

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ADDO, George	417847	24/04/1955	M	GHA	okwahu@yahoo.com
2.	GARBA, Nafissatou	782978	14/04/1979	F	NER	nafigarba@yahoo.com
3.	KANG, Gabriel		09/10/1965	M	CMR	g.kang@yahoo.co.uk
4.	LENAUD, Joelle	794578	11/04/1972	F	USA	jlenaud@aol.com
5.	MUJUNANGOMA, Kamanja	091062	20/12/1952	M	URT	kamanja.mujunangoma@undp.org
6.	SINGH, Sarabjit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
7.	SINGH, Sarabjit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
8.	SINGH, Sarabjit	370907	21/02/1960	M	IND	sarabjit33@yahoo.com
9.	SNEH, Augustine	066657	27/12/1965	M	LIR	gusneh@yahoo.com

Personal History Profile for George ADDO

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ADDO	George	KWAME	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/04/1955	PEPEASE	Ghana	417847
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ghana		Ghana	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	168	83	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? 01/05/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: okwahu@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
United States Army Finance School	Indianapolis United States of America	Dec-1993 - May-1994
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diploma in Finance	Undergraduate degree	

University Name	City, Country	From - To
University of Ghana	Legon Ghana	Jun-1979 - Jul-1981
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Administration (Accounting option)	Degree	

University Name	City, Country	From - To
University of Ghana	Legon Ghana	Sep-1975 - Jun-1977
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diploma in Accounting	Undergraduate degree	

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

Name of School	City, Country	From - To
UNDP	El Geneina Sudan	Nov-2006 - Nov-2006
Main Course of Study		Certificate or Diploma
Protection of Civilians in Armed Conflicts.		Certificate of Participation Award.

Name of School	City, Country	From - To
Ghana Institute of Management and Public Administration	Accra Ghana	Jan-1999 - Jul-1999
Main Course of Study		Certificate or Diploma
Public Administration and Finance		Post Graduate Certificate in Public Administration

Name of School	City, Country	From - To
Senior Command and Saff College	Accra Ghana	Aug-1998 - Aug-1999
Main Course of Study		Certificate or Diploma

Military Finance and Budget (Advance Level)		Postgraduate Diploma in Military Studies (Finance Option)
Name of School Junior Command and Staff College	City, Country Accra Ghana	From - To Jan-1990 - Aug-1990
Main Course of Study Military Finance, Budget and Communication Skills		Certificate or Diploma Advance Diploma in Military Studies (Finance Option)
Name of School Ghana Military Academy	City, Country Accra Ghana	From - To Jan-1986 - Aug-1986
Main Course of Study Military Studies (Officer Cadet)		Certificate or Diploma Diploma in Military Studies
Name of School State Insurance Training School	City, Country Accra Ghana	From - To Jun-1974 - Nov-1975
Main Course of Study Insurance Underwritings (Motor, Marine, Life, Fire and Accident policies)		Certificate or Diploma Diploma in Insurance
Name of School St Peter's Secondary School	City, Country Nkwatia-Kwahu Ghana	From - To Jun-1967 - Jun-1974
Main Course of Study School Certificate "Ordinary Level" & School Certificate "Advance Level"		Certificate or Diploma Ordinary and Advance Level Certificates

Employment

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

Job Title Military Observer (MILOB)	Type of Business Military (Peacekeeping Mission)	From - To 01/12/2006 - 01/03/2007
Name of Employer African Union Mission in Sudan (AMIS)		Name of Supervisor Colonel G Ahmed
Salaries per Annum: Starting 32400	Final 32400	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 249122487538	Email Address okwahu@yahoo.com	
Address of Employer Sudan		
Number of Employees Supervised by You 15		
Description of Duties Assist the Group Site Commander in the daily administration of all Military Observers at the Group Site. Review of daily patrol tasks for both MILOB team and Protection Force personnel on duty. Cross-check the correctness of all daily reports and correspondence leaving the Group Site. Supervisor of any investigations conducted by the Group Site (eg ceasefire violations). Ensured MILOBS and Protection Force troops in the Group Site established good working relations with the local population (Internally Displaced Persons, Factional and Traditional Leaders) to facilitate the return of civil life to normalcy. Liaison with heads of NGOs and Humanitarian organisations to coordinate and support the efficient delivery of humanitarian assistance to affected populations in area of responsibility. Secretary of Sector Ceasefire Committee which submitted ceasefire violations reports to the AMIS Ceasefire Commission. Conduct of Boards of Inquiry on various operational and administrative incidents or occurrences when assigned. Ensure the security and serviceability of and accounting for all equipment and vehicles assigned to Military Observer teams. Organise and support training for military observer teams on any new operational directives before implementation. Organise induction training for new Milobs posted to the Sector. Prepare memoranda on postings of new Milobs to the Group Site Commander. Executing any additional task assigned by the Sector Commander.		
Summarize any of Your Achievements I successfully planned and conducted over 200 patrols without casualties in the Group Site. My role as a MILOB helped to support the general freedom of movement of locals in El Geneina Group Site. Over 90% of my patrols conducted, created an enabling environment for humanitarian aid agencies to distribute humanitarian supplies. Other NGOs had access to freedom of movement and operation in El Geneina Sector. I successfully worked on over 25 Investigation Patrols, Board of Inquiries and Ceasefire Violation Reports. Occasionally served as interpreter to French speaking MILOBS who could not speak the English language. In summary, I contributed to some level of improvement in the security situation in El-Geneina Sector.		
Reasons for Leaving Completion of my tour of duty as a Military Observer		

Job Title Service Financial Controller (Army)	Type of Business Finance	From - To 01/03/2003 - 01/09/2005
Name of Employer Ministry of Defence		Name of Supervisor Maj Gen CB Yaache
Salaries per Annum: Starting 30000000	Final 35000000	Currency Paid GHC
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number 23321773658	Email Address	

Address of Employer

Ghana

Number of Employees Supervised by You

15

Description of Duties

Principal Advisor to the Army Commander on all financial/budgetary matters. Preparation of Army's Annual Budget Estimates for review by the Defence Financial Controller. General supervisor of funds allotted to the Army out of the Annual Defence Budget and their subsequent allotment to all Army cost centres. Coordinate, consolidate and compile financial reports from all Army cost centres and allotment holders. Monthly reconciliation with all bankers of the Army. Preparation of monthly cash flow and financial statement returns to the Defence Financial Controller. Member of Army Contract Committee specifically tasked to audit all Army contract tenders. Audit of monthly payroll of Army personnel prepared by the Defence Data Processing Centre Overall Supervisor of all finance staff under command to ensure that accurate accounting principles are in operation in all transactions. Custodian of vouchers, cheques and other payment documents. Implementation of corrective recommendations raised in annual audit reports by the Auditor General's Department. Approving officer of monthly imprests granted to all Army Directors. Evaluate and report on all staff under command. Six months advance submission of estimated pension benefits for all soldiers who will be due for retirement. Preparation of re-computed benefits for retired soldiers in the events of any positive change in the Defence pay structure during their terminal leave. Assist soldiers secure loan from financial institutions. Advisor to the Army Commander on the redeployment of reserves of some inactive funds. Member of the Armed Forces Budget Monitoring Team. Finance representative on the Armed Forces Auction Board. Execute any other relevant administrative and extra regimental duties assigned by my superiors.

