, Commercial Geography		Certificate or Diploma Secondary School Certificate

Employment

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

Job Title Chief, Disbursement/Deputy CFO	Type of Business Peace-keeping Mission	From - To 01/07/2008 -
Name of Employer ONUCI		Name of Supervisor Ramesh Singh
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 2250620	Email Address qjohir@yahoo.com	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 8		
Description of Duties		

Lead the Disbursement Team and Manage/Supervise Disbursement Unit Functions such as: Invoice Processing, vendor's payment, settlement of incoming IOVs, Review, follow up and process various QIPs payments, replenishment of 11 Petty Cash/Imprest accounts and arrange quarterly spot verifications, processing of Direct Expenditure in accordance with the financial rules and guidelines. Approve vouchers, manage fund flow undertaking periodical review of obligations, maintain an effective liaison with all local and international vendors, ensure payment confirmation of vendors, and liaise with other UN Missions for settlement of DAs. Train staff in the unit on SUN System. Undertake induction for all incoming international staff on Finance Section's SOP. Keep abreast of all updated AI and strategies, disseminate information and train staff on how to implement new strategy. Advice CFO on various issues as and when required. Act as a member of LCC, LPSB, PX Committee, LCRB. Do voice confirmation of payments. As an additional responsibility act as a designated OIC/Deputy Chief of the Section and assume responsibility of Chief Finance Officer in absence of CFO.

Summarize any of Your Achievements

Two significant achievements: (1) Developed strategy and implemented to pay Residential Security reimbursement directly to the company instead of each individual staff member that saves time and prevent fraudulent. (2) To control within mission travel expenses created various Section codes in SUN System and recording all within mission travel expenses by section. End of each month produce a budget vs. expenditure statement for each section that helps management to monitor within mission travel expenses.

Reasons for Leaving

To undertake wider challenge as CFO.

Job Title Finance Officer/Chief Payroll/Deputy CFO	Type of Business DPKO Finance	From - To 01/12/2004 - 01/06/2008
Name of Employer ONU CI	Name of Supervisor Mr. Ramesh Singh	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number 0012129634432	Email Address islamq@un.org	
Address of Employer Cote d'Ivoire		
Number of Employees Supervised by You 8		
Description of Duties There two parts of Pay and Allowance Unit, Payroll and Travel Claims. Responsible to ensure timely processing of MSA for 400 International Civilian, 400 UNPOL, 200 MILOBs, VLA for 200 UNVs, Salary for 500 National Staff and Daily Allowances and Recreational Leave Allowances for 7000 Troops. Ensure processing of on an average 700 within mission travel claims per month and 100 International Travel Claims. Ensure recovery of Travel Advances, review ARL and APL, ensure transfers of Staff Members withheld MSA/VLA after two months of departure, and recover LPSB cases. Ensure true reflection of Financial rules and regulations and circulars of United Nations as well as DFS. In addition to the Chief Pay and Allowance Unit I act as Deputy Chief Finance Officer. In absence of CFO act as OIC Finance Section. Attend LCC, LPSB meetings as an alternate member and Chair Tender Committee meetings on regular basis. Approve all vouchers as Approving Officer of ONU CI and do voice confirmation of payments. As a Finance Focal point liaise with QIPs secretariat and other substantive unit heads, time to time inform/train relevant staff on financial procedures/management of QIPs funds. Undertake induction for all incoming International Personnel on Financial Management and applicable entitlements, attend various fora on behalf of CFO.		
Summarize any of Your Achievements Managed successfully post crisis situation in November 2004 and again in January 2006, maintain smooth operation with limited staff while 50% Finance Staff were relocated in Accra (2004) and Banjul (2006). Played key role in crisis management situation as a Focal Point of Finance Section in Crisis Management Team. Successfully implemented electronic payslip and lotus notes based JV/DV log. While work as OIC Finance, carry out the responsibility of CFO, such as verification of Monthly Accounts and send to HQs on time, analysis of ARL and APL, monitoring of expenditure against allocation per budget line.		
Reasons for Leaving For better opportunity		

Job Title Operations Manager	Type of Business Head of Administrative Services	From - To 01/09/2003 - 01/11/2004
Name of Employer UNFPA	Name of Supervisor Suneeta Mukherjee	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number 88028118600	Email Address unfpa-bangladesh@unfpa.org	
Address of Employer Bangladesh		
Number of Employees Supervised by You 12		
Description of Duties Was responsible to provide operations support to the entire Country Program of Bangladesh that includes 16 Projects in various locations. Operations support included: Finance, Procurement, Human Resource Management, Communications, IT Support and General Administrative Support. In addition to that I used to explore funding support for various projects such as HIV/AIDS, Procurement of Contraceptives and Fistula Projects. As a result I used to organise, coordinate and chair meeting among donor community and implementing GOB partners. Used to prepare financial statements for multi-donor funded projects, monitored expenditure pattern of the organization in line with the allocated budget, was responsible for budgeting and financial reporting to the HQs.		
Summarize any of Your Achievements Raised 35 Million USD for Procurement of Contraceptives, Strengthening of GOB's health facilities at grassroot level and HIV/Aids projects. As a member of Contraceptive Security team at national level I made significant contribution as a co-author in undertaking a thematic review of Contraceptive Security of Bangladesh. Have procured contraceptives of US\$30 million for UNFPA supported projects in Bangladesh, have successfully launched People Soft and ensured smooth implementation of People Soft (Atlas) and have been recognized as International Trainer of People Soft.		
Reasons for Leaving For International Assignment		

