

### 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 Baffouo AMOA

## General Details

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

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Tulane University/ Freeman School of Business	New Orleans United States of America	Jul-2003 - Aug-2003
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA Certificate	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	City, Country	From - To
Universite d'Abidjan	Abidjan Cote d Ivoire	Sep-1977 - Jun-1979
Main Course of Study		Certificate or Diploma
French		Etude superieure de la langue Francaise

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

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

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

## Employment

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

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

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>53811</b>	<b>92580</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address		
<b>1212963-3002</b>		<b>amoa@un.org</b>		
Address of Employer				
<b>Israel</b>				
Number of Employees Supervised by You				
<b>6</b>				
Description of Duties				
<b>-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.</b>				
Summarize any of Your Achievements				
<b>Helped Sun System training Sunsystem and Progen administrator</b>				
Reasons for Leaving				
<b>Advancement</b>				

Job Title		Type of Business	From - To
<b>Supv. Accounts/Budget, SunSystem Administ</b>		<b>Accounts and Budget</b>	<b>01/09/1993 - 01/08/2001</b>
Name of Employer		Name of Supervisor	
<b>FALD/MINURSO</b>		<b>Moise Ngadande</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>48168</b>	<b>52522</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1212963</b>			
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>4</b>			
Description of Duties			
<b>- 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.</b>			
Summarize any of Your Achievements			
<b>Trained staff in Sun system Transferred the Old accounts to new accounts in Sun System by creating a new Database.</b>			
Reasons for Leaving			
<b>Reassignment</b>			

Job Title		Type of Business	From - To
<b>Senior Disbursing Specialist</b>		<b>FINANCIAL MANAGEMENT CENTER</b>	<b>01/09/1983 - 01/01/1992</b>
Name of Employer		Name of Supervisor	
<b>U.S.EMBASSY, ABIDJAN</b>		<b>DONALD B. SIMMONS</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>6500000</b>	<b>1020000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>2251210979</b>			
Address of Employer			
<b>Cote d Ivoire</b>			
Number of Employees Supervised by You			
<b>11</b>			
Description of Duties			
<b>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.</b>			
Summarize any of Your Achievements			
<b>Trained Disbursing Office staff Financial Management System after I received training in US Embassies in Bonn/Germany and Athens/Greece.</b>			
Reasons for Leaving			
<b>Join UN</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English -   **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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

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

Address

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>JOSEPH AMIHERE</b>	<b>SECRETARY GENERAL.</b>	<b>ASSOC AFRICAN DEV FINANCE INSTIT. 06 BP 321 ABIDJAN 06 Cote d Ivoire</b>	<b>22522523389 amihere@aviso.ci</b>
<b>REV DR KINGSLEY FLETCHER</b>	<b>PASTOR</b>	<b>MIRACLE LIFE MINISTRIES RALEIGH RALEIGH Cote d Ivoire</b>	<b>191934903112</b>
<b>WILFRED FRIMPONG</b>	<b>INTERNAL AUDITOR</b>	<b>AFRICAN DEV BANK 01 BP 1387 ABIDJAN 01 Cote d Ivoire</b>	<b>22520204485 w.frimpong@afdb.org</b>

## Personal History Profile for Joseph ATAGBUZIA

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ATAGBUZIA	Joseph	IKECHUKWU	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/03/1966	AKWUKWU	Nigeria	847150
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Nigeria		Nigeria	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	88	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	City, Country	From - To
University of Dallas	Texas United States of America	Aug-2004 - Nov-2007
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Management	Advanced university degree	

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

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

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

## Employment

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

Job Title	Type of Business	From - To
Chief Budget Officer	Peace Building	01/04/2007 -
Name of Employer		Name of Supervisor
United Nations Office in Burundi		Anatoly Petrenko
Salaries per Annum:		
Starting	Final	Currency Paid
86880	67056	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	
12129632842	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

Ensured 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 <b>Chief Payments Unit</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/07/2006 - 01/03/2007</b>
Name of Employer <b>United Nations Operation in Burundi</b>	Name of Supervisor <b>Ms. Florence Ndugu</b>	
Salaries per Annum:		
Starting <b>84447</b>	Final <b>52408</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>25778861243</b>		Email Address <b>atagbuzia@un.org</b>
Address of Employer <b>Burundi</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>Went for higher responsibility</b>		

Job Title <b>Deputy Chief Budget Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/07/2004 - 01/06/2006</b>
Name of Employer <b>United Nations Operation in Burundi</b>	Name of Supervisor <b>Mr. Iyassu Wolday</b>	
Salaries per Annum:		
Starting <b>75062</b>	Final <b>47390</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>atagbuzia@un.org</b>
Address of Employer <b>Burundi</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>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</b>		
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 <b>Head, Admin, Budget and Finance Office</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/05/2001 - 01/12/2002</b>
Name of Employer <b>United Nations Mission in Kosovo</b>		Name of Supervisor <b>Mr. French Albert</b>	
Salaries per Annum:			
Starting <b>63806</b>	Final <b>42186</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>		Email Address <b>onyeisij@yahoo.com</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>9</b>			
Description of Duties <b>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</b>			
Summarize any of Your Achievements <b>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</b>			
Reasons for Leaving <b>Left after the realization of the mission's mandate.</b>			

Job Title <b>Chief, Vendors/Disbursement Unit</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/05/2000 - 01/05/2001</b>
Name of Employer <b>United Nations Mission in Kosovo [UNMIK]</b>		Name of Supervisor <b>Mr. Samuel Kasamba</b>	
Salaries per Annum:			
Starting <b>63806</b>	Final <b>42186</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>		Email Address <b>atagbuzia@un.org</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>9</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>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.</b>			
Reasons for Leaving <b>Redeployed to Civil Administration</b>			

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

## Salaries per Annum:

Starting	Final	Currency Paid
<b>63806</b>	<b>42186</b>	<b>USD</b>

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 EnvironmentT Programme - UNEP/GEF**

## Name of Supervisor

**Ms. Nooriya Koshen**

## Salaries per Annum:

Starting	Final	Currency Paid
<b>55092</b>	<b>42888</b>	<b>USD</b>

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 un 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
<b>31907</b>	<b>24050</b>	<b>USD</b>

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	Type of Business	From - To
<b>Finance and Budget Manager</b>	<b>Commercial Banking</b>	<b>01/07/1994 - 01/02/1997</b>
Name of Employer	Name of Supervisor	
<b>First Bank of Nigeria PLC</b>	<b>MR. J. Ayoade</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>150792</b>	<b>137072</b>	<b>NGN</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>234531164</b>	<b>onyeisij@yahoo.com</b>	
Address of Employer		
<b>Nigeria</b>		
Number of Employees Supervised by You		
<b>7</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>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.</b>		
Reasons for Leaving		
<b>To face international challenges</b>		

Job Title	Type of Business	From - To
<b>Internal Auditor/Inspection Officer</b>	<b>Commercial Banking</b>	<b>01/04/1990 - 01/12/1991</b>
Name of Employer	Name of Supervisor	
<b>First Bank of Nigeria PLC</b>	<b>Mr. P. Nwiba</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>52600</b>	<b>40920</b>	<b>NGN</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>Yes</b>
Telephone Number	Email Address	
<b>23452254606</b>	<b>onyeisij@yahoo.com</b>	
Address of Employer		
<b>Nigeria</b>		
Number of Employees Supervised by You		
<b>3</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>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.</b>		
Reasons for Leaving		
<b>Company's policy of job rotation for fraud control.</b>		