Summarize any of Your Achievements

During my tenure as the Financial Controller (Army), I developed some simple but viable financial policies within my scope to ensure judicious utilisation of funds. I ensured that bills of certified contracts were promptly settled. I ensured that the internal control measures in the system were strictly adhered to. I successfully managed the Ghana's Army's Budget for 3 years. No financial malfeasance was raised by higher authority or auditors during my duty period. I judiciously controlled funds allotted in order to realise economic use out of which the Junior ranks canteen which had not been budgeted for, could be financed internally. I encouraged staff members to upgrade their education by assisting them to secure soft loans from either the Defence Ministry or financial institutions where necessary.

Reasons for Leaving

Deployment to the African Union Mission in Sudan (AMIS) as a Military Observer

Job Title	Type of Business	From - To
Deputy Commanding Officer	Finance	01/06/2001 - 01/02/2003
Name of Employer	Name of Supervisor	
Ministry of Defence, (Forces Pay Office)	Lt Col C Edjeani	
Salaries per Annum:		
Starting	Final	Currency Paid
29000000	30000000	GHC
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321776111		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
400		
Description of Duties		
Overall responsibility in the regimental and professional training of Finance employees. Support the Commanding Officer to prepare annual estimates of pay and allowances of the Ministry of Defence employees for inclusion in the Defence Annual budget. Liaise with the Data Processing Centre in the preparation Defence employees monthly payroll. Assist the Commanding Officer to sign payroll and pension emolument cheques. Cross checked any financial adjustments and computations submitted by Group Officers' for the Commanding Officer's final approval. Assist the Commanding Officer to source funds from the Ministry of Finance for the prompt payment of monthly emoluments of all ministry of Defence personnel. Supervise the processing of military pensioners retirement entitlements. Conduct of regular cash counts of all local and foreign funds held by the Cashier. In the event of any request for increase in imprest levels, Examine the validity of such requests for the Commanding Officer's approval. Supervisor of Officer in charge of all applications for financial assistance either internally or from the financial institutions. Acted as Commanding Officer in the absence of the Commander. Tour all military posts in Ghana to provide interpretation of any new financial policies whenever promulgated. Approving authority of any claims applied for refund. Approving authority of all renewal notices of insurance policies (Life and Motor) administered on behalf of employees by the Pay Office. Review and implement any internal/external audit observations raised on any financial operation. President of Finance Office Amenity Centre. Controller of the Pay Office Welfare Fund. Evaluate and report on all staff under command. Execute any other relevant duties directed by the Director of Finance or the Commanding Officer.		
Summarize any of Your Achievements		
During my 3 years duty as the Deputy Commanding Officer, the financial entitlements of all employees were promptly administered. I arranged insurance packages for interested personnel with various insurance companies. I advised military officers to invest more on long term than on short term ventures. The Pay Office Amenity Centre of which I was the President became the most active entertainment centre in the barracks. Loans contracted to improve the infrastructure in the centre were refunded promptly.		
Reasons for Leaving		
Posted to Army HQ as Service Financial Controller.		

Job Title	Type of Business	From - To
Financial Controller (Northern Command)	Military	01/08/2000 - 01/05/2001
Name of Employer	Name of Supervisor	
Ministry of Defence (Defence Financial Controller)	Maj Gen HK Anyidoho	
Salaries per Annum:		
Starting	Final	Currency Paid
24000000	29000000	GHC
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
2335124381		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
10		
Description of Duties		

Principal Financial advisor to the Commander of the Northern Division. Controller of Northern Division quarterly budget funds released by the Defence Financial Controller. Prompt disbursement of funds to all cost centres under command in the Northern Division. Implement financial policies promulgated from Higher HQ. Preparation of monthly financial reports to the Defence Financial Controller. Confirm or otherwise that disbursement for services and claims by personnel were in accordance with the Armed Forces Regulations (Finance) and correspond to approved vote heads. Ensure internal control systems function. Ensure proper maintenance of relevant records for ease of audit. Monthly reconciliation with all bankers of the Northern Division. Preparation of quarterly cash flow and financial statement returns to the Defence Financial Controller. Provide information in response to audit findings. Implement corrective recommendations raised by internal auditors and annual audit reports of the external Auditor General's Department. Approving officer of monthly imprests granted to all Staff officers in the Division. Audit all claims submitted for onward processing at higher HQ. Evaluate and report on all staff under command. Act as the Logistic Officer as additional responsibility. Secretary to the Officers Mess Committee.

Summarize any of Your Achievements

Summarize Any Of Your Achievements. I developed and managed a financial data that enabled me submit return of monthly reports promptly. I managed to get a vote for some claims that were previously processed for approval at higher HQ. This decentralisation process was a delight to employees since it fast-tracked their previously delayed claims. I established and maintained a very cordial working relationship with all financial partners of the Division.

Reasons for Leaving

Posted to Force Pay Office as the Deputy Commanding Officer (Finance)

Job Title Finance Officer		Type of Business Finance	From - To 01/10/1999 - 01/06/2000
Name of Employer Ministry of Defence (Defence Financial Controller)		Name of Supervisor Col HWK Agbenuza	
Salaries per Annum:			
Starting 21600000	Final 24000000	Currency Paid GHC	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 23321776111		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 10			
Description of Duties Control of UNIFIL GHANBATTs operational budget. Principal financial advisor to the Contingent Commander and Commanding Officer. Signatory to every cheque approved for payment. Pre-arrange with bankers in Israel for enough cash funds to settle schedule payment of troops monthly allowances. Transfer of funds for the importation of household appliances for troops with some designated companies (CIF). Submission of financial report on UNIFIL peacekeeping operational budget. Prepare monthly bank reconciliation statements. Collate nominal roll of GHANBATT troops to the UNIFIL Finance office for the payment of local allowance (troops monthly maintenance allowance). Submit payroll vouchers before the 10th of each month to the Finance office. Evaluate and report on all staff under command. Perform any related duties assigned by either the Contingent Commander or Commanding officer.			
Summarize any of Your Achievements Established a computerised payroll register for the Ghanbatt. Developed a cordial working relationship with the bank officials of Bank Leumi, Israel. Supervised distribution of imported home appliances ordered for troops on return to Ghana after end of mission. This difficult task had been executed with distinction. I managed to make a refund out of the approved Operational budget. This was history in the records of the mission.			
Reasons for Leaving End of Mission with UNIFIL GHANBATT 51			