Job Title	Type of Business	From - To
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Head of Finance and Administration		Finance and Administration		01/04/2003 - 01/09/2003
Name of Employer UNDP				Name of Supervisor Michael Hyne
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
960000	1200000	BDT	Is this a position within the UN Common System? Yes	
Telephone Number 88028118600		Email Address michael.hyne@undp.org		
Address of Employer Bangladesh				
Number of Employees Supervised by You 22				
Description of Duties Was responsible to provide Finance and Administrative support to a delectate project Chittagong Hill Tract Integrated Development Project where aboriginal minority and native Bangalis are living together in a very delicate relationship. I have sat up the project infrustructure and procured all key items such as: Bikes, Vehicles, Radio Communication equipment, Boat, Computers and Furniture. Prepared budget for the project, supervise book-keeping and accounts statements, analysed financial data to use as a tool for the result based budget preparation.				
Summarize any of Your Achievements Procured 32 Motor Bikes, 12 Vehicles, 2 Boats, 24 Computers and required furnitures and ACs. Handled a successful negotiation and got 2.5 Million Dollar US fund back, which was given to Bangladesh Government. It was a very difficult negotiation to get money back from Bangladesh Government to UNDP's account.				
Reasons for Leaving For wider scope of work				

Finance Officer		Finance	01/04/2000 - 01/04/2003	
Name of Employer UNMIK				Name of Supervisor Dess Amanu
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
36000	36000	USD	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
Address of Employer Yugoslavia				
Number of Employees Supervised by You 2				
Description of Duties Worked in 3 Units, Accounts Unit, Travel Claims Unit and Vendors Unit. Prepared a large amount of DV for processing vendors payment, Travel Claims, did Bank Reconciliation, accounts allocation, obligation of POs and PT8s, review monthly accounts and raised correction journal as and when necessary, prepared monthly accounts statement.				
Summarize any of Your Achievements Delt with Mecidonian Government to get back VAT and other Taxes that was paid by UNMIK and succeded to get refund of VAT paid to Macedonian Government.				
Reasons for Leaving Worked as UNV, left to be Professional.				

Assistant Finance Manager		Finance	01/08/1996 - 01/03/2000	
Name of Employer Save the Children UK				Name of Supervisor Mozibur Rahman
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
350000	400000	BDT	Is this a position within the UN Common System? No	
Telephone Number		Email Address mujib03@yahoo.com		
Address of Employer Bangladesh				
Number of Employees Supervised by You 8				
Description of Duties To handle independedntly Country Office Financial management that including: day to day entry in SUN System, preparation of monthly Accounts statement, dealing with bank, making payments to vendors, processing staff salary. I was also responsible to carry out internal auditing of 6 projects.				
Summarize any of Your Achievements Developed Finance Archive, contributed to develop country office Financial Policy and Staff Charter.				
Reasons for Leaving To work at International environment				

Job Title Accounts Officer	Type of Business National NGO	From - To 01/10/1991 - 01/07/1996
Name of Employer Centre for Mass Education in Science	Name of Supervisor Dr. Muhammad Ibrahim	
Salaries per Annum: Starting 120000	Final 150000	Currency Paid BDT
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Bangladesh	Is this a position within the UN Common System? No	
Number of Employees Supervised by You 14	Email Address	
Description of Duties Was responsible for financial reporting to 18 Donor Agencies and GOB. Also used to prepare annual Financial Statements that included manual Trial balance, income and expenditure statement and balance sheet. Undertook periodical audit functions for 10 projects.		
Summarize any of Your Achievements Formed a audit committe and worked as member secretary of the committee. Developed Financial guideline for the organization		
Reasons for Leaving To work for International NGO		

Job Title Accountant	Type of Business World Largest NGO	From - To 01/06/1990 - 01/09/1991
Name of Employer BRAC	Name of Supervisor Shahjahan Chowdhury	
Salaries per Annum: Starting 52000	Final 70000	Currency Paid BDT
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Bangladesh	Is this a position within the UN Common System? No	
Number of Employees Supervised by You 1	Email Address	
Description of Duties Was responsible for book keeping, preparation of monthly Accounts Statement for HQs, Maintaining day to day posting in general ledger, disbursement of micro credit and its realisation in weekly instalment, preparation of institution building report.		
Summarize any of Your Achievements Handled successfully microcredit of 12.5 million BDT and maintained recovery of 99%.		
Reasons for Leaving For wider scope of work		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

House # 57, Road # 3, Block B, Niketon
Gulshan, Dhaka-1212
Dhaka Bangladesh
Telephone: 880-2-8858865
Fax: 880-189260947
Contact: Quazi ISLAM

Address

Ancien Hotel Sebroko, ONUCI HQs
Boulevard de la Paix, Attécoube 19
Abidjan Cote d Ivoire
Telephone: 001-212-9634432 extension 3368
Fax: 225-05011368
Contact: Quazi ISLAM

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
----------------	------------------------	---------	-----------------

Personal History Profile for Gabriel KANG

General Details

- | | | | |
|---|--------------------------------|--|-------------------------------------|
| 1. Family name
KANG | First Name
Gabriel | Middle Name
Buh | Maiden Name, (if any) |
| 2. Date of Birth
09/10/1965 | 3. City of Birth
Wum | Country of Birth
Cameroon | Index No
226840 |
| 4. Country of Nationality at Birth
Cameroon | Second Nationality (if any) | 5. Country of Present Nationality
Cameroon | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 8. Weight [kg]
95 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/2008**
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: **g.kang@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name London Metropolitan University	City, Country London United Kingdom	From - To Sep-2003 - Aug-2004
Main Course of Study Investment Analysis	Field of Study Business & Administration	
Degree Title or Equivalent M.Sc. in Financial Markets and Derivatives	Degree Type Masters	

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

Name of School Government High School Wum	City, Country Wum Cameroon	From - To Sep-1986 - Jun-1988
Main Course of Study GCE Advanced Level (Economics, Mathematics, Geography)		Certificate or Diploma General Certificate of Education in Economics, Mathematics, Geography