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

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 <b>Clerical to Supervisory Officer</b>	Type of Business <b>Commercial Banking</b>	From - To <b>01/08/1983 - 01/08/1989</b>
Name of Employer <b>First Bank of Nigeria PLC</b>	Name of Supervisor <b>Mr. P. O. Akpala</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>15744</b>	<b>13800</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>Yes</b>

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Ibo</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Swahili</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Yoruba</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## 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	First Name	Middle Name	Maiden Name, (if any)
<b>ATAGBUZIA</b>	<b>Joseph</b>	<b>IKECHUKWU</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>01/03/1966</b>	<b>AKWUKWU</b>	<b>Nigeria</b>	<b>847150</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Nigeria</b>		<b>Nigeria</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>173</b>	<b>88</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/12/2006</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>atagbuzia@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

## Employment

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

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

Ensured 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 <b>Chief Payments Unit</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/07/2006 - 01/03/2007</b>
Name of Employer <b>United Nations Operation in Burundi</b>	Name of Supervisor <b>Ms. Florence Ndugu</b>	
Salaries per Annum:		
Starting <b>84447</b>	Final <b>52408</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>25778861243</b>		Email Address <b>atagbuzia@un.org</b>
Address of Employer <b>Burundi</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>Went for higher responsibility</b>		

Job Title <b>Deputy Chief Budget Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/07/2004 - 01/06/2006</b>
Name of Employer <b>United Nations Operation in Burundi</b>	Name of Supervisor <b>Mr. Iyassu Wolday</b>	
Salaries per Annum:		
Starting <b>75062</b>	Final <b>47390</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>atagbuzia@un.org</b>
Address of Employer <b>Burundi</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>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</b>		
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 <b>Head, Admin, Budget and Finance Office</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/05/2001 - 01/12/2002</b>
Name of Employer <b>United Nations Mission in Kosovo</b>		Name of Supervisor <b>Mr. French Albert</b>	
Salaries per Annum:			
Starting <b>63806</b>	Final <b>42186</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>		Email Address <b>onyeisij@yahoo.com</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>9</b>			
Description of Duties <b>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</b>			
Summarize any of Your Achievements <b>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</b>			
Reasons for Leaving <b>Left after the realization of the mission's mandate.</b>			

Job Title <b>Chief, Vendors/Disbursement Unit</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/05/2000 - 01/05/2001</b>
Name of Employer <b>United Nations Mission in Kosovo [UNMIK]</b>		Name of Supervisor <b>Mr. Samuel Kasamba</b>	
Salaries per Annum:			
Starting <b>63806</b>	Final <b>42186</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>		Email Address <b>atagbuzia@un.org</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>9</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>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.</b>			
Reasons for Leaving <b>Redeployed to Civil Administration</b>			

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

## Salaries per Annum:

Starting	Final	Currency Paid
<b>63806</b>	<b>42186</b>	<b>USD</b>

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 EnvironmentT Programme - UNEP/GEF**

## Name of Supervisor

**Ms. Nooriya Koshen**

## Salaries per Annum:

Starting	Final	Currency Paid
<b>55092</b>	<b>42888</b>	<b>USD</b>

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 un 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
<b>31907</b>	<b>24050</b>	<b>USD</b>

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	Type of Business	From - To
<b>Finance and Budget Manager</b>	<b>Commercial Banking</b>	<b>01/07/1994 - 01/02/1997</b>
Name of Employer	Name of Supervisor	
<b>First Bank of Nigeria PLC</b>	<b>MR. J. Ayoade</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>150792</b>	<b>137072</b>	<b>NGN</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>234531164</b>	<b>onyeisij@yahoo.com</b>	
Address of Employer		
<b>Nigeria</b>		
Number of Employees Supervised by You		
<b>7</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>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.</b>		
Reasons for Leaving		
<b>To face international challenges</b>		

Job Title	Type of Business	From - To
<b>Internal Auditor/Inspection Officer</b>	<b>Commercial Banking</b>	<b>01/04/1990 - 01/12/1991</b>
Name of Employer	Name of Supervisor	
<b>First Bank of Nigeria PLC</b>	<b>Mr. P. Nwiba</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>52600</b>	<b>40920</b>	<b>NGN</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>Yes</b>
Telephone Number	Email Address	
<b>23452254606</b>	<b>onyeisij@yahoo.com</b>	
Address of Employer		
<b>Nigeria</b>		
Number of Employees Supervised by You		
<b>3</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>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.</b>		
Reasons for Leaving		
<b>Company's policy of job rotation for fraud control.</b>		

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



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 <b>Clerical to Supervisory Officer</b>	Type of Business <b>Commercial Banking</b>	From - To <b>01/08/1983 - 01/08/1989</b>
Name of Employer <b>First Bank of Nigeria PLC</b>	Name of Supervisor <b>Mr. P. O. Akpala</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>15744</b>	<b>13800</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>Yes</b>

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Ibo</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Swahili</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Yoruba</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## 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	First Name	Middle Name	Maiden Name, (if any)
DAMOAH	Dickson	KWAKU	N/A
2. Date of Birth	3. City of Birth	Country of Birth	Index No
25/07/1958	ACCRA	Ghana	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ghana	United States of America	United States of America	Ghana
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	102	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	City, Country	From - To
OWEN AT VANDERBILT UNIVERSITY	NASHVILLE, TN United States of America	Aug-1999 - May-2001
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA	Masters	

University Name	City, Country	From - To
ESSEX COUNTY COLLEGE	NEWARK, NJ United States of America	Feb-1996 - Jun-1996
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
CHEMICAL LAB TECH CERTIFICATION	Advanced university degree	

University Name	City, Country	From - To
UNIVERSITY OF CAPE COAST	CAPE COAST Ghana	Jun-1984 - Aug-1988
Main Course of Study	Field of Study	
Teacher Training	Education	
Degree Title or Equivalent	Degree Type	
DIPLOMA EDUCATION	Undergraduate degree	

University Name	City, Country	From - To
UNIVERSITY OF CAPE COAST	CAPE COAST Ghana	Jun-1984 - Aug-1988
Main Course of Study	Field of Study	
Mathematics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
BSc. MATHEMATICS	Bachelor of Sciences	

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

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

## Employment

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

Job Title <b>GCRM Manager (Unilever &amp; GE)</b>		Type of Business <b>Public Relations</b>	From - To <b>01/01/2008 - 01/03/2009</b>
Name of Employer <b>Edelman, Inc.</b>		Name of Supervisor <b>Alan Schoenberger</b>	
Salaries per Annum:			
Starting <b>85000</b>	Final <b>85000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1212704-4597</b>		Email Address <b>dickson.damoah@edelman.com</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>1. Financial Management &amp; 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 &amp; GE) finance</b>			
Summarize any of Your Achievements <b>Within the few weeks have curbed the redundancies in time management, client management and effective customer satisfaction as well as economical decision taken.</b>			
Reasons for Leaving <b>Looking for more challenging opportunities and desire to help fulfill the peace mission under the UN</b>			