Job Title Financial Controller (Northern Command)		Type of Business Finance	From - To 01/03/1998 - 01/09/1999
Name of Employer Ministry of Defence (Defence Financial Controller)		Name of Supervisor Maj Gen HK Anyidoho	
Salaries per Annum:			
Starting 21600000	Final 24000000	Currency Paid GHC	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 2335124380		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 10			
Description of Duties Principal financial advisor to the Commander of the Northern Division. Controller of Northern Division quarterly budget funds released by the Defence Financial Controller. Prompt disbursement of funds to all cost centres under command in the Northern Division. Implementation of financial policies approved from Higher HQ. Preparation of monthly financial reports to the Defence Financial Controller. Confirm or otherwise that disbursement for services and claims by personnel were in accordance with the Armed Forces Regulations (Finance) and correspond to approved vote heads. Ensure internal control systems function. Ensure proper maintenance of relevant records for ease of audit. Monthly reconciliation with all bankers of the Northern Division. Preparation of quarterly cash flow and financial statement returns to the Defence Financial Controller. Provide information in response to audit findings. Implement corrective recommendations raised by internal auditors and annual audit reports of the external Auditor General's Department. Approving officer of monthly imprests granted to all Staff officers in the Division. Audit all claims submitted for onward processing at higher HQ. Evaluate and report on all staff under command. Act as the Logistic Officer as additional responsibility. Secretary to the Officers Mess Committee. Perform any relevant duties assigned by superior officers.			
Summarize any of Your Achievements I developed and managed a financial data to ensure prompt returns of monthly reports. I ensured funds allotted to units are promptly audited so as to sustain the internal control measures in the system. I established and maintained a cordial working relationship with all pay teams in the units under the Division. I served as guarantor to soldiers who sought bank loans. I arranged investment lectures with the financial institutions for the soldiers.			
Reasons for Leaving Posted to Forces Pay Office as the Deputy Commanding Officer (Finance)			

Job Title	Type of Business	From - To

Group Accountant (Officers Accounts)	Finance	01/09/1995 - 01/03/1998
Name of Employer Ministry of Defence, (Forces Pay Office)		Name of Supervisor Col Y Nyamekye Yeboah
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 18700000 21600000 GHC Is this a position within the UN Common System? No		
Telephone Number 23321776355		Email Address
Address of Employer Ghana		
Number of Employees Supervised by You 50		
Description of Duties Preparation of all military and civilian officers monthly payroll. Preparation of all military and civilian officers annual tax returns for tax clearance certificates, a basic prerequisite for all applications for any state service. Principal advisor to the Commanding Officer on all pay matters concerning military and civilian employees of the Ministry of Defence. Process Officers Loan applications. Administer finances of Military officers on foreign assignments and on secondment to state institutions. Prepare officers insurance renewal notices (Life, Motor and Personal Accident policies). Control of hire purchase/credit purchase schemes. Schedule payments of retired officers pension or end of service benefits. Submit officers nominal roll quarterly to the Commanding Officer. Execute any other relevant duties directed by the Commanding officer.		
Summarize any of Your Achievements I successfully and promptly prepared officers pay and allowances. Genuine complaints on any officers emoluments were solved with alacrity. I initiated and conducted seminars to advise officers on their tax obligations. I invited insurance companies to advise officers on benefits derived from personal insurance options.		
Reasons for Leaving Posted to Northern Command as the Financial Controller.		

Job Title Military Observer (MILOB)	Type of Business Military	From - To 01/08/1994 - 01/08/1995
Name of Employer UN Mission in Rwanda (UNAMIR)		Name of Supervisor Col K Opong-Kyekyeku
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 17200000 18700000 GHC Is this a position within the UN Common System? No		
Telephone Number		Email Address
Address of Employer Rwanda		
Number of Employees Supervised by You 13		
Description of Duties Advisor to the Chief Military Observer (CMO) on personnel and administrative matters of MILOBS. Administration of MILOBS CTO/LEAVE applications. Coordinator of MILOBS Mission Subsistence Allowance (MSA) at the UN Finance Office. Member of some Boards of Inquiry on Road Traffic Accidents and Human Rights Violations. Secretary of MILOBS Disciplinary Boards. Secretary of MILOBS Welfare Committee. Acted as MILOBS Liaison Officer at the Force HQ. Any other relevant duties assigned by the (CMO).		
Summarize any of Your Achievements For 3 consecutive months, I served as a finance liaison officer for MILOBS with my duty station in the UN office in Kenya. This role helped streamline the administration of MILOBS Mission Subsistence Allowances (MSA) and delayed claims, prior to the establishment of a permanent finance office in Rwanda. In situations where any wrongful deduction was made, I advised on the necessary corrections to be effected. I adopted one displaced child during my duty period in Rwanda. I played part in the collection of corpses for burial in mass graves at GITARAMA town. The rate at which I quickly learnt the Rwandese language was a delight to most MILOBS with whom I worked.		
Reasons for Leaving Successful completion of one year duty tour as UNAMIR Military Observer (MILOB)		

Job Title Group Accountant (Officers Accounts)	Type of Business Finance	From - To 01/07/1993 - 01/07/1994
Name of Employer Ministry of Defence (Defence Financial Controller)		Name of Supervisor Col EK Alfa
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 15200000 17100000 GHC Is this a position within the UN Common System? No		
Telephone Number 23321776111		Email Address
Address of Employer Ghana		
Number of Employees Supervised by You 50		
Description of Duties Preparation of all military and civilian officers monthly payroll. Preparation of all military and civilian officers annual tax returns for tax clearance certificates, a basic prerequisite for all applications for any state service. Principal advisor to the Commanding Officer on all pay matters concerning military and civilian employees of the Ministry of Defence. Process Officers Loan applications. Administer finances of Military officers on foreign assignments and on secondment to state institutions. Prepare officers insurance renewal notices (Life, Motor and Personal Accident policies). Control of hire purchase/credit purchase schemes. Schedule payments of retired officers pension or end of service benefits. Submit officers nominal roll quarterly to the Commanding Officer. Execution of any other relevant duties directed by the Commanding Officer.		

Summarize any of Your Achievements

I successfully and promptly prepared officers pay and allowances. Genuine complaints on any officer's emoluments were solved with alacrity. I initiated and conducted seminars to advise officers on their tax obligations. I invited insurance companies to advise officers on benefits derived from personal insurance options.

Reasons for Leaving

Posted as MILOB to UN Mission in RWANDA, (UNAMIR).

Job Title	Type of Business	From - To
Finance Officer	Finance	01/03/1992 - 01/05/1993
Name of Employer	Name of Supervisor	
Ministry of Defence (Defence Financial Controller)	Col EB Sarfo	
Salaries per Annum:		
Starting	Final	Currency Paid
15200000	17100000	GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321776111		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
10		
Description of Duties		
Maintain and control Ghana's Contingent peacekeeping budget for over 800 troops. Prepare monthly financial statements with supporting schedules. Ensure accurate and complete accounting systems functioned. Release enough petty cash for the maintenance of soldiers deployed to all distant positions. Conduct regular cash count of petty cash funds in all positions. Prepare monthly financial report for the Commanding Officer in accordance with laid down instructions and in the approved format. Audit all staff officers requisitions for funds before the Commanding Officer's approval. Prepare monthly bank reconciliation statements. Principal financial staff advisor to both the Contingent and Commanding Officers. Supervise and monitor the performance of all finance staff. Prepare and claim from the UNTAC finance office, troops monthly local allowance. Submit vouchers after payment of local allowance on or before the 10th of every month. Liaise with Food Officer, Engineer Officer and Logistic Officer in the submission of any requisition for refunds from UNTAC finance office. Responsible for the overall end-of-tour mission accounts. Transfer funds to foreign companies for the purchase of household appliances ordered by soldiers. Assist in the clearance and distribution of household appliances on arrival at Tema Harbour. Execute any other relevant duties when assigned.		
Summarize any of Your Achievements		
I established a computerised payroll register for the Ghanbatt. I developed a cordial working relationship with Ghanbatt bankers. I successfully managed the budget without making any supplementary requests from home. I supervised distribution of imported household appliances ordered for troops on return to Ghana after end of mission. This difficult task had been executed with distinction. I distinguished myself by being the first officer in the Ghana contingent to speak the KHMER language satisfactorily.		
Reasons for Leaving		
End of tour of duty as Finance Officer to Ghana's Peacekeeping contingent to UNTAC.		