Name of School Government High School Wum	City, Country Wum Cameroon	From - To Sep-1981 - Jun-1986
Main Course of Study Mathematics, Additional Mathematics, Chemistry, Biology, Physics, Geography, History, French, English Language		Certificate or Diploma General Certificate of Education, Ordinary Level in Mathematics, Additional Mathematics, Chemistry, Biology, Physics, Geography, History, French, English Language

Employment

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

Job Title Finance and Budget Officer	Type of Business Peace Building	From - To 01/01/2009 -
Name of Employer United Nations Peace Building Office in Central African Republic (BONUCA)		Name of Supervisor Mr. Honoré Bobo
Salaries per Annum: Starting 46718	Final 66843	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Central African Republic	Email Address bobo@un.org	

Number of Employees Supervised by You

5

Description of Duties

Review, analyze and revise data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements submitted by managers; Coordinate the preparation of the missions RBB logical framework; Provide support to managers with respect to the elaboration of resource requirements for budget submissions; Review and make appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures; Confirm that proposed obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments; Monitor, analyze, and approve transactions for entry into the accounting system; Monitor expenditures to ensure that they remain within authorized levels; Ensure that financial resources are utilized to implement activities in accordance with the program budget and allotments issued; Monitor budget implementation and determine/recommend reallocation of funds when necessary; Supervise the preparation of Month End and Year End Financial Reports; Prepare responses to audit observations; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Supervise the processing of IOVs/IOBs, payroll and benefits, vendor claims; Review IOV/IOB reconciliations and suspense accounts analyses during the year and approve adjusting entries before preparation of financial reports; Provide advice and guidance to managers concerning the United Nations Financial Regulations and Rules; Review requisitions generated by the Mercury system for goods and services to ensure correct objects of expenditure have been charged and funds are available.

Summarize any of Your Achievements

* On my arrival in January 2009, the outstanding balances of accounts receivable of vendors was US\$194,851. When some of the vendors were contacted, it was discovered that contrary to what our books showed, according to their records it was actually BONUCA owing them. A closer look at the accounts of vendors in our books was then undertaken. It emerged that most of the entries in these accounts were wrong. Corrective entries were passed, which reduced the balances to US\$76,623. The sum of US\$118,228 which would never have been collected was removed from accounts receivable. * In February 2009 Locally Recruited Staff complained that un-justified deductions were made from their salaries. The SRSG ordered me to look into the problem and report to NY. I reviewed the processing of National Staff Salaries for the Year 2008 and discovered lots of inconsistencies due to incorrect application of relevant rules, lack of training of Finance Staff and the fact that payroll was run manually using Excel spreadsheets. These inconsistencies had actually resulted in overpayments (and not underpayments) to Locally Recruited Staff. I informed FBFD and Central Accounts of my findings and recommended the automation of payroll processing using Progen. FBFD approved the use of Progen. In July 2009 I successfully installed, configured and initiated the use of Progen to process payroll. This was at the same time we were implementing the mission's payroll aspects of HR reforms. Staff members now receive pay slips on time with details of their entitlements and no longer complain of underpayments. I also trained Finance Unit staff on the use of Progen. We are now prepared to run payroll hitch-free for more staff members in the BINUCA structure. * When consolidating cost estimates for the 2010 BINUCA budget I noticed that submissions from BMS, Transport and other sections had no links to the RBB framework, staffing table requirements and lacked sufficient information justifying the estimates. I reviewed each cost estimate in the light of the RBB framework and staffing table and then cross-checked prices and quantities using the Standard Cost and Ratio Manual and local prices. Together with the Units/Sections concerned, we reviewed and finalized the revised estimates. The result was a consolidated budget of US\$ 23,651,000 up from US\$8,800,000 in 2009. After DFS and DPA reviewed our submission, the amount dropped to US\$21,179,200. So far few queries have been received from PPBD.

Reasons for Leaving

n/a

Job Title	Type of Business	From - To
Finance Officer	Peacekeeping	01/02/2007 - 01/12/2008
Name of Employer		Name of Supervisor
United Nations Mission in Liberia (UNMIL)		Mr. Olugbemi Olufemi
Salaries per Annum:		
Starting	Final	Currency Paid
35148	38532	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	
	olugbemi@un.org	
Address of Employer		
Liberia		
Number of Employees Supervised by You		
3		
Description of Duties		
<p>Review, analyze and suggest amendments to data prepared by UNV HQ with respect to the finalization of cost estimates and budget proposals in terms of approved UNV posts and non-staff requirements; Prepare cost estimates for UNV Support Office travel and training budgets; Review, analyze and offer explanations to UNMIL Budget Section on UNV variances between approved budgets and actual expenditure; Prepare monthly payroll for all UNVs; Verify and process claims for reimbursements and other payment requests in strict compliance with UN Financial Rules and Regulations, UNMIL Information Circulars, UNV Updated Conditions of Services and relevant appropriations, staffing tables and approved allotments; Interpret and advise all UNVs on UN Financial Rules and Regulations and the financial implications of UNMIL Information Circulars and UNV Updated Conditions; Liquidate obligations for home leave and official travel based on travel authorizations (PT8); Assist Accounts Unit in preparing Inter Office Vouchers for payments to UNVs authorized by UNV HQ or UN HQ; Assist Accounts Unit in preparing Miscellaneous Obligation Documents (MODs) and passing adjustments in SunSystems prior to Month End and Year End Closing; Brief arriving UNVs on their financial entitlements; Prepare calculations and process payments of Start-of-Assignment and End-of Assignment entitlements of arriving and departing UNVs respectively; Process recoveries of amounts owed by UNVs to the Mission as instructed by relevant units/Sections such as Fuel, Telephone, Transport, Claims Board; Liaise on a permanent basis with UNV HQ, UNMIL Budget and Finance Sections on all matters relating to UNV finances; Prepare monthly reports on travel reimbursements to UNVs for the Director of Mission Support; Prepare periodic reports on Residential Security Measures Reimbursements to UNVs for the attention of the Chief Finance Officer (CFO).</p>		
Summarize any of Your Achievements		
<p>* UNMIL UNV Volunteers often asked us why they could not get paid as their International Civilian colleagues with whom they did the same job. Given that UNV Volunteers are managed different, I prepared the Finance Brief Manual that details the financial entitlements of UNV Volunteers as stipulated in both relevant UNMIL Information Circulars and the UNV Updated Conditions of Service. The manual also details the procedures UNV Volunteers need follow to avail themselves of their financial entitlements. It soon became a quick reference document for both old and new UNV Volunteers and greatly reduced the number of telephone and email queries we were receiving on entitlements. * Some unscrupulous UNV Volunteers sought to defraud the system by submitting false claims for the reimbursement of residential security expenses. On the instructions of my supervisor, I installed a rigorous system of verifying claims for reimbursements, which enabled us to discover some cases of fraudulent claims. I informed the Chief Finance Officer and the UNV Program Manager. The matter was referred to the Director of Mission Support via the Chief, Administrative Services. An investigation was subsequently ordered by the DMS. The amount so fraudulently claimed was recovered. Further, the incident served as a deterrent to other would-be fraudsters. * As the coordinator of humanitarian assistance to students of the school for the blind, I succeeding to raise donations in kind or cash to the tune of US\$15,000, which was used to feed and clothe the students. I also brought the needs of the school to the SRSG who undertook to build a fence round the school. The fence was completed in 2009 after my departure from UNMIL.</p>		
Reasons for Leaving		
I left to assume my new duties as Finance and Budget Officer of BONUCA		