Job Title <b>FINANCE SENIOR CONSULTANT</b>		Type of Business <b>COMPUTER SYSTEMS &amp; SERVICES</b>	From - To <b>01/01/2007 - 01/12/2007</b>
Name of Employer <b>DELL INC.</b>		Name of Supervisor <b>MS. CONSUELO RODRIGUEZ</b>	
Salaries per Annum:			
Starting <b>88000</b>	Final <b>88000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1512728-6547</b>		Email Address <b>dickson_damoah@dell.com</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>*LOGISTICS FINANCIAL ANALYSIS *OPERATIONS EXPENSES *HEAD COUNT ANALYSIS * FORECASTING &amp; VARIANCE ANALYSIS *VARIOUS FINANCIAL AD HOC ANALYSIS *VARIANCE ANALYSIS *7 LOGISTICS COST CENTERS BUDGET/OPEX/FORECAST/ACCOUNTING-BALANCE SHEET RECONCILIATION/P&amp;L/JE/ COST BENEFIT ANALYSIS</b>			
Summarize any of Your Achievements <b>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%</b>			
Reasons for Leaving <b>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.</b>			

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

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	Type of Business	From - To
<b>Sr. Financial Analyst</b>	<b>SHIPPING &amp; TRUCKING</b>	<b>01/08/2001 - 01/07/2002</b>
Name of Employer	Name of Supervisor	
<b>UNIVERSAL TRUCKING &amp; SHIPPING, INC.</b>	<b>MR. KOFI BAWUAH, PRESIDENT</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>57200</b>	<b>59000</b>	<b>USD</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>1732381-6977</b>	<b>USHIPCO@AOL.COM</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>9</b>		
Description of Duties		
<b>COST CONTROL ANALYSIS, PRICING, FORECASTING, BUDGETING STRATEGIC ANALYSIS AND MORE AD HOC MANAGERIAL ACTIVITIES</b>		
Summarize any of Your Achievements		
<b>MANAGED TO REDUCE LOGISTICS COST BY 25%, INCREASED RELIABILITY AND DUE DILIGENT BY 15% AND 21% RESPECTIVELY. RESPONSIBITY PROFIT INCREASED BY 17%</b>		
Reasons for Leaving		
<b>THE EFFECT OF 9/11</b>		

Job Title	Type of Business	From - To
<b>PROGRAM ANALYST</b>	<b>E-COMMERCE RESEARCH &amp; ANAYSIS</b>	<b>01/06/2000 - 01/08/2000</b>
Name of Employer	Name of Supervisor	
<b>U.S. GENERAL SERVICES ADMINISTRATION</b>	<b>JOHN HEART, Ph.D</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>28800</b>	<b>28800</b>	<b>USD</b>
Is this a civil servant position of your Government?		<b>Yes</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>1202501-1667</b>	<b>john.heart@gsa.gov</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>Assisted in achieving successful pilot program to implement the cost effective e-commerce process</b>		
Reasons for Leaving		
<b>End of summer internship</b>		

Job Title	Type of Business	From - To
<b>FINANCIAL ANALYST</b>	<b>INSURANCE AND CONSULTING</b>	<b>01/03/1996 - 01/07/1999</b>
Name of Employer	Name of Supervisor	
<b>BKB FINANCIAL CENTER, INC.</b>	<b>MR. ELVIS BOAMAH</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>35600</b>	<b>42000</b>	<b>USD</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>1973242-0075</b>	<b>elvisboamah@aol.com</b>	
Address of Employer		
<b>United States of America</b>		

Number of Employees Supervised by You
<b>2</b>
Description of Duties
<b>Financial Models, forecasting, pricing budgeting and strategic management for clients</b>
Summarize any of Your Achievements
<b>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%</b>
Reasons for Leaving
<b>back to School full time for my MBA</b>

Job Title	Type of Business	From - To
<b>SALES REPRESENTATIVE</b>	<b>ADVERTISING</b>	<b>01/03/1991 - 01/02/1996</b>
Name of Employer	Name of Supervisor	
<b>SJT IMAGING, INC.</b>	<b>MR. FRANK SCIORRA</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>25000</b>	<b>32500</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
<b>1201329 7711</b>	<b>fsciorra@sjtimaging.com</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>2</b>		
Description of Duties		
<b>SALES, RESEARCH ANALYSIS, DATA ENTRY FINANCIAL MODELS</b>		
Summarize any of Your Achievements		
<b>ASSISTED TO GENERATE MORE SALES INCREASING PRODUCTION BY 12 %</b>		
Reasons for Leaving		
<b>BACK TO SCHOOL</b>		

Job Title	Type of Business	From - To
<b>DEPUTY REGIONAL COORDINATOR</b>	<b>GOVERNMENT</b>	<b>01/10/1988 - 01/12/1990</b>
Name of Employer	Name of Supervisor	
<b>GHANA NATIONAL SERVICE SECRETARIATE</b>	<b>MS. GIFTY MAHAMMA</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>75000</b>	<b>75000</b>	<b>GHC</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>Ghana</b>		
Number of Employees Supervised by You		
<b>25</b>		
Description of Duties		
<b>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</b>		
Summarize any of Your Achievements		
<b>ASSISTED IN POSITIVE DISTRIBUTION TO THE GRASSROOT AREAS, INCREASED EFFECTIVE PERSONNEL EFFICIENCY BY 20 %</b>		
Reasons for Leaving		
<b>CAME OVER TO THE USA TO FURTHER MY EDUCATION</b>		

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **40** French - **20**

List any office machines or equipment you can use:

**computers, copiers, scanners, fax, conferenceing set up**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Ewe</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Ga</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Akan</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Fante</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Twi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

## Personal History Profile for Ata EL-OMARI

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
EL-OMARI	Ata	Mohammed	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
26/06/1961	Gaza - PNA	Other	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Other		Other	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	90	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	City, Country	From - To
The Islamic University	Gaza Strip - Gaza Other	Sep-2003 - Oct-2005
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters in Accounting and Finacne	Masters	

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

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

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

## Employment

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

Job Title	Type of Business	From - To
Administrative Officer	Peacekeeping Mission	01/10/2009 - 01/12/2009
Name of Employer		Name of Supervisor
UNMIS		Ms. Heather Landon
Salaries per Annum:		
Starting	Final	Currency Paid
120000	120000	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 <b>Senior Administrative Support Services Officer</b>		Type of Business <b>Relief Operations</b>	From - To <b>01/10/2008 -</b>
Name of Employer <b>UNRWA</b>		Name of Supervisor <b>Mr. Sebastien Trives</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>30000</b>	<b>36000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>97208288 7865</b>		Email Address <b>a.omari@unrwa.org</b>	
Address of Employer <b>Other</b>			
Number of Employees Supervised by You <b>41</b>			
Description of Duties <b>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;</b>			
Summarize any of Your Achievements <b>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...</b>			
Reasons for Leaving <b>still workin</b>			

Job Title <b>Budget Officer</b>		Type of Business <b>Relief and Works Agency</b>	From - To <b>01/06/1997 - 01/09/2008</b>
Name of Employer <b>UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East</b>		Name of Supervisor <b>Mr. Sean Vercammen</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>12000</b>	<b>15600</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>97208288 7366</b>		Email Address <b>a.omari@unrwa.org</b>	
Address of Employer <b>Other</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>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</b>			
Summarize any of Your Achievements <b>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).</b>			
Reasons for Leaving <b>Promotion.</b>			