Job Title	Type of Business	From - To
Finance & Administrative Officer	Administrative	01/04/1989 - 01/01/1992
Name of Employer	Name of Supervisor	
Ministry of Defence (Defence Financial Controller)	Col EK Alfa	
Salaries per Annum:		
Starting	Final	Currency Paid
14400000	15200000	GHC
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321776111		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
15		
Description of Duties		
Principal Staff Officer to the Defence Financial Controller (DFC) on the administration of all employees of the Finance Corps. Assist the deputy DFC on the effective day-to-day management of the Finance Corps. Brief official visitors on admin issues. Ensure proper implementation of Defence administrative directives. Principal witness to every change of signatories to all peacekeeping accounts. Serve as secretary to local committee on contracts. Serve as Secretary to employees Promotion Boards. Coordinate and monitor the weekly agenda of the DFC. Schedule annual leave roster of all finance corps officers. Perform other relevant duties assigned by the DFC		
Summarize any of Your Achievements		
I was a member of the Committee set up to review the Armed Forces Regulations on Finance. I was instrumental in convincing employees o contribute for the formation of the Defence Finance Band.		
Reasons for Leaving		
Nominated to serve as the Finance Officer of Ghana's Contingent to UN Transitional Authority in Cambodia (UNTAC)		

Job Title	Type of Business	From - To
Paymaster	Finance	01/08/1988 - 01/02/1989
Name of Employer	Name of Supervisor	
Ministry of Defence (Defence Financial Controller)	Col EB Sarfo	
Salaries per Annum:		
Starting	Final	Currency Paid
14400000	15200000	GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321776111		

Address of Employer
Ghana

Number of Employees Supervised by You
6

Description of Duties
Maintain and control Ghana's Contingent monthly peacekeeping budget for over 700 troops. Prepare monthly financial statements with supporting schedules. Ensure accurate and complete accounting systems functioned. Release enough petty cash for the maintenance of soldiers deployed to all distant positions. Conduct regular cash count of petty cash funds in all positions. Prepare monthly financial report for the Commanding Officer in accordance with instructions and in the approved format. Audit all staff officers requisitions for funds before the Commanding Officer's approval. Principal financial staff advisor to both the Contingent and Commanding Officers. Supervise and monitor the performance of all finance staff. Prepare and claim from the ECOMOG HQ, troops monthly Local Allowance. Submit vouchers after payment of Local Allowance on or before the 10th of every month. Responsible for the preparation of end-of-tour mission accounts. Transfer funds to foreign companies for the purchase of household appliances ordered by soldiers. Assist in the clearance and distribution of household appliances on arrival at Tema Harbour. Perform any other relevant duties assigned by superior officers.

Summarize any of Your Achievements
I airlifted over \$200,000 from Ghana every month to Liberia because there were no banking services during the wartime. These risks were executed without a single mishap when even there were no vaults for the safety of the cash. The constant inflow of liquid cash helped to bring back to life some commercial activities of the locals. In summary, I indirectly helped to revive the economy of Liberia.

Reasons for Leaving
End of duty tour as Paymaster with Ghana's contingent on ECOMOG Peacekeeping operations.

Job Title Assistant Accountant (Junior Soldiers and Civilians Accounts)	Type of Business Finance	From - To 01/09/1986 - 01/07/1988
Name of Employer Ministry of Defence, (Forces Pay Office)	Name of Supervisor Col EK Alfa	

Salaries per Annum:

Starting 2400000	Final 2400000	Currency Paid GHC	Is this a civil servant position of your Government? Yes
			Is this a position within the UN Common System? No

Telephone Number
23321773555

Address of Employer
Ghana

Number of Employees Supervised by You
150

Description of Duties
Undergo in-service training after graduation from the Military Academy. Prepare monthly payroll of all Ministry of Defence junior employees. Prepare any adjustments affecting pay and allowance. Ensure monthly refunds of all deductions on pay to creditors, basically the Armed Forces Shop, Hire Purchase contractors and Social Security contributions. Prepare monthly schedule of tax deductions payable Government. Edit junior officers applications for pay advances. Execute any other relevant duties assigned by the superior officers.

Summarize any of Your Achievements
I assisted many junior officers to purchase properties on hire purchase. I assisted my Commanding Officer to promptly pay junior officers on schedule.

Reasons for Leaving
I was nominated as Paymaster to Ghana's Contingent on ECOMOG Peacekeeping Mission in Liberia.

Job Title Assistant Accountant	Type of Business Finance and	From - To 01/11/1982 - 01/11/1985
Name of Employer GIHOC Pharmaceuticals	Name of Supervisor MR KK Kissi	

Salaries per Annum:

Starting 1200000	Final 1200000	Currency Paid GHC	Is this a civil servant position of your Government? Yes
			Is this a position within the UN Common System? No

Telephone Number

Address of Employer
Ghana

Number of Employees Supervised by You
20

Description of Duties
Prepare junior employees payroll. Control employees attendance sheets and recommend termination of employment for truants. Prepare monthly bank reconciliation statements. Assist Accountant to prepare annual final accounts of the Company. Supervise Cashier's imprest. Supervise Company's Fuel accounts. Supervise Staff Loan applications. Controller of Company Debtors schedule. Take stock of work-in-progress weekly. Take stock of finished goods monthly. Execute any other relevant duties assigned by the Accountant. Secretary of Pharmaceutical Officers Club.

Summarize any of Your Achievements
I was very meticulous at stock taking which could be conducted at weekends only. I assisted the Accountant to prepare monthly financial statements on schedule. I assisted the Accountant to prepare the final accounts of the Company on schedule.

Reasons for Leaving
I resigned to join the Army as a cadet officer.