Job Title	Type of Business	From - To
Accounts Payable	Healthcare	01/07/2005 - 01/01/2007
Name of Employer		Name of Supervisor
Weston Area Health Trust		Mr. Phil Heycock
Salaries per Annum:		
Starting	Final	Currency Paid
12965	14037	GBP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No

Telephone Number

441934647086

Email Address

phil.heycock@waht.swest.nhs.uk

Address of Employer

United Kingdom

Number of Employees Supervised by You

2

Description of Duties

Liaising with the procurement consortium in Bristol on purchase orders for medicines, medical equipment, accessories and consumables; Interfacing purchase orders and Goods Received Notes (GRNs) from the procurement system, EROS, to the accounting package, E-financials; Reviewing payment documents for goods and services not ordered through the procurement system to ensure their completeness, proper certification and codification; Liaising with Cost Centre/Budget Managers on approved payments to vendors; Updating the authorized signatures list; Matching, batching, coding and payment of vendor invoices; Reclaiming input VAT; Processing Construction Industry Scheme (CIS) deductions; Processing of payments due to other NHS Bodies; Management of Accounts Payable Files; Preparation of cheques/remittance advices for authorization and dispatch; Reconciling statements from vendors to Accounts Payable records; Training of new Accounts Payable staff; Responding to queries and production of regular and ad hoc reports.

Summarize any of Your Achievements

Helped increase the average percentage of invoices processed in a month to over 90% by: * Holding regular discussions with cost centres/budget managers and suppliers to remove obstacles that hitherto delayed the processing of invoices, * Performing the EROS interface from start to finish (it needed two persons in the past) and increasing the number of interfaces from one to three per week; * Ensuring that new staff members in the section were appropriately drilled in the systems used and their progress carefully monitored; * Adopting a more customer-based approach to supplier statement reconciliation and resolution of queries

Reasons for Leaving

To take up volunteer position of UNV Finance Officer, UNV Support Office

Job Title

Accounts Assistant / House Manager

Type of Business

Property Management

From - To

01/10/2002 - 01/06/2005

Name of Employer

Chancery St James Plc

Name of Supervisor

Mrs. Barbara Smith

Salaries per Annum:

Starting	Final	Currency Paid
15500	16300	GBP

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

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

Telephone Number

4402077478234

Email Address

A.Murthy@csjplc.com

Address of Employer

United Kingdom

Number of Employees Supervised by You

50

Description of Duties

Opening of new supplier accounts in the ERP-based Software Estates Computer Systems (ERS); Matching, batching, coding and processing of vendor invoices; Performing supplier statement reconciliations; Liaising with suppliers to resolve queries on outstanding invoices; Processing and banking receipts; Preparing and posting petty cash schedule to the nominal ledger; Preparing schedules for Year End Financials including insurance pre-payments, debtors, property revaluations; Preparing and posting mileage claims; Preparing other ad hoc reports; Inspecting properties, reporting problems and Verifying repair work by contractors.

Summarize any of Your Achievements

I helped improve cash flow by processing and banking cheques as soon as received; increased customer satisfaction by relaying complaints of tenants promptly to Head Office and verifying that contractors sent to fix problems did their work; speeded up preparation of End of Year Financial Statements by preparing accurate schedules; helped the company respect its commitments by ensuring that invoices were processed and paid promptly

Reasons for Leaving

I left to meet my wife in Weston-super-Mare

Job Title

Finance and Administration Manager

Type of Business

Ministry of Religion

From - To

01/10/2002 - 01/11/2004

Name of Employer

Jubilee Christian Centre

Name of Supervisor

Bishop (Dr.) Ben Egbujor

Salaries per Annum:

Starting	Final	Currency Paid
2400	4800	GBP

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

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

Telephone Number

442072775999

Email Address

jublieecentre@hotmail.com

Address of Employer

United Kingdom

Number of Employees Supervised by You

10

Description of Duties

Review and improvement of the accounting and internal control system; Preparation of statutory accounts to Trial Balance; Preparation of management accounts; Maintenance of the cash book; Preparation and submission of the annual Gift Aid Declaration Claim to HM Customs and Excise; Preparation of annual returns to the Charities Commission, UK; Recovery of outstanding dues and contributions; Administration of payroll - review of tax codes, preparation of pay slips, P11, P35, P60 and P45, liaison with HM Revenue and Customs; Liaison with the external auditor; Perform bank reconciliations.