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

Starting <b>7500</b>	Final <b>9600</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>97208288 7366</b>		Email Address <b>a.omari@unrwa.org</b>	
Address of Employer <b>Other</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>Computerization of all soft commitments raise against budget codes.</b>			
Reasons for Leaving <b>Promotion to the post of Budget Officer.</b>			

Job Title <b>Cashier</b>	Type of Business <b>Relief and Works Agency</b>	From - To <b>01/05/1994 - 01/08/1995</b>
Name of Employer <b>UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East</b>		Name of Supervisor <b>Mr. Armado Diaz</b>
Salaries per Annum: Starting <b>7200</b>	Final <b>7800</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>97208288 7366</b>		Email Address <b>a.omari@unrwa.org</b>
Address of Employer <b>Other</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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...</b>		
Reasons for Leaving <b>Promotion to the post of Assistant Budget Officer</b>		

Job Title <b>Administrative Assistant</b>	Type of Business <b>Relief and Works Agency</b>	From - To <b>01/08/1992 - 01/05/1994</b>
Name of Employer <b>UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East</b>		Name of Supervisor <b>Mr. John Dalhman</b>
Salaries per Annum: Starting <b>7000</b>	Final <b>7100</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>97208288 7366</b>		Email Address <b>a.omari@unrwa.org</b>
Address of Employer <b>Other</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>--</b>		
Reasons for Leaving <b>Transfer to a permanant post instead of a fixed term post.Work for finance department in my field of specialist.</b>		

Job Title <b>Administrative Clerk "A"</b>	Type of Business <b>Relief and Works Agency</b>	From - To <b>01/05/1988 - 01/08/1992</b>
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Name of Employer <b>UNRWA - United Nations Relief and Works Agency for Palestine Refugee in the Near East</b>			Name of Supervisor <b>John Dalhman</b>		
Salaries per Annum:					
Starting		Final		Currency Paid	
<b>6000</b>		<b>6400</b>		<b>USD</b>	
			Is this a civil servant position of your Government? <b>No</b>		
			Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>97208288 7366</b>			Email Address <b>a.omari@unrwa.org</b>		
Address of Employer <b>Other</b>					
Number of Employees Supervised by You					
Description of Duties <b>1. Performing different clerical works such as typing, filing etc.2. Assisting in tender and budget preparation</b>					
Summarize any of Your Achievements -					
Reasons for Leaving <b>Promotion to the post of Administrative Assistant</b>					

Job Title <b>Accountant</b>		Type of Business <b>Trading company</b>		From - To <b>01/04/1986 - 01/06/1987</b>	
Name of Employer <b>Al-Hossari Trading Company</b>		Name of Supervisor <b>Mr. Walid Al-Hossary</b>			
Salaries per Annum:					
Starting		Final		Currency Paid	
<b>3600</b>		<b>3600</b>		<b>JOD</b>	
			Is this a civil servant position of your Government? <b>No</b>		
			Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>97208288 7366</b>			Email Address <b>a.omari@unrwa.org</b>		
Address of Employer <b>Other</b>					
Number of Employees Supervised by You					
Description of Duties <b>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.</b>					
Summarize any of Your Achievements -					
Reasons for Leaving <b>Establishment of a private business</b>					

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Arabic</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

**Address**

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	First Name	Middle Name	Maiden Name, (if any)
<b>GUPTA</b>	<b>Pankaj</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>22/12/1952</b>	<b>Delhi</b>	<b>India</b>	<b>129172</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>India</b>		<b>India</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>166</b>	<b>67</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>pgupta.who@gmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

## Employment

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

Job Title	Type of Business	From - To
<b>Chief, Finance &amp; Administration</b>	<b>International Technical Advisors</b>	<b>01/07/2008 - 01/12/2008</b>
Name of Employer		Name of Supervisor
<b>GTZ (German Technical Cooperation)</b>		<b>Mr Lorenz Pohlmeier</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>66000</b>	<b>66000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
<b>23276300320</b>	<b>pgupta.who@gmail.com</b>	
Address of Employer		
<b>Sierra Leone</b>		
Number of Employees Supervised by You		

## 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 <b>Budget Analyst</b>		Type of Business <b>Budget and Finance</b>	From - To <b>01/05/2004 - 01/03/2008</b>
Name of Employer <b>World Health Organisation</b>		Name of Supervisor <b>Mr S S Easwar</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>pgupta.who@gmail.com</b>	
Address of Employer <b>Denmark</b>			
Number of Employees Supervised by You			
Description of Duties <b>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</b>			
Summarize any of Your Achievements <b>PREPARED MONTHLY MIS REPORT FOR DIRECTOR FINANCE WHICH WAS ADOPTED AS A REGULAR REPORT FOR DIRECTOR'S DECISION MAKING PROCESS</b>			
Reasons for Leaving <b>Better prospects</b>			

Job Title <b>Senior vice president (Finance)</b>		Type of Business <b>manufacturing</b>	From - To <b>01/07/1998 - 01/04/2002</b>
Name of Employer <b>Vam Organic Chemicals limited</b>		Name of Supervisor <b>Mr S S Bhartia</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1600000</b>	<b>1900000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>35</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>IMPLEMENTED erp SYSTEM IN THE ORGANISATION. DECENTRALISED THE ACCOUNTS DEPARTMENT TO FALL IN LINE WITH THE PROFIT CENTRES</b>			
Reasons for Leaving <b>Geographical relocation to Denmark due to wife's employment</b>			

Job Title <b>Controller-Accounts and Finance</b>		Type of Business <b>Media Entertainment</b>	From - To <b>01/09/1995 - 01/06/1998</b>
Name of Employer <b>TV India limited</b>		Name of Supervisor <b>Mr Pradip Chanda</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>750000</b>	<b>1200000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>No</b>

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

Job Title <b>Senoir General Manager-Finance</b>		Type of Business <b>manufacturing</b>	From - To <b>01/04/1993 - 01/08/1995</b>
Name of Employer <b>JK Dairy &amp; Foods limited</b>		Name of Supervisor <b>Mr Harshpat Singhania</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>300000</b>	<b>350000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>6</b>			
Description of Duties <b>Prepared operational budget, MIS, assisted EDP in computerizing the accounts department including processing of salaries and other payments</b>			
Summarize any of Your Achievements <b>established systems and procedures in accounts department</b>			
Reasons for Leaving <b>better prospects</b>			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

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

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

## 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<br><b>HERSI</b>                       | First Name<br><b>Abdi Abdullahi</b>          | Middle Name<br><b>Abdullahi</b>                    | Maiden Name, (if any)                        |
| 2. Date of Birth<br><b>01/05/1950</b>                | 3. City of Birth<br><b>Eil-Afwein</b>        | Country of Birth<br><b>Somalia</b>                 | Index No<br><b>806708</b>                    |
| 4. Country of Nationality at Birth<br><b>Somalia</b> | Second Nationality (if any)<br><b>Canada</b> | 5. Country of Present Nationality<br><b>Canada</b> | Second Nationality (if any)<br><b>Canada</b> |
| 6. Gender<br><b>Male</b>                             | 7. Height [cm]<br><b>172</b>                 | 8. Weight [kg]<br><b>65</b>                        | 9. Marital Status<br><b>Married</b>          |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **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 <b>St. Paul University</b>	City, Country <b>Ottawa Canada</b>	From - To <b>Sep-2001 - Apr-2004</b>
Main Course of Study <b>Peace and Conflict Studies</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Leadership development &amp; conflict studies</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>Somali National University</b>	City, Country <b>Mogadishu Somalia</b>	From - To <b>Jun-1975 - Apr-1978</b>
Main Course of Study <b>Mathematics</b>	Field of Study <b>Mathematics &amp; Statistics</b>	
Degree Title or Equivalent <b>BSc in Mathematics</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Learn net Business and Technology college</b>	City, Country <b>Ottawa Canada</b>	From - To <b>Sep-1998 - Aug-1999</b>
Main Course of Study <b>Computer Hardware and Software studies</b>		Certificate or Diploma <b>Certificate in A+, MCP, MCSE</b>