Job Title National Service Officer (Audit Assistant)	Type of Business Audit	From - To 01/09/1977 - 01/09/1978
Name of Employer	Name of Supervisor	

State Enterprises Audit Corporation (SEAC)			MR JK Danquah	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes	
720000	720000	GHC	Is this a position within the UN Common System? No	
Telephone Number			Email Address	
Address of Employer				
Ghana				
Number of Employees Supervised by You				
Description of Duties				
Conduct cash count in every audit. Reconcile bank statements of clients. Audit petty cash and clients fuel accounts. Confirm tax deductions on payrolls are promptly paid to government. Confirm dividends declared to government have been paid. Confirm social security deductions on employees payroll are correct and are promptly paid to the Trust. Audit value of clients fixed assets. Authenticate clients Income Statements. Check record of requisition and purchase orders raised by all cost centres. Perform any other relevant duties as required.				
Summarize any of Your Achievements				
I was a member of most audit teams that audited all the 17 GHOCS. Being very fresh in the audit field, I learnt the practical aspects of auditing from my superiors with much attention to details.				
Reasons for Leaving				
I returned to the University for my Degree course				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

P O Box BC235
 Burma Camp
 Accra Ghana
 Telephone: 233-21-764277
 Fax: 233-244-416622
 Contact: George Addo

Address

SERVICE FINANCIAL CONTROLLER
 NAVY HEADQUARTERS
 ACCRA ACCRA Ghana
 Fax: 233-244-312405
 Contact: GEORGE ADDO

Address

P O Box BC235
 Burma Camp
 Accra Ghana
 Telephone: 233-21-764277
 Fax: 233-244-416622
 Contact: George Addo

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
Kofi ASANTE FRIMPONG	Management Consultant	P O Box KN596 Ghana	233277566080 nprp@africaonline.com.gh

Personal History Profile for Nafissatou GARBA

General Details

- | | | | |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| GARBA | Nafissatou | | |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 14/04/1979 | NIAMEY | Niger | 782978 |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| Niger | | Niger | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Female | | | Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **nafigarba@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

Name of School	City, Country	From - To
WASHINGTON BUSINESS SCHOOL	VIENNA United States of America	Mar-2000 - Mar-2001
Main Course of Study		Certificate or Diploma
ACCOUNTING		MICROCOMPUTER SPECIALIST

Name of School	City, Country	From - To
LYCEE MARIAMA	NIAMEY Niger	Oct-1996 - Jun-1998
Main Course of Study		Certificate or Diploma
MATHEMATICS, PHYSICS AND SCIENCE		BACCALAUREATE-SERIES D

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	INTERNATIONAL ORGANIZATION	01/04/2009 -
Name of Employer		Name of Supervisor
UNITED NATIONS-DFS/FBFD		GAUDENTIA NYADJROH

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
73543	73453	USD	Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer United States of America	
Number of Employees Supervised by You 4	
Description of Duties Review and assist in the preparation of peacekeeping missions budget "UNMIS" and "UNFICYP" from the mission side up to the submission to ACABQ and Fifth Committee. As the Desk Officer for several missions, I monitor allotments, including redeployment of funds when necessary, ensuring appropriate expenditures as well as monitoring of expenditures. Review and make appropriate recommendations with respect to the finalization of budget performance reports. Participation in Inter-Departmental task force in regards to funding requirements and budgetary issues.	
Summarize any of Your Achievements Results-Based Budgeting (RBB) methodology. Proficient in IMIS. Analyse data with respect to the finalization of budget proposals and performance reports for field missions. Prepare budgetary information for the Fifth Committee of the General Assembly for "MINURCAT and UNFICYP" and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) for "MINURCAT and UNFICYP" to support their budgetary review. Understanding of the UN financial rules and regulations.	
Reasons for Leaving Still at current job.	

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

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

Job Title	Type of Business	From - To
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STAFF ACCOUNTANT		ONLINE LAW LIBRARY		01/03/2004 - 01/01/2005	
Name of Employer			Name of Supervisor		
COURT EXPRESS			REGINA WILLIAMS		
Salaries per Annum:					
Starting		Final		Currency Paid	
28000		35000		USD	
			Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer					
United States of America					
Number of Employees Supervised by You					
Description of Duties					
BILLING INVOICES PREPARATION, PAYMENT TO VENDORS, PROCESS ACCOUNT RECEIVABLE, MONTHLY RECONCILLIATION, AND QUARTERLY FINANCIAL STATEMENTS PREPARATION.					
Summarize any of Your Achievements					
I WAS HIRED FIRST AS AN ACCOUNT PAYABLE -RECEIVABLE CLERK AND THEN WAS PROMOTED TO STAFF ACCOUNTANT WITH MORE RESPONSIBILITIES.					
Reasons for Leaving					
RECEIVED A JOB OFFER WITH MORE RESPONSIBILITIES AND BETTER RENUMERATION.					

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
SHIVA BALKARAN	ACCOUNTANT MANAGER	1100 13TH STREET United States of America	
MAVIS HAWKINS	ADMINISTRATIVE ASSISTANT	9010 RIGGS RD United States of America	
GARY STEVEN	SENIOR BUDGET ANALYST	920 WEST LINCOLN HWY United States of America	

Personal History Profile for 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	
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	

University Name	City, Country	From - To
London Metropolitan University	London United Kingdom	Sep-2002 - Aug-2004
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Association of Chartered Certified Accountants (ACCA)		

University Name	City, Country	From - To
University of Yaounde 1	Yaounde Cameroon	Oct-1992 - Sep-1994
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Diplome de Professeur de l'Enseignement Secondaire Deuxieme Grade (DIPES II)		

University Name	City, Country	From - To
University of Yaounde	Yaounde Cameroon	Oct-1991 - Sep-1992
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Maitrise En Economie Mathematiques Et Econometrie		

University Name	City, Country	From - To
University of Yaounde	Yaounde Cameroon	Oct-1988 - Sep-1991
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Licence En Sciences Economiques		

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

GCE Advanced Level (Economics, Mathematics, Geography)

Certificate or Diploma

General Certificate of Education in Economics, Mathematics, Geography

Name of School

Government High School Wum

City, Country

Wum Cameroon

From - To

Sep-1981 - Jun-1986

Main Course of Study

Mathematics, Additional Mathematics, Chemistry, Biology, Physics, Geography, History, French, English Language

Certificate or Diploma

General Certificate of Education, Ordinary Level in Mathematics, Additional Mathematics, Chemistry, Biology, Physics, Geography, History, French, English Language

Employment

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

Job Title		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	Is this a civil servant position of your Government? No
46718	66843	USD	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			
<p>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.</p>			
Summarize any of Your Achievements			
<p>* 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.</p>			
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	Is this a civil servant position of your Government? No
35148	38532	USD	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

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).

Summarize any of Your Achievements

* 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 succeeded 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.

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	Email Address	
441934647086	phil.heycock@waht.swest.nhs.uk	
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
2		
Description of Duties		
Liaising with the procurement consortium in Bristol on purchase orders for medicines, medical equipment, accessories and consumables; Interfacing purchase orders and Goods Received Notes (GRNs) from the procurement system, EROS, to the accounting package, E-financials; Reviewing payment documents for goods and services not ordered through the procurement system to ensure their completeness, proper certification and codification; Liaising with Cost Centre/Budget Managers on approved payments to vendors; Updating the authorized signatures list; Matching, batching, coding and payment of vendor invoices; Reclaiming input VAT; Processing Construction Industry Scheme (CIS) deductions; Processing of payments due to other NHS Bodies; Management of Accounts Payable Files; Preparation of cheques/remittance advices for authorization and dispatch; Reconciling statements from vendors to Accounts Payable records; Training of new Accounts Payable staff; Responding to queries and production of regular and ad hoc reports.		
Summarize any of Your Achievements		
Helped increase the average percentage of invoices processed in a month to over 90% by: * Holding regular discussions with cost centres/budget managers and suppliers to remove obstacles that hitherto delayed the processing of invoices, * Performing the EROS interface from start to finish (it needed two persons in the past) and increasing the number of interfaces from one to three per week; * Ensuring that new staff members in the section were appropriately drilled in the systems used and their progress carefully monitored; * Adopting a more customer-based approach to supplier statement reconciliation and resolution of queries		
Reasons for Leaving		
To take up volunteer position of UNV Finance Officer, UNV Support Office		