Summarize any of Your Achievements

I established clear cash control mechanisms from counting of weekly takings, to recording, banking and disbursement of same; * I registered the charity as an employer and processed payroll, making tax deductions and payments to HM Customs and Excise; * Established clear tracking records of outstanding dues, * Co-ordinated the ministry's development work in Cameroon * Designed the organisational structure of the ministry and wrote the administrative manual

Reasons for Leaving

I needed time to concentrate on my accountancy (ACCA) final examination, as well as my M.Sc. studies.

Job Title High School Tutor	Type of Business Education	From - To 01/09/1996 - 01/08/2002
Name of Employer Ministry of National Education, Cameroon	Name of Supervisor Mr. Mola Njoh	
Salaries per Annum: Starting 1800000	Final 3120000	Currency Paid XAF
Telephone Number	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Address of Employer Cameroon	Email Address mola.njoh@yahoo.co.uk	
Number of Employees Supervised by You 450	Description of Duties Prepared and delivered lectures in Economics, Business Mathematics, Accounting and Information Systems; Conducted internal assessments for the subjects taught; Corrected the Cameroon General Certificate of Education (GCE) Advanced Level in Economics; Served as Head of the Economics Faculty; Served as President of the South West Economics Teachers' Association (SWETA)	
Summarize any of Your Achievements I helped raise the performance of my students at the GCE in terms of number of passes and grades; Instilled discipline in the Economics Faculty; Prepared and delivered scholarly papers during Teachers' Conferences on burning topics of the day	Reasons for Leaving I went to the United Kingdom to complete my studies in Chartered Accountancy and my M.Sc. in Finance	

Job Title Finance and Administration Manager	Type of Business Bible Translation and Literacy	From - To 01/02/1995 - 01/09/1996
Name of Employer Cameroon Association for Bible Translation and Literacy (CABTAL)	Name of Supervisor Mr. Jean Charcot Manfo	
Salaries per Annum: Starting 1720000	Final 2400000	Currency Paid XAF
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Cameroon	Email Address info@cabtal.org	
Number of Employees Supervised by You 20	Description of Duties After a three month internship in Kenya, duties were managerial and included: Preparing project funding proposals for new language development and Bible Translation projects; Preparing budgets for specific projects, monitoring, reviewing and controlling their execution; Analysing variances between budgeted and actual financial performances; Making recommendations on necessary budgetary realignments; Preparing and submitting reports to external donors on budget execution; Reviewing and approving mileage claims, float and petty cash expenses for central administration and field projects; Preparing payroll for both Head Office and Field Staff; Supervision of Head Office Staff; Preparing and stirring deliberations during annual workers' meetings; Making frequent visits to field projects to monitor their progress; Representing CABTAL in local and international events.	
Summarize any of Your Achievements On return from my internship in Kenya I initiated a discussion that led the organisation to re-discover itself, its mission, its objectives and goals and its strategies. A new name was adopted and a new constitution approved. I equally enhanced discipline in the management of project funds and ensured donors were promptly informed on project execution	Reasons for Leaving I left to take up the position of High School Teacher	

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
Aghem	Yes	Easily	Easily	Easily	Easily

Address

c/o Full Gospel Mission Mile Four
P.O. Box 340 Limbe
Limbe South West Province Cameroon
Telephone: 237-79904470
Fax: 237-79904470
Contact: GABRIEL KANG

Address

United Nations Peace Building Office In Central African Republic
BP 3338
Bangui Central African Republic
Telephone: 236-75507760
Fax: 236-75507760
Contact: Gabriel Kang

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
Spring JULIE	Accounts Payable Supervisor	Weston Area Health (NHS) Trust United Kingdom	441934647086 julie.spring@waht.swest.nhs.uk
MICHEL KENMOGNE	Managing Director	Cameroon Association of Bible Translation and Literacy United Kingdom	General_Delivery_CABTAL@sil.org
Nweze PAUL	ARCHITECT	Jubilee Christian Centre and Ministerial Association United Kingdom	442074763826 paulnweze@yahoo.co.uk

Personal History Profile for Uttam KARMAKER

General Details

- | | | | |
|---|------------------------------|--|-----------------------------|
| 1. Family name
KARMAKER | First Name
Uttam | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
31/12/1965 | 3. City of Birth | Country of Birth
Bangladesh | Index No
429781 |
| 4. Country of Nationality at Birth
Bangladesh | Second Nationality (if any) | 5. Country of Present Nationality
Bangladesh | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
163 | 8. Weight [kg]
60 | 9. Marital Status |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2005**
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: **uttam9@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Ulster	City, Country Jordanstown, Northern Ireland United Kingdom	From - To Jun-1998 - Sep-1999
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Master of Arts in Government Financial Management	Degree Type Postgraduate degree	

University Name University of Dhaka	City, Country Dhaka Bangladesh	From - To Oct-1988 - Sep-1989
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Commerce in Accounting	Degree Type Advanced university degree	

University Name University of Dhaka	City, Country Dhaka Bangladesh	From - To Apr-1983 - Sep-1988
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Comercc (Honours) in Accounting	Degree Type Degree	

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

Name of School Financial Management Academy	City, Country Dhaka Bangladesh	From - To Sep-1997 - Dec-1997
Main Course of Study Management, Accounting, Auditing and Budgeting		Certificate or Diploma Certificate in Government Financial Management

Name of School Audit and Accounts Training Academy	City, Country Dhaka Bangladesh	From - To May-1991 - Apr-1992
Main Course of Study Accounting, Cost Accounting, Auditing, Government Accounting, Auditing, Service Rules, Pension Rules, Financial Rules		Certificate or Diploma Course Completion Certificate

Name of School Public Administration Training Center	City, Country Savar, Dhaka Bangladesh	From - To Feb-1991 - Apr-1991
Main Course of Study Economics, Public Administration, Service Rules, Statistics, Public Policy		Certificate or Diploma Certificate in Public Administration