Name of School <b>Canadian Institute for Conflict Resolution</b>	City, Country <b>Ottawa Canada</b>	From - To <b>May-1995 - Apr-1996</b>
Main Course of Study <b>Third Party Neutral, Mediation, Group process, principles, practice and reflections.</b>		Certificate or Diploma <b>Certificates in Conflict resolutions.</b>

Name of School <b>University of Ottawa</b>	City, Country <b>Ottawa Canada</b>	From - To <b>Sep-1990 - Apr-1991</b>
Main Course of Study <b>Financial accounts</b>		Certificate or Diploma <b>Business Finance certificate</b>

Name of School <b>Algonquin College</b>	City, Country <b>Ottawa Canada</b>	From - To <b>Aug-1989 - May-1990</b>
Main Course of Study <b>Business Administration in Finance &amp; Accounting</b>		Certificate or Diploma <b>Business Administration</b>

Name of School <b>York University</b>	City, Country <b>Ottawa Canada</b>	From - To <b>Feb-1988 - Jul-1988</b>
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Main Course of Study <b>Business Management</b>		Certificate or Diploma <b>Business Administration certificate</b>
Name of School <b>University of Alexandria</b>	City, Country <b>Alexandria Egypt</b>	From - To <b>Oct-1980 - Sep-1981</b>
Main Course of Study <b>Statistics</b>		Certificate or Diploma <b>Bio-Statistics Diploma</b>
Name of School <b>National Teachers Education College</b>	City, Country <b>Afgoi Somalia</b>	From - To <b>Aug-1971 - Jan-1972</b>
Main Course of Study <b>Practical training to teach in primary schools</b>		Certificate or Diploma <b>Teaching Certificate</b>

## Employment

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

Job Title <b>Administrative Officer</b>	Type of Business <b>UN Mission</b>	From - To <b>01/05/2009 -</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Wolfgang Weisegger</b>
Salaries per Annum: Starting <b>86000</b>	Final <b>86000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You		
Description of Duties <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> <li>• 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</li> <li>• Provide effective monitoring reports and data and Identify deviations from plans and propose corrective measures</li> <li>• Implement and monitor support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support</li> <li>• 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</li> <li>• Provide expert guidance and leadership to more junior staff</li> <li>• Provide administrative support to military and police component of the mission.</li> </ul>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>Not leaving</b>		

  

Job Title <b>Finance and Administration Manager, Sudan Country Office</b>	Type of Business <b>Humanitarian Organization</b>	From - To <b>01/01/2008 - 01/03/2009</b>
Name of Employer <b>Norwegian Refugee Council</b>		Name of Supervisor <b>Alexander Jones</b>
Salaries per Annum: Starting <b>99156</b>	Final <b>99156</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>249915300111</b>		Email Address <b>dayah@rogers.com</b>
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>60</b>		
Description of Duties <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• Maintain overall budget control and monitor cash flows and expenditures</li> <li>• Provide up-to-date analysis and regular reports of the financial situation in the programme to headquarters (HQ) in Oslo</li> <li>• Reconcile accounts with NRC HQ in Oslo on stipulated dates</li> <li>• Conduct training in financial management and monitoring for NRC's Project Managers, Coordinators and other relevant project personnel</li> <li>• Conduct training of and maintain a supervisory role for the Administration Officers, Finance Officers and Logistics Officers. This also includes performance monitoring and appraisals</li> <li>• 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</li> <li>• Conduct spot checks on transactions and have a particular responsibility towards maintaining transparency and accountability within finance and administration</li> <li>• Maintain daily responsibility for local staff issues, i.e. contracts, job descriptions, salary scales, leave, benefit etc.</li> <li>• Facilitate frequent staff meetings for the national staff, and update the staff on new NRC guidelines, regulations etc.</li> <li>• 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</li> <li>• 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.</li> </ul>		

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	Type of Business	From - To
<b>Head of Finance and Administration</b>	<b>Humanitarian Assistance</b>	<b>01/04/2004 - 01/12/2007</b>
Name of Employer	Name of Supervisor	
<b>United Nations World Food Programme (WFP) Jalalabad &amp; Herat Offices, Afghanistan &amp; North Korea</b>	<b>Mr. Mageed Yahia</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>36000</b>	<b>36000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
	<b>mageed.yahia@wfp.org</b>	
Address of Employer		
<b>Afghanistan</b>		
Number of Employees Supervised by You		
<b>62</b>		
Description of Duties		
<b>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.</b>		
Summarize any of Your Achievements		
<b>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.</b>		
Reasons for Leaving		
<b>I worked as a UNV nearly four years with WFP and I received a better package offer from NCR Sudan.</b>		

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

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

<b>30000</b>	<b>36000</b>	<b>CAD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1613736-7505</b>		Email Address <b>mali@magma.ca</b>	
Address of Employer <b>Canada</b>			
Number of Employees Supervised by You			
Description of Duties <b>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 &amp; 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</b>			
Summarize any of Your Achievements <b>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.</b>			
Reasons for Leaving <b>To join humanitarian organization (HACPAD)</b>			

Job Title <b>Procurement Officer</b>		Type of Business <b>Trade</b>	From - To <b>01/04/1995 - 01/12/1998</b>
Name of Employer <b>Trade Hub International Inc.</b>		Name of Supervisor <b>Allen James</b>	
Salaries per Annum:			
Starting <b>26000</b>	Final <b>32000</b>	Currency Paid <b>CAD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Canada</b>			
Number of Employees Supervised by You			
Description of Duties <b>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;</b>			
Summarize any of Your Achievements <b>Contributed the development of company's procurement policies and procedures; developed standards and criteria for the evaluation of goods, services, supplier capacity.</b>			
Reasons for Leaving <b>To change career and work in the high tech sector.</b>			

Job Title <b>Financial Service Officer</b>		Type of Business <b>Banking</b>	From - To <b>01/05/1988 - 01/06/1995</b>
Name of Employer <b>Royal Bank of Canada</b>		Name of Supervisor <b>Ian Parks</b>	
Salaries per Annum:			
Starting <b>18000</b>	Final <b>24000</b>	Currency Paid <b>CAD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Canada</b>			
Number of Employees Supervised by You			
Description of Duties <b>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</b>			
Summarize any of Your Achievements <b>Promoted the bank products by cross selling procedures and received certificates of achievements from the management of the bank.</b>			
Reasons for Leaving <b>To change the Banking career and practically involve in to sales.</b>			

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

Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>3780</b>	<b>5400</b>	<b>KWD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address			
Address of Employer					
<b>Kuwait</b>					
Number of Employees Supervised by You					
Description of Duties					
<b>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</b>					
Summarize any of Your Achievements					
<b>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.</b>					
Reasons for Leaving					
<b>Moved to Canada</b>					