Job Title	Type of Business	From - To
Accounts Assistant / House Manager	Property Management	01/10/2002 - 01/06/2005
Name of Employer	Name of Supervisor	
Chancery St James Plc	Mrs. Barbara Smith	
Salaries per Annum:		
Starting	Final	Currency Paid
15500	16300	GBP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
4402077478234	A.Murthy@csjplc.com	
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
50		
Description of Duties		
Opening of new supplier accounts in the ERP-based Software Estates Computer Systems (ERS); Matching, batching, coding and processing of vendor invoices; Performing supplier statement reconciliations; Liaising with suppliers to resolve queries on outstanding invoices; Processing and banking receipts; Preparing and posting petty cash schedule to the nominal ledger; Preparing schedules for Year End Financials including insurance pre-payments, debtors, property revaluations; Preparing and posting mileage claims; Preparing other ad hoc reports; Inspecting properties, reporting problems and Verifying repair work by contractors.		
Summarize any of Your Achievements		

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

Reasons for Leaving

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

Job Title Finance and Administration Manager	Type of Business Ministry of Religion	From - To 01/10/2002 - 01/11/2004
Name of Employer Jubilee Christian Centre	Name of Supervisor Bishop (Dr.) Ben Egbujor	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
2400	4800	GBP	Is this a position within the UN Common System? No

Telephone Number
442072775999

Email Address
jubileecentre@hotmail.com

Address of Employer
United Kingdom

Number of Employees Supervised by You
10

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

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

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

Job Title High School Tutor	Type of Business Education	From - To 01/09/1996 - 01/08/2002
Name of Employer Ministry of National Education, Cameroon	Name of Supervisor Mr. Mola Njoh	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
1800000	3120000	XAF	Is this a position within the UN Common System? No

Telephone Number

Email Address
mola.njoh@yahoo.co.uk

Address of Employer
Cameroon

Number of Employees Supervised by You
450

Description of Duties
Prepared and delivered lectures in Economics, Business Mathematics, Accounting and Information Systems; Conducted internal assessments for the subjects taught; Corrected the Cameroon General Certificate of Education (GCE) Advanced Level in Economics; Served as Head of the Economics Faculty; Served as President of the South West Economics Teachers' Association (SWETA)

Summarize any of Your Achievements
I helped raise the performance of my students at the GCE in terms of number of passes and grades; Instilled discipline in the Economics Faculty; Prepared and delivered scholarly papers during Teachers' Conferences on burning topics of the day

Reasons for Leaving
I went to the United Kingdom to complete my studies in Chartered Accountancy and my M.Sc. in Finance

Job Title Finance and Administration Manager	Type of Business Bible Translation and Literacy	From - To 01/02/1995 - 01/09/1996
Name of Employer Cameroon Association for Bible Translation and Literacy (CABTAL)	Name of Supervisor Mr. Jean Charcot Manfo	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1720000	2400000	XAF	Is this a position within the UN Common System? No

Telephone Number

Email Address
info@cabtal.org

Address of Employer
Cameroon

Number of Employees Supervised by You

Description of Duties

After a three month internship in Kenya, duties were managerial and included: Preparing project funding proposals for new language development and Bible Translation projects; Preparing budgets for specific projects, monitoring, reviewing and controlling their execution; Analysing variances between budgeted and actual financial performances; Making recommendations on necessary budgetary realignments; Preparing and submitting reports to external donors on budget execution; Reviewing and approving mileage claims, float and petty cash expenses for central administration and field projects; Preparing payroll for both Head Office and Field Staff; Supervision of Head Office Staff; Preparing and stirring deliberations during annual workers' meetings; Making frequent visits to field projects to monitor their progress; Representing CABTAL in local and international events.

Summarize any of Your Achievements

On return from my internship in Kenya I initiated a discussion that led the organisation to re-discover itself, its mission, its objectives and goals and its strategies. A new name was adopted and a new constitution approved. I equally enhanced discipline in the management of project funds and ensured donors were promptly informed on project execution

Reasons for Leaving

I left to take up the position of High School Teacher

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

References

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

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

Personal History Profile for Joelle LENAUD

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
LENAUD	Joelle	Catherine	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/04/1972	Conakry	Guinea	794578
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Guinea	United States of America	United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	13	68	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?			
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: jlenaud@aol.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Strayer University	Washington DC United States of America	Sep-1996 - Jun-2000
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Science Accounting		

University Name	City, Country	From - To
Abdel Gamal Nasser	Conakry Guinea	Oct-1992 - Jun-1993
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Economics - not completed	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
Centre d'Informatique et Bureautique en Liaison ave l'Entreprise	Montreal, Quebec Canada	Oct-1993 - May-1995
Main Course of Study		Certificate or Diploma
Intermediate and Advance Accounting, Business Law, Correspondences letter, computer application, English communication, taxation		Certificate

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

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	International organization	01/10/2008 -
Name of Employer		Name of Supervisor
United Nations Peacekeeping Financing Division		Maria Felisa Shearouse
Salaries per Annum:		
Starting	Final	Currency Paid
77900	77900	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number		Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

Relocation to Zimbabwe for family reason

Job Title Budget Officer	Type of Business International Organization	From - To 01/07/2004 - 01/10/2008
Name of Employer United Nations	Name of Supervisor Paul Aghadjanian	
Salaries per Annum:		
Starting 71729	Final 71729	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address lenaud@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You 5		
Description of Duties		
<p>• Responsible for the overall coordination and support to the mission's budget formulation execution and allotment management; • Provided advice, assistance, and guidance to program managers on budget and financial policy and instructions issued by the Controller; • Prepared and formulated cost estimates with detailed input and justification of resources requirements for all departments, compiled and consolidated data for reasonableness, accuracy and conformance with guidelines for submission to the Comptroller including the result-based-budgeting framework; • Ensured that indicators of achievement and outputs are measurable and all mandated activities authorized by the Security Council are reflected / translated into the result-based-budget proposals; • Conducted studies to improve budget and financial reporting systems and cost-effective utilization of program resources; • Managed over \$600 million yearly budget for MINUSTAH and strictly monitored and controlled budgetary allocations through regular reviews and tracked expenditure in accordance with the UN rules and regulations • Ensured that financial resources are utilized to implement activities in accordance with the Mission budget and allotments issued; determined reallocation and redeployment of funds when necessary; • Ensured an effective information flow between Finance and other department in order to effectively record expenditure and disburse under the related approved activities e.g. DDR and quick impact projects; • Established financial procedure e.g recording, and disbursements for projects related to quick impact projects, DDR and for elections in Haiti; • Handled issues related to procurement of goods, services and supply and human resources activities e.g. post management, ensured that staffing table reflects the post incumbency, special service agreements and all Personnel related requirements such as overtime, consultants, individual contractors and tracked obligations and expendit</p>		
Summarize any of Your Achievements		
<p>Prepare very good quality of budget and performance reports documents. Prepare a supplementary budget in light of an increase or decrease of troops. Effectively monitor and control use of financial resources based on the approved budget; timely submission of reports to ACABQ and BOA on issues raised on the Mission. OIC of the section in the absence of the CBO. Chairperson of the Tender Opening Committee (TOC) related to procurment (opening of bids).</p>		
Reasons for Leaving		
<p>Reassignment to New York</p>		