Name of School Gournadi College	City, Country Gournadi, Barisal Bangladesh	From - To Jul-1980 - Apr-1982
Main Course of Study Bangla, English, Bookkeeping and Accountancy, Economics, Business		Certificate or Diploma Higher Secondary Certificate

Name of School Palardi High School	City, Country Gournadi, Barisal Bangladesh	From - To May-1979 - Mar-1980
Main Course of Study Bangla, English, Mathematics, Economics, Business, Geography		Certificate or Diploma Secondary School Certificate

Employment

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

Job Title Audit Specialist	Type of Business Financial Management	From - To 01/08/2008 -
Name of Employer Financial Management Reforms Programme Project		Name of Supervisor Mr. Conleth Heron, Component Leader
Salaries per Annum: Starting 1140000	Final 1140000	Currency Paid BDT
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 88029350187	Email Address uttam9@yahoo.com	
Address of Employer Bangladesh		
Number of Employees Supervised by You 5		
Description of Duties Train audit staff and officer on MTBF Ministry System audit, help training staff on Basic IT training and on CAATs using IDEA software, help audit staff in preparing audit planning memorandum, supervise and guide staff on field auditing, inspect audit team, help in preparing management letter and audit report of the Ministry of Water Resources		
Summarize any of Your Achievements Field audit has been completed, substantail audit findings are collected and the work on preparation of management letter and audit is being done.		
Reasons for Leaving Not applicable		

Job Title Director	Type of Business Audit	From - To 01/04/2006 - 01/08/2008
Name of Employer Comptroller and Auditor General of Bangladesh		Name of Supervisor Mr. Wazir Ahmed Fateh
Salaries per Annum: Starting 250000	Final 250000	Currency Paid BDT
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number 88028332928	Email Address uttam9@yahoo.com	
Address of Employer Bangladesh		
Number of Employees Supervised by You 170		
Description of Duties Plan financial and relatory audit programmes. Assist Director General in the day to day administartion of the Department. Supervise the audit programme for Appropriation Accounts and Annual Finance Accounts prepared by Controller General of Accounts. Perform audit related job assigned by the Comptroller and Auditor General.		
Summarize any of Your Achievements Quicker settlement of audit reports and reduction of the number of wrong audit observation raised by the audit team through effective audit breifing and supervision, and participating in the Quality Assurance committee.		
Reasons for Leaving To join a government project as Audit Specialist		

Job Title Area Finance Controller (Army), Rangpur Cantonment	Type of Business Finance, Accounts and Internal Audit	From - To 01/10/2005 - 01/03/2006
Name of Employer Comptroller & Auditor General		Name of Supervisor Md. Delwar Hossain
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
250000	250000	BDT	Is this a position within the UN Common System? No
Telephone Number		Email Address	
88052162268		uttam9@yahoo.com	
Address of Employer			
Bangladesh			
Number of Employees Supervised by You			
15			
Description of Duties			
Disbursement of advances to the Area Commander of the Rangpur Cantonment and its subordinates area offices/units/formations. Compile accounts on the basis of Quarterly Statement of Accounts (QSA). Reconcile accounts received from the units and submits it to the Controller General Defence Finance. Advise on the financial matters to the Army Personnel specially General Officer Commanding and his subordinates. Carry out internal audit on the expenditure and payments of the units and formations of different cantonments by local audit team under my control. Perform Superior Service Officer's Review (SSO Review) on the functions performed by the local audit team and settle to clear the outstanding audit objections/observations.			
Summarize any of Your Achievements			
Reduce the audit observations by taking crush programmes. Regularise all payments. Ensure regular submission of reconciled accounts.			
Reasons for Leaving			
Transfer			

Job Title	Type of Business	From - To
Finance Officer-Chief, Pay and Allowances Unit	Chief, Pay and Allowances Unit	01/09/2004 - 01/08/2005
Name of Employer	Name of Supervisor	
UNMISSET	Chandan Kanti Baidya	
Salaries per Annum:		
Starting	Final	Currency Paid
69779	69779	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
12129630099		karmaker@un.org
Address of Employer		
Australia		
Number of Employees Supervised by You		
3		
Description of Duties		
Supervise and analyse the daily routine work of the Payroll Unit. Ensure timely processing of computerised payrolls. Review and release payroll related claims on a timely basis after examining the accounts. Create and maintains individual staff members' accounts in the SUN and Progen systems for all civilian staff, UN Civilian Police, Military Observers, United Nations Volunteers and Special Service Agreement contracts; Process on time the monthly MSA, VLA, and local staff salary payrolls in the Progen system; Deal with claims from PKF Military contingents for daily, recreational and leave allowances; Prepare and approves disbursement/journal vouchers to record any payment/adjustments necessary to staff members' accounts; Deal with the routine administration of staff/UNHQ/UN Agencies queries, emails, and correspondence on payroll and MSA matters; Review ongoing Accounts Receivable (ARL)/Final payment balances on all accounts to ensure that timely action is taken; Prepare and submits year-end reports to the Pension Fund (UNJSPF) in respect of the Mission's local staff; Prepare monthly cash flow forecast for payroll requirements; Interact with various Personnel Departments and other Units to ensure the timeliness and accuracy of relevant information for recording transactions in the Payroll and MSA databases; Provide ongoing development of unit staff through hand-on training. Perform other duties assigned by the Chief Finance Officer		
Summarize any of Your Achievements		
Successfully run the payroll and Allowance Unit keeping the accounts receivables and accounts payable balances relating to staff concern minimum		
Reasons for Leaving		
The mission was downsized and the post was anadoned. Contract finished on 31 August 2005.		