Job Title		Type of Business	From - To
<b>Head of the Department of Statistics</b>		<b>Government Ministry</b>	<b>01/07/1979 - 01/08/1980</b>
Name of Employer		Name of Supervisor	
<b>Ministry of Health, Mogadishu, Somalia</b>		<b>Yassin Farah</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>16000</b>	<b>16800</b>	<b>SOS</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
<b>Somalia</b>			
Number of Employees Supervised by You			
Description of Duties			
<b>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.</b>			
Summarize any of Your Achievements			
<b>Designed and maintained appropriate filing system and statistical records.</b>			
Reasons for Leaving			
<b>I was awarded a one year scholarship offered by World Health Organization in Alexandria University, Egypt.</b>			

Job Title		Type of Business	From - To
<b>Primary School Teacher</b>		<b>Teaching</b>	<b>01/02/1972 - 01/05/1975</b>
Name of Employer		Name of Supervisor	
<b>Ministry of Education Somalia</b>		<b>Abdullahi Nur</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>5100</b>	<b>5100</b>	<b>SOS</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
<b>Somalia</b>			
Number of Employees Supervised by You			
Description of Duties			
<b>• Taught Mathematics and Arabic in public schools</b>			
Summarize any of Your Achievements			
<b>The Minister of education Offered me to a University education scholarship</b>			
Reasons for Leaving			
<b>Enrolled Somali National University</b>			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
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 <b>IBRAHIM</b>	First Name <b>Mohammed</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>11/12/1970</b>	3. City of Birth <b>Khartoum</b>	Country of Birth <b>Sudan</b>	Index No <b>494933</b>
4. Country of Nationality at Birth <b>Sudan</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Sudan</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>189</b>	8. Weight [kg] <b>90</b>	9. Marital Status <b>Single</b>

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

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

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

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

14. Would you accept employment for less than six months? **Yes**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **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 <b>Khartoum University</b>	City, Country <b>Khartoum Sudan</b>	From - To <b>Jan-2000 - Sep-2001</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Post-Graduate Diploma in Accounting &amp; Finance</b>	Degree Type <b>Postgraduate degree</b>	

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

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

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

## Employment

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

Job Title <b>Finance Officer, Pay &amp; Allowance/Travel Unit Chief</b>	Type of Business <b>United Nations Peacekeeping Mission</b>	From - To <b>01/07/2007 -</b>
Name of Employer <b>United Nations Interim Force In Lebanon - UNIFIL</b>		Name of Supervisor <b>Adang Sanuise</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting <b>52408</b>	Final <b>53662</b>	Currency Paid <b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>9611827000</b>		Email Address <b>Ibrahim5@un.org</b>	
Address of Employer <b>Lebanon</b>			
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 approved 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 <b>Regional Finance Officer - P-2</b>	Type of Business <b>Regional Finance Officer</b>	From - To <b>01/11/2004 - 01/06/2007</b>
Name of Employer <b>United Nations - Peace Keeping Mission - MONUC</b>	Name of Supervisor <b>Mr. Alfred Podritschnig - Regional Admin. Officer</b>	
Salaries per Annum: Starting <b>50465</b>	Final <b>50465</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>243819609423</b>		Email Address <b>Ibrahim5@un.org/Mohammedwfp10@Yahoo.com</b>
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>11</b>		
Description of Duties <b>Interpret, implement, advise and provide guidance on the applications of financial rules and regulations and ensure compliance with approved financial policies 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.</b>		
Summarize any of Your Achievements <b>Execution of effective accounting operation where methodology is established or accounting problems have precedents adherence to pertinent UN Regulations and Rules.</b>		
Reasons for Leaving <b>Reassignment with Promotion</b>		

Job Title <b>UNV Finance &amp; Administration Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/07/2003 - 01/11/2004</b>
Name of Employer <b>United Nations World Food Programme</b>	Name of Supervisor <b>Mr. El-Migdad Abdalla</b>	
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>mohammed.ibrahim@wfp.org</b>
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>21</b>		
Description of Duties <b>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</b>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>I been Offered PROFESSIONAL post,</b>		



Job Title <b>Senior Finance Assistant</b>	Type of Business <b>United Nations</b>	From - To <b>01/07/1999 - 01/07/2003</b>
Name of Employer <b>United Nations World Food Programme</b>	Name of Supervisor <b>Mr. Telaye Tesfaye</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>7500</b>	<b>10400</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>249183260160</b>	Email Address		
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>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,</b>			
Summarize any of Your Achievements <b>Maintain administrative control records such as commitments and expenditures,</b>			
Reasons for Leaving <b>International Assignment – WFP Afghanistan</b>			

Job Title <b>Senior Finance Staff</b>	Type of Business <b>United Nations</b>	From - To <b>01/12/1998 - 01/07/1999</b>
Name of Employer <b>Food and Agriculture Organization of United Nations</b>	Name of Supervisor <b>Mohammed Emad Eldin Y</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>5000</b>	<b>6000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>249183779368</b>	Email Address <b>FAO-SD@FAO.ORG</b>		
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>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;</b>			
Reasons for Leaving <b>Replacement - SSA Contract</b>			

Job Title <b>Staff Assistant</b>	Type of Business <b>Bank</b>	From - To <b>01/08/1996 - 01/12/1998</b>
Name of Employer <b>MashreqBank</b>	Name of Supervisor <b>Abdel Khalig Sammani - General Manager</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2000</b>	<b>2800</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>249183772750</b>	Email Address		
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>0</b>			
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 intrested 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 - Eygpt, 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

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## Personal History Profile for Quazi ISLAM

### General Details

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

### Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

### Employment

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

Job Title	Type of Business	From - To
<b>Chief, Disbursement/Deputy CFO</b>	<b>Peace-keeping Mission</b>	<b>01/07/2008 -</b>
Name of Employer	Name of Supervisor	
<b>ONUCI</b>	<b>Ramesh Singh</b>	
Salaries per Annum:	Is this a civil servant position of your Government? <b>No</b>	
Starting	Is this a position within the UN Common System? <b>Yes</b>	
Final		
Currency Paid		
Telephone Number	Email Address	
<b>2250620</b>	<b>qjohir@yahoo.com</b>	
Address of Employer		
<b>Cote d Ivoire</b>		
Number of Employees Supervised by You		
<b>8</b>		
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. Advise 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 <b>Finance Officer/Chief Payroll/Deputy CFO</b>	Type of Business <b>DPKO Finance</b>	From - To <b>01/12/2004 - 01/06/2008</b>
Name of Employer <b>ONUCI</b>	Name of Supervisor <b>Mr. Ramesh Singh</b>	
Salaries per Annum: Starting <b>Final</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>0012129634432</b>	Email Address <b>islamq@un.org</b>	
Address of Employer <b>Cote d Ivoire</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties <b>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 ONUCI 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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>For better opportunity</b>		

Job Title <b>Operations Manager</b>	Type of Business <b>Head of Administrative Services</b>	From - To <b>01/09/2003 - 01/11/2004</b>
Name of Employer <b>UNFPA</b>	Name of Supervisor <b>Suneeta Mukherjee</b>	
Salaries per Annum: Starting <b>1440000</b>	Final <b>1809000</b>	Currency Paid <b>BDT</b>
		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>88028118600</b>	Email Address <b>unfpa-bangladesh@unfpa.org</b>	
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>For International Assignment</b>		