Job Title Consultant	Type of Business Telecommunications	From - To 01/02/2004 - 01/06/2004
Name of Employer AIS Engineering, Inc.	Name of Supervisor Abe Sylla	
Salaries per Annum:		
Starting 50000	Final 50000	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number 1202361-5653	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties		
<p>• Assisted in the formulation of budget proposals for various projects; • Provided guidance on financial administration and management information issues and practices; • Oversee work related to billing and receipt of income from various services, monitored and evaluated of vendor contracts/payment to vendors, perform other related work as required</p>		
Summarize any of Your Achievements		
<p>N/A</p>		

New assignment with the UN

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

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

Job Title	Type of Business	From - To
Accountant	Insurance	01/05/2000 - 01/03/2001
Name of Employer		Name of Supervisor
Union Labor Life Insurance Co.		Leslie Harris
Salaries per Annum:		
Starting	Final	Currency Paid
37000	37000	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
1202682-6761		jlenaud@ullico.com
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		

Description of Duties
• Responsible for the overall coordination and support to the mission's budget in Cote d'Ivoire; part of the first deployment team for the Mission start-up and prepared the Mission budget and staffing table • Set up the field financial systems and established systems and standard for monitoring of expenditure and allocations of resources
Summarize any of Your Achievements
Created spreadsheet for financial report filing requirements for each states
Reasons for Leaving
Career development

Job Title	Type of Business	From - To
Accountant	Hotel	01/07/1997 - 01/04/2000
Name of Employer	Name of Supervisor	
Renaissance Hotel	Jay Chaoui	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	35000	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	
1202898-9000		
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
• Maintained the general ledger to ensure accurate, timely, and reliable reporting or financial results that are in accordance with GAAP; • Prepared the daily revenue and month to date revenue report; • Assisted the Controller in monthly closing activities and assisted in the preparation of the annual budget; • Reviewed journal entries and prepared monthly bank reconciliation; • Processed all purchase order requests, setting new vendor accounts, coding processing invoices, expense reports, and printing checks; reconciled daily cash receipts, and processed foreign currency exchanges;		
Summarize any of Your Achievements		
N/A		
Reasons for Leaving		
Career development		

Job Title	Type of Business	From - To
Accountant	Accounting Firm	01/12/1996 - 01/06/1997
Name of Employer	Name of Supervisor	
Akinmurele & Associate	Akin	
Salaries per Annum:		
Starting	Final	Currency Paid
25000	25000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
1301434-1849		
Address of Employer		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
• Bank reconciliations; assisted in the individuals and businesses tax filling, bookkeeping and general accounting work		
Summarize any of Your Achievements		
N/A		
Reasons for Leaving		
career development		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

.....

Language	Mother Tongue	Speak	Read	Write	Understand
Malinke	Yes	Easily	Easily	Not easily	Easily
Soussou	Yes	Easily	Easily	Easily	Easily

Address

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

References

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

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

Personal History Profile for Kamanja MUJUNANGOMA

General Details

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

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

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

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

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

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

Employment

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

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

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

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

Reasons for Leaving

End of secondment from UNDP.

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

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

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

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

Telephone NumberEmail Address

Address of Employer
Croatia

Number of Employees Supervised by You
1

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

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

Reasons for Leaving
End of secondment.

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

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

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

Telephone NumberEmail Address

Address of Employer
United States of America

Number of Employees Supervised by You

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

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

Reasons for Leaving
Promotion.

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

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

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

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

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

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

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

Address

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

References

Personal History Profile for Sarabjit SINGH

General Details

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

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

Employment

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

Job Title	Type of Business	From - To
Finance Officer	Chief Accounts Unit	01/03/2010 -
Name of Employer	Name of Supervisor	
UNMIT	Wilberforce Tengey	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
1212963900	singh42@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
4		
Description of Duties		
Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

Just Started

Reasons for Leaving

Still working

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 - 01/03/2010
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		
Summarize any of Your Achievements		
I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.		
Reasons for Leaving		
Short Assignment in UNIPSIL.		

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

Still working

Job Title Civil Affairs Budget & Finance Officer		Type of Business Peace Keeping Operations	From - To 01/12/2005 - 01/11/2008
Name of Employer UNMIK		Name of Supervisor John Rogers	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
89000	89000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i			
Summarize any of Your Achievements I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.			
Reasons for Leaving Chosen for another Mission UNPOS.			

Job Title Civil Affairs Budget & Finance Officer		Type of Business Peace Keeping Operations, DPKO	From - To 01/04/2004 - 01/12/2005
Name of Employer UNMIK		Name of Supervisor Mr. Manoj Saunik	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
89000	89000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address singh42@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp			
Summarize any of Your Achievements			

Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.

Reasons for Leaving

Still working

Job Title	Type of Business	From - To
Civil Affairs Officer Budget & Finance	Municipality	01/07/2002 - 01/03/2004
Name of Employer	Name of Supervisor	
UNMIK	Mr. Zia Muhammad	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
<p>Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.</p>		
Summarize any of Your Achievements		
<p>I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;</p>		
Reasons for Leaving		
another posting		

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

another posting

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

Job Title General Manager		Type of Business Procuring, Marketing & Administration IT & Elec products	From - To 01/01/1996 - 01/04/2000
Name of Employer Business Electronic System (U) ltd		Name of Supervisor Mr Abhay Aggarwal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number 25675701234		Email Address gm@sciug.com	
Address of Employer Uganda			
Number of Employees Supervised by You 25			
Description of Duties Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.			
Summarize any of Your Achievements Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.			
Reasons for Leaving UNMIK Mission.			

Job Title Tea Estate Manager		Type of Business Tea Gardens	From - To 01/01/1986 - 01/12/1995
Name of Employer Andrew Yule & Co. ltd		Name of Supervisor Mr B S Panwar	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			

Number of Employees Supervised by You
15000

Description of Duties
I am responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.

Summarize any of Your Achievements
Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus

Reasons for Leaving
Assignment in Africa

Job Title Assistant Manager Airport		Type of Business Airlines	From - To 01/01/1983 - 01/12/1985
Name of Employer Aeroflot The Soviet Airlines		Name of Supervisor Mr Nath	
Salaries per Annum: Starting 18000	Final 35000	Currency Paid INR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

Address

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

References

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

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

Personal History Profile for Sarabjit SINGH

General Details

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

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

Employment

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

Job Title Finance Officer	Type of Business Chief Accounts Unit	From - To 01/03/2010 -
Name of Employer UNMIT		Name of Supervisor Wilberforce Tengey
Salaries per Annum: Starting 118000		
Final 118000	Currency Paid USD	Is this a civil servant position of your Government? No
Is this a position within the UN Common System? No		
Telephone Number 1212963900	Email Address singh42@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

Just Started

Reasons for Leaving

Still working

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 - 01/03/2010
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		
Summarize any of Your Achievements		
I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.		
Reasons for Leaving		
Short Assignment in UNIPSIL.		