Job Title	Type of Business	From - To
Chief Accounts Officer	Accounts	01/10/2003 - 01/09/2004
Name of Employer	Name of Supervisor	
Secretary, Finance Division	Faruque Md. Siddiqui, CGA	
Salaries per Annum:		
Starting	Final	Currency Paid
3600	3600	USD
Is this a civil servant position of your Government? Yes		
Is this a position within the UN Common System? No		
Telephone Number		Email Address
Address of Employer		
Bangladesh		
Number of Employees Supervised by You		
50		
Description of Duties		
Work as Chief Accounts Officer in matters related to accounts of the Ministry of Communications, which are responsible for building and maintenance of roads and railway network of the country. Assist the Principal Accounting Officer who is also the Secretary of Ministry of Communications regarding financial matters. Responsible for payment of the claims such staff salary, supplies and services, made by the Ministry of Communications, Department of Roads and Highways, Bangladesh Road Transport Authority. Compile the accounts of the major development expenditure of Road and Highways Department in construction of road and bridge network in Bangladesh. Reconcile the accounts with those prepared by the ministry of communications. Disburse gratuity and pension to the staff who are on retirement. Maintain and make payment staff provident fund. Responsible for overall administration of his own office. Compile monthly accounts and sent it to the CGA. Generate monthly management reports for each spending unit and submit them to the Secretary in charge of the ministry. Prepare annual appropriation accounts for the ministry and provide relevant data for the annual finance accounts of the whole of the government. Performs other activities related for the development of the accounting system of the government. Work as member and sometimes as convener of different committees constituted by the Controller General of Accounts. Take part as a regular instructor in the staff training especially on the accounting issues and on computerised accounting system.		
Summarize any of Your Achievements		

Successfully

Reasons for Leaving

To join UN job in UNMISSET

Job Title Chief Accounts Officer	Type of Business Accounts	From - To 01/07/2002 - 01/10/2003
Name of Employer Secretary, Finance Division	Name of Supervisor Abdulla Al Mamun, CGA	
Salaries per Annum: Starting 3500	Final 3500	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 30		
Description of Duties Worked as Chief Accounts Officer in matters related to accounts of the Finance Division, which are responsible for overall financial management of the country. Assist the Principal Accounting Officer who is also the Secretary of Finance Division regarding financial matters. Was responsible for payment of the claims made by the Finance Division, Accounts departments and the Divisional Controller of Accounts. Compiled the accounts of the major expenditure of Bangladesh Government and reconcile it to those prepared by the Finance Division. Responsible for overall administration of his own office. Compile monthly accounts and sent it to the CGA. Generate monthly management reports for each spending unit and submit them to the Secretary in charge of the ministry.		
Summarize any of Your Achievements This was a new office and there were shortage of staff and the job was challenging. The service delivery needed to be very quick and I could manage the office successfully.		
Reasons for Leaving Transfer to a bigger office		

Job Title Chief Accounts Officer	Type of Business Accounts	From - To 01/04/2001 - 01/06/2002
Name of Employer Secretary, Finance Division	Name of Supervisor Mr. Asif Ali, CGA	
Salaries per Annum: Starting 3500	Final 3500	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 46		
Description of Duties Worked as Chief Accounts Officer in matters related to accounts of the Bangladesh Tax and Customs Departments which are under National Board of Revenue. Assist the Principal Accounting Officer who is also the Secretary of Internal Resources Division regarding financial matters. Responsible for payment of the claims made by the Tax and Customs departments and the Directorate of National Savings. Compile the accounts of the major internal revenues of Bangladesh Government and reconcile it to those prepared by the National Board of Revenue. Responsible for overall administration of his own office. Compile monthly accounts and sent it to the CGA. Generate monthly management reports for each spending unit and submit them to the Secretary in charge of the ministry.		
Summarize any of Your Achievements Reconciled the revenue accounts with the Customs and Income Tax Departments and tried to minimise the gap with (reasonable explanation) between the earning figure of the accounts and of the Revenue earning departments.		
Reasons for Leaving To join a higher post		

Job Title Deputy Controller General of Accounts	Type of Business Accounts	From - To 01/03/2000 - 01/04/2001
Name of Employer Comptroller and Auditor General	Name of Supervisor Mr. Asif Ali, CGA	
Salaries per Annum: Starting 3500	Final 3500	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 50		
Description of Duties		

Staff officer of the Controller General of Accounts in the matters related with accounts of the Government of Bangladesh. Responsible for compilation (centrally computerised and networked with the Ministry of Finance) of monthly accounts received from 400 UpaZilla Accounts Offices, 64 District Accounts Offices, 21 Chief Accounts Offices, and Bangladesh Bank, also responsible for preparing of Annual Finance Accounts (whole of government accounts), Appropriation Accounts. Disbursement of loans and advances by direction of the Ministry of Finance. Maintain liaison with Reforms in Budgeting and Expenditure Control project (doing major reforms in budgeting and accounting area) funded by the DFID, UK. Also helped CGA giving necessary interpretation of financial rules regarding personnel matter to take right decision.

Summarize any of Your Achievements

Tried to make the accounts correct and to prepare monthly accounts, Finance and appropriation accounts timely

Reasons for Leaving

To join as a Head of an office

Job Title Deputy Director	Type of Business Audit	From - To 01/10/1998 - 01/03/2000
Name of Employer Comptroller and Auditor General		Name of Supervisor A K M Jashimuddin
Salaries per Annum: Starting 3400	Final 3500	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 70		
Description of Duties Planned, organised and supervised audit programs for the Government Offices like Ministries, (i.e., Health, Education, Home etc.), Departments, District level offices and autonomous bodies. Edited the audit reports and special audit reports, submitted to C&AG for approval through Director General, and arranged for printing. Drafted and edited significant audit observations for submission to the Public Accounts Committee. Attended several meetings of Public Accounts Committee in the Parliament. Worked as administrative head of a sector.		
Summarize any of Your Achievements Settled most of the audit observations that were pending for long time.		
Reasons for Leaving Transferred to perform accounting job		