Job Title	Type of Business	From - To
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<b>Head of Finance and Administration</b>		<b>Finance and Administration</b>		<b>01/04/2003 - 01/09/2003</b>
Name of Employer <b>UNDP</b>		Name of Supervisor <b>Michael Hyne</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>960000</b>	<b>1200000</b>	<b>BDT</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>88028118600</b>		Email Address <b>michael.hyne@undp.org</b>		
Address of Employer <b>Bangladesh</b>				
Number of Employees Supervised by You <b>22</b>				
Description of Duties <b>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.</b>				
Summarize any of Your Achievements <b>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.</b>				
Reasons for Leaving <b>For wider scope of work</b>				

<b>Job Title</b> <b>Finance Officer</b>		<b>Type of Business</b> <b>Finance</b>		<b>From - To</b> <b>01/04/2000 - 01/04/2003</b>
Name of Employer <b>UNMIK</b>		Name of Supervisor <b>Dess Amanu</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>36000</b>	<b>36000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address		
Address of Employer <b>Yugoslavia</b>				
Number of Employees Supervised by You <b>2</b>				
Description of Duties <b>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.</b>				
Summarize any of Your Achievements <b>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.</b>				
Reasons for Leaving <b>Worked as UNV, left to be Professional.</b>				

<b>Job Title</b> <b>Assistant Finance Manager</b>		<b>Type of Business</b> <b>Finance</b>		<b>From - To</b> <b>01/08/1996 - 01/03/2000</b>
Name of Employer <b>Save the Children UK</b>		Name of Supervisor <b>Mozibur Rahman</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>350000</b>	<b>400000</b>	<b>BDT</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address <b>mujib03@yahoo.com</b>		
Address of Employer <b>Bangladesh</b>				
Number of Employees Supervised by You <b>8</b>				
Description of Duties <b>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.</b>				
Summarize any of Your Achievements <b>Developed Finance Archive, contributed to develop country office Financial Policy and Staff Charter.</b>				
Reasons for Leaving <b>To work at International environment</b>				

Job Title <b>Accounts Officer</b>		Type of Business <b>National NGO</b>	From - To <b>01/10/1991 - 01/07/1996</b>
Name of Employer <b>Centre for Mass Education in Science</b>		Name of Supervisor <b>Dr. Muhammad Ibrahim</b>	
Salaries per Annum:			
Starting <b>120000</b>	Final <b>150000</b>	Currency Paid <b>BDT</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Bangladesh</b>			
Number of Employees Supervised by You <b>14</b>			
Description of Duties <b>Was responsibel 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.</b>			
Summarize any of Your Achievements <b>Formed a audit committe and worked as member secretary of the committee. Developed Financial guideline for the organization</b>			
Reasons for Leaving <b>To work for International NGO</b>			

Job Title <b>Accountant</b>		Type of Business <b>World Largest NGO</b>	From - To <b>01/06/1990 - 01/09/1991</b>
Name of Employer <b>BRAC</b>		Name of Supervisor <b>Shahjahan Chowdhury</b>	
Salaries per Annum:			
Starting <b>52000</b>	Final <b>70000</b>	Currency Paid <b>BDT</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Bangladesh</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>Handled successfully microcredit of 12.5 million BDT and maintained recovery of 99%.</b>			
Reasons for Leaving <b>For wider scope of work</b>			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>Bengali</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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, Attecoube 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.

## Personal History Profile for Gabriel KANG

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KANG	Gabriel	Buh	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
09/10/1965	Wum	Cameroon	226840
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Cameroon		Cameroon	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	95	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	City, Country	From - To
London Metropolitan University	London United Kingdom	Sep-2003 - Aug-2004
Main Course of Study	Field of Study	
Investment Analysis	Business & Administration	
Degree Title or Equivalent	Degree Type	
M.Sc. in Financial Markets and Derivatives	Masters	

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

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

Name of School	City, Country	From - To
Government High School Wum	Wum Cameroon	Sep-1981 - Jun-1986
Main Course of Study		Certificate or Diploma
Mathematics, Additional Mathematics, Chemistry, Biology, Physics, Geography, History, French, English Language		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	Type of Business	From - To
Finance and Budget Officer	Peace Building	01/01/2009 -
Name of Employer		Name of Supervisor
United Nations Peace Building Office in Central African Republic (BONUCA)		Mr. Honoré Bobo
Salaries per Annum:		
Starting	Final	Currency Paid
46718	66843	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	
	bobo@un.org	
Address of Employer		
Central African Republic		



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 <b>441934647086</b>	Email Address <b>phil.heycock@waht.swest.nhs.uk</b>
Address of Employer <b>United Kingdom</b>	
Number of Employees Supervised by You <b>2</b>	
Description of Duties <b>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.</b>	
Summarize any of Your Achievements <b>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</b>	
Reasons for Leaving <b>To take up volunteer position of UNV Finance Officer, UNV Support Office</b>	

Job Title <b>Accounts Assistant / House Manager</b>	Type of Business <b>Property Management</b>	From - To <b>01/10/2002 - 01/06/2005</b>								
Name of Employer <b>Chancery St James Plc</b>	Name of Supervisor <b>Mrs. Barbara Smith</b>									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Starting</td> <td style="width: 20%;">Final</td> <td style="width: 20%;">Currency Paid</td> <td style="width: 40%;">Is this a civil servant position of your Government? <b>No</b></td> </tr> <tr> <td><b>15500</b></td> <td><b>16300</b></td> <td><b>GBP</b></td> <td>Is this a position within the UN Common System? <b>No</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	<b>15500</b>	<b>16300</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
<b>15500</b>	<b>16300</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>							
Telephone Number <b>4402077478234</b>										
Address of Employer <b>United Kingdom</b>										
Number of Employees Supervised by You <b>50</b>										
Description of Duties <b>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.</b>										
Summarize any of Your Achievements <b>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</b>										
Reasons for Leaving <b>I left to meet my wife in Weston-super-Mare</b>										

Job Title <b>Finance and Administration Manager</b>	Type of Business <b>Ministry of Religion</b>	From - To <b>01/10/2002 - 01/11/2004</b>								
Name of Employer <b>Jubilee Christian Centre</b>	Name of Supervisor <b>Bishop (Dr.) Ben Egbujor</b>									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Starting</td> <td style="width: 20%;">Final</td> <td style="width: 20%;">Currency Paid</td> <td style="width: 40%;">Is this a civil servant position of your Government? <b>No</b></td> </tr> <tr> <td><b>2400</b></td> <td><b>4800</b></td> <td><b>GBP</b></td> <td>Is this a position within the UN Common System? <b>No</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	<b>2400</b>	<b>4800</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
<b>2400</b>	<b>4800</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>							
Telephone Number <b>442072775999</b>										
Address of Employer <b>United Kingdom</b>										
Number of Employees Supervised by You <b>10</b>										
Description of Duties <b>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.</b>										
Summarize any of Your Achievements <b>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</b>										
Reasons for Leaving - - - - -										