Job Title Deputy Director	Type of Business Training	From - To 01/01/1998 - 01/10/1998
Name of Employer Comptroller and Auditor General		Name of Supervisor Ahmed Ataul Hakim
Salaries per Annum: Starting 3000	Final 3400	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 15		
Description of Duties Acted as the coordinator of different training programs for junior level staff to mid level officers of Audit and Accounts Departments, officers and staff of other government departments and autonomous departments Arranged and organized (on behalf of the Director General) seminar, workshop etc. on financial matters. Helped in editing FIMA News Bulletin quarterly published by FIMA.		
Summarize any of Your Achievements Tried to run the courses timely and efficiently		
Reasons for Leaving Transferred to perform auditing job		

Job Title Senior Training Instructor	Type of Business Training	From - To 01/06/1996 - 01/01/1998
Name of Employer Secretary, Finance Division		Name of Supervisor M T H S Iqbal
Salaries per Annum: Starting 2900	Final 3000	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Bangladesh		
Number of Employees Supervised by You 10		

Description of Duties

Acted as Senior Training Instructor in the 'Reforms in Budgeting and Expenditure Control' (RIBEC) Project, funded by Department for International Development, UK, in relation to organizing all sorts of training courses in the Financial Management Academy for the purpose of sustaining the ongoing reforms agenda initiated by the project in the future. Imparted computer training (MS Word, Excel, PowerPoint) to different categories of staff of the audit and accounts departments and Ministry of Finance. Gave lectures on financial management issues.

Summarize any of Your Achievements

Quick and timely running of the training courses to develop the staff for making them to be computer literate and running the accounting softwares as well

Reasons for Leaving

Transferred

Job Title Regional Accounts Officer	Type of Business Accounts	From - To 01/08/1995 - 01/06/1996
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Name of Employer Comptroller and Auditor General	Name of Supervisor Md. Shafiul Alam
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Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2500	2900	USD	Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer

Bangladesh

Number of Employees Supervised by You

150

Description of Duties

Worked as Regional Accounts Officer who is the head of the office and responsible for general administration, accounts and budget for the subordinate offices, i.e., two District Accounts Offices and 12 Thana Accounts Offices. Compiled monthly accounts received from the subordinate offices and send the consolidated accounts to the Controller General's (of Account) Office. Supervised and inspected the field offices by field visit. Gave interpretations and opinions regarding the financial matters asked by various government departments in the field level.

Summarize any of Your Achievements

Timely submission of monthly accounts, payments made according to financial rules

Reasons for Leaving

Transferred

Job Title Deputy Director	Type of Business Audit	From - To 01/02/1994 - 01/08/1995
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Name of Employer Comptroller and Auditor General	Name of Supervisor Md. Ismail
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Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2300	2500	USD	Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer

Bangladesh

Number of Employees Supervised by You

150

Description of Duties

Planned, organized and supervised audit programs for the Government Offices of the Ministry of Post and Telecommunications. Edited the audit reports and special audit reports, submitted to C&AG for approval through Director General, and arranged for printing. Drafted and edited significant audit observations for submission to the Public Accounts Committee of the Parliament. Attended several meetings of Public Accounts Committee in the Parliament.

Summarize any of Your Achievements

Worked also as an administrator for the whole office and help in this connection to the Director, the head of the office.

Reasons for Leaving

Transfer

Job Title Assistant Director	Type of Business Accounts	From - To 01/04/1992 - 01/02/1994
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Name of Employer Comptroller and Auditor General	Name of Supervisor Al Mamun Md. Sanaul Huq
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Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2100	2200	USD	Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer

Bangladesh

Number of Employees Supervised by You

10

Description of Duties

Prepared monthly pay bill of the officers and staff of the whole Railway Division. Issued pay slip, pay orders for the advance payments. Gave financial concurrence of the proposal of procurement of stocks, machinery and equipment. Acted as a member of the purchase committee of the attached departments to the Railway Division.

Summarize any of Your Achievements

Arranged timely payments of payroll of officers and staff and initiated the cases that required financial advice for the other department's spending

Reasons for Leaving

To take higher responsibility (Promotion)

Job Title Assistant Accountant General	Type of Business Accounts and Audit	From - To 01/01/1991 - 01/04/1992
Name of Employer Comptroller and Auditor General	Name of Supervisor Abu Nomaan Md. Hossain	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2000	2100	USD	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Bangladesh

Number of Employees Supervised by You
0

Description of Duties
Undergone a comprehensive departmental training program. General Financial Rules, Subsidiary Rules, Treasury Rules, Service and Recruitment Rules, Account Code, Advanced Accounting, Cost Accounting, Auditing, Company Law were the subjects that had to cover. Participated in t attachment to the different departments like defense accounts, railway accounts, civil accounts, audit directorates, Biman Corporations, Bangladesh Academy for Rural Development. Visited different historical places in Bangladesh as part of the field visit organized by the Academy.

Summarize any of Your Achievements
Successfully complete the course

Reasons for Leaving
To have posting

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

33-34, Gazetted officer's Hostel
Eskaton Garden
Dhaka Bangladesh
Telephone: 88-02-9350599
Fax: 88-0176-909794
Contact: Uttam Karmaker

Address

Financial Management Reforms Programme (FMRP) Project
Component 1, Audit Complex
Dhaka Bangladesh
Telephone: 88-02-9350187
Fax: 88-01815-005273
Contact: Uttam Karmaker

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Chandan Kanti BAIDYA	Chief Finance Officer	MINUSTAH Haiti	baidya@un.org
Ranjit Kumar CHAKRABORTY	Joint Secretary (Budget), Finance Division	Ministry of Finance Haiti	88027165290 chakraborty_ranjit@yahoo.com
Manindra DATTA	Senior Finance Controller (Air Force)	Dhaka Cantonment Haiti	88029332700 manindradatta@yahoo.com