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

Job Title <b>High School Tutor</b>	Type of Business <b>Education</b>	From - To <b>01/09/1996 - 01/08/2002</b>
Name of Employer <b>Ministry of National Education, Cameroon</b>	Name of Supervisor <b>Mr. Mola Njoh</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>Yes</b> <b>1800000</b> <b>3120000</b> <b>XAF</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number                      Email Address <b>mola.njoh@yahoo.co.uk</b>		
Address of Employer <b>Cameroon</b>		
Number of Employees Supervised by You <b>450</b>		
Description of Duties <b>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)</b>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>I went to the United Kingdom to complete my studies in Chartered Accountancy and my M.Sc. in Finance</b>		

Job Title <b>Finance and Administration Manager</b>	Type of Business <b>Bible Translation and Literacy</b>	From - To <b>01/02/1995 - 01/09/1996</b>
Name of Employer <b>Cameroon Association for Bible Translation and Literacy (CABTAL)</b>	Name of Supervisor <b>Mr. Jean Charcot Manfo</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>1720000</b> <b>2400000</b> <b>XAF</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number                      Email Address <b>info@cabtal.org</b>		
Address of Employer <b>Cameroon</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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</b>		
Reasons for Leaving <b>I left to take up the position of High School Teacher</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

# 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	First Name	Middle Name	Maiden Name, (if any)
KARMAKER	Uttam		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
31/12/1965		Bangladesh	429781
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Bangladesh		Bangladesh	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	163	60	
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	City, Country	From - To
University of Ulster	Jordanstown, Northern Ireland United Kingdom	Jun-1998 - Sep-1999
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Arts in Government Financial Management	Postgraduate degree	

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

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

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

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

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

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

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

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

# Employment

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

Job Title <b>Audit Specialist</b>	Type of Business <b>Financial Management</b>	From - To <b>01/08/2008 -</b>
Name of Employer <b>Financial Management Reforms Programme Project</b>		Name of Supervisor <b>Mr. Conleth Heron, Component Leader</b>
Salaries per Annum: Starting <b>1140000</b>	Final <b>1140000</b>	Currency Paid <b>BDT</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>88029350187</b>	Email Address <b>uttam9@yahoo.com</b>	
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>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</b>		
Summarize any of Your Achievements <b>Field audit has been completed, substantail audit findings are collected and the work on preparation of management letter and audit is being done.</b>		
Reasons for Leaving <b>Not applicable</b>		

Job Title <b>Director</b>	Type of Business <b>Audit</b>	From - To <b>01/04/2006 - 01/08/2008</b>
Name of Employer <b>Comptroller and Auditor General of Bangladesh</b>		Name of Supervisor <b>Mr. Wazir Ahmed Fateh</b>
Salaries per Annum: Starting <b>250000</b>	Final <b>250000</b>	Currency Paid <b>BDT</b>
	Is this a civil servant position of your Government? <b>Yes</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>88028332928</b>	Email Address <b>uttam9@yahoo.com</b>	
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>170</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>To join a government project as Audit Specialist</b>		

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

Starting <b>250000</b>	Final <b>250000</b>	Currency Paid <b>BDT</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>88052162268</b>		Email Address <b>uttam9@yahoo.com</b>	
Address of Employer <b>Bangladesh</b>			
Number of Employees Supervised by You <b>15</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>Reduce the audit observations by taking crush programmes. Regularise all payments. Ensure regular submission of reconciled accounts.</b>			
Reasons for Leaving <b>Transfer</b>			

Job Title <b>Finance Officer-Chief, Pay and Allowances Unit</b>	Type of Business <b>Chief, Pay and Allowances Unit</b>	From - To <b>01/09/2004 - 01/08/2005</b>
Name of Employer <b>UNMISSET</b>	Name of Supervisor <b>Chandan Kanti Baidya</b>	
Salaries per Annum: Starting <b>69779</b>	Final <b>69779</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>12129630099</b>		Email Address <b>karmaker@un.org</b>
Address of Employer <b>Australia</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>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</b>		
Summarize any of Your Achievements <b>Successfully run the payroll and Allowance Unit keeping the accounts receivables and accounts payable balances relating to staff concern minimum</b>		
Reasons for Leaving <b>The mission was downsized and the post was anadoned. Contract finished on 31 August 2005.</b>		

Job Title <b>Chief Accounts Officer</b>	Type of Business <b>Accounts</b>	From - To <b>01/10/2003 - 01/09/2004</b>
Name of Employer <b>Secretary, Finance Division</b>	Name of Supervisor <b>Faruque Md. Siddiqui, CGA</b>	
Salaries per Annum: Starting <b>3600</b>	Final <b>3600</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>50</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements		

**Successfully**

Reasons for Leaving

**To join UN job in UNMISSET**

Job Title <b>Chief Accounts Officer</b>	Type of Business <b>Accounts</b>	From - To <b>01/07/2002 - 01/10/2003</b>
Name of Employer <b>Secretary, Finance Division</b>	Name of Supervisor <b>Abdulla Al Mamun, CGA</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>Yes</b> <b>3500                      3500                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>30</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>Transfer to a bigger office</b>		

Job Title <b>Chief Accounts Officer</b>	Type of Business <b>Accounts</b>	From - To <b>01/04/2001 - 01/06/2002</b>
Name of Employer <b>Secretary, Finance Division</b>	Name of Supervisor <b>Mr. Asif Ali, CGA</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>Yes</b> <b>3500                      3500                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>46</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>To join a higher post</b>		

Job Title <b>Deputy Controller General of Accounts</b>	Type of Business <b>Accounts</b>	From - To <b>01/03/2000 - 01/04/2001</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>Mr. Asif Ali, CGA</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>Yes</b> <b>3500                      3500                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>50</b>		
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 <b>Deputy Director</b>	Type of Business <b>Audit</b>	From - To <b>01/10/1998 - 01/03/2000</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>A K M Jashimuddin</b>	
Salaries per Annum:		
Starting <b>3400</b>	Final <b>3500</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>70</b>		
Description of Duties <b>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&amp;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.</b>		
Summarize any of Your Achievements <b>Settled most of the audit observations that were pending for long time.</b>		
Reasons for Leaving <b>Transferred to perform accounting job</b>		

Job Title <b>Deputy Director</b>	Type of Business <b>Training</b>	From - To <b>01/01/1998 - 01/10/1998</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>Ahmed Ataul Hakim</b>	
Salaries per Annum:		
Starting <b>3000</b>	Final <b>3400</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>Bangladesh</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>Tried to run the courses timely and efficiently</b>		
Reasons for Leaving <b>Transferred to perform auditing job</b>		

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

## 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 <b>Regional Accounts Officer</b>	Type of Business <b>Accounts</b>	From - To <b>01/08/1995 - 01/06/1996</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>Md. Shafiul Alam</b>	

Salaries per Annum:

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

Telephone Number

Email Address

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 <b>Deputy Director</b>	Type of Business <b>Audit</b>	From - To <b>01/02/1994 - 01/08/1995</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>Md. Ismail</b>	

Salaries per Annum:

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

Telephone Number

Email Address

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 <b>Assistant Director</b>	Type of Business <b>Accounts</b>	From - To <b>01/04/1992 - 01/02/1994</b>
Name of Employer <b>Comptroller and Auditor General</b>	Name of Supervisor <b>Al Mamun Md. Sanaul Huq</b>	

Salaries per Annum:

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

Telephone Number

Email Address

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

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? Yes

Is this a position within the UN Common System? No

2000

2100

USD

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 Complx  
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