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

Still working

Job Title Civil Affairs Budget & Finance Officer	Type of Business Peace Keeping Operations	From - To 01/12/2005 - 01/11/2008
Name of Employer UNMIK	Name of Supervisor John Rogers	
Salaries per Annum:		
Starting 89000	Final 89000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i		
Summarize any of Your Achievements I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.		
Reasons for Leaving Chosen for another Mission UNPOS.		

Job Title Civil Affairs Budget & Finance Officer	Type of Business Peace Keeping Operations, DPKO	From - To 01/04/2004 - 01/12/2005
Name of Employer UNMIK	Name of Supervisor Mr. Manoj Saunik	
Salaries per Annum:		
Starting 89000	Final 89000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address singh42@un.org
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp		
Summarize any of Your Achievements		

Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.

Reasons for Leaving

Still working

Job Title	Type of Business	From - To
Civil Affairs Officer Budget & Finance	Municipality	01/07/2002 - 01/03/2004
Name of Employer	Name of Supervisor	
UNMIK	Mr. Zia Muhammad	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
38138504604	singh42@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
Description of Duties		
<p>Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.</p>		
Summarize any of Your Achievements		
<p>I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;</p>		
Reasons for Leaving		
another posting		

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

another posting

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

Job Title General Manager		Type of Business Procuring, Marketing & Administration IT & Elec products	From - To 01/01/1996 - 01/04/2000
Name of Employer Business Electronic System (U) ltd		Name of Supervisor Mr Abhay Aggarwal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number 25675701234		Email Address gm@sciug.com	
Address of Employer Uganda			
Number of Employees Supervised by You 25			
Description of Duties Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.			
Summarize any of Your Achievements Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.			
Reasons for Leaving UNMIK Mission.			

Job Title Tea Estate Manager		Type of Business Tea Gardens	From - To 01/01/1986 - 01/12/1995
Name of Employer Andrew Yule & Co. ltd		Name of Supervisor Mr B S Panwar	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			

Number of Employees Supervised by You
15000

Description of Duties
I am responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.

Summarize any of Your Achievements
Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus

Reasons for Leaving
Assignment in Africa

Job Title Assistant Manager Airport		Type of Business Airlines	From - To 01/01/1983 - 01/12/1985
Name of Employer Aeroflot The Soviet Airlines		Name of Supervisor Mr Nath	
Salaries per Annum: Starting 18000	Final 35000	Currency Paid INR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

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

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

For clerical grades only:
Indicate typing speed in words per minute: English - French -
List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

Address

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

References

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

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

Personal History Profile for Sarabjit SINGH

General Details

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

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

Employment

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

Job Title Finance Officer	Type of Business Chief Accounts Unit	From - To 01/03/2010 -
Name of Employer UNMIT		Name of Supervisor Wilberforce Tengey
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 118000 118000 USD Is this a position within the UN Common System? No		
Telephone Number 1212963900		Email Address singh42@un.org
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		

Summarize any of Your Achievements

Just Started

Reasons for Leaving

Still working

Job Title	Type of Business	From - To
Chief Budget & Finance Officer	Budget & Finance	01/12/2009 - 01/03/2010
Name of Employer	Name of Supervisor	
UNIPSIL	Mr. Michael Mulinge	
Salaries per Annum:		
Starting	Final	Currency Paid
118000	118000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
12129639588	singh42@un.org	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
4		
Description of Duties		
I am responsible for the financial management and administration of the Mission's allotments as per the delegation of authority on financial matters. I am supervising the the work and staff of the Finance section. Providing authoritative advice and guidance to senior management with regard to the financial policies and procedures. I am ensuring full implementation of all existing financial Rules, Regulations and Policies. Adapting existing rules and regulations to meet the unique work requirements of the Mission especially after its draw-down and liquidation. Coordinating the maintenance and the development of automated accounting and payroll systems; coordinating and supervising the preparation and production of the Mission's financial statements and schedules. Performing other duties such as advising senior management on questions of financial policy. Making recommendations on changes/improvements in accounting policies and procedures including matters related to staff entitlements, witness reimbursements and payments. Replying to queries on financial/accounting matters, including replying to questions raised by Internal/External Auditors and OIOS when requested.		
Summarize any of Your Achievements		
I have successfully coordinated with Mission Management for the liquidation and closure of UNIOSIL in December 2009. I am liaising with Headquarters for any follow-on clarifications in regard to the above. While the normal financial closing of UNIPSIL has also been done.		
Reasons for Leaving		
Short Assignment in UNIPSIL.		

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

Still working

Job Title Civil Affairs Budget & Finance Officer	Type of Business Peace Keeping Operations	From - To 01/12/2005 - 01/11/2008
Name of Employer UNMIK	Name of Supervisor John Rogers	
Salaries per Annum:		
Starting 89000	Final 89000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address sarabjit33@hotmail.com
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties Implement mandate UNSCR 1244(1999) to support Municipal Institutions, develop and maintain close liaison with local leaders, non-governmental organizations UN Agencies and other partners to coordinate developmental activities. My responsibility included audit inspections and implementation of its recommendations in compliance with Financial Rules and Regulations; establishing the budget and finance department for financial administration in the municipality in order to implement the financial management procedures established by UNMIK; formulating and preparing plan for activities and economic management during the fiscal year; Approving Officer for all Municipal expenditure, vendor's claims and collection of municipal revenues. After the certification of municipality my duties evolved from executive to monitoring, advisory and mentoring function. I monitor municipal resources and utilities to ensure functioning of democratic and sustainable local institutions in the municipality; coordinating with municipality for implementation of projects; developing and maintaining internal monitoring and reporting system for effective functioning of Municipality. I Prepare reports based on assessments, provide suggestions and identify indicators for performance evaluation. Negotiate and intervene when required to ensure Municipality exercises responsibilities in accordance with mandate. Guide and advise Municipality on best practices and systems for institutions of good governance to strengthen municipal administration. Participate and coordinate various meetings with International and humanitarian agencies, NGO, KFOR, Police. Assess and discuss issues relating to security and safety of minorities, Chair the Municipal Working Group of Returns in absence of Municipal Representative. Render legal advisory services to municipality on substantive and procedural legal issues. Liaise with other municipalities and Regional Legal Office for applicability and on issues relating to i		
Summarize any of Your Achievements I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units; Contributed towards the goals of mandate of this mission by managing and assisting in many high profile visits to my AOR including SRSG, President of Kosovo, Deputy PM of Kosovo, Ministers of Kosovo and other foreign dignitaries. I suggested options and solutions to the Departments of Civil Administration for strategic planning and accelerating the process of complete transfer of responsibilities based on opinions and expectations of the local populace of my AOR. I collected and collated the facts on claimed achievements by the municipality for potential negotiation by the office of SRSG/Negotiating team on the broader scale. I coordinated with OSCE local team for smooth transition of responsibilities from UNMIK to OSCE as part of the agreement between both organizations. Contributed towards the rapid evolving needs of the mission and towards the needs for mandate of mission by generating concise and timely reports of my AOR for Department of Civil Administration. Ensured maintaining of peace amongst the present ethnicities in my AOR by coordinating with security forces and municipal leadership at the time of crucial political decision. Transferred the possible remaining competencies smoothly to the Municipality from UNMIK as directed by the Department of Civil Administration. Reported impartially, timely and concisely on the progress of the standards of Kosovo in my AOR appraising of the situation on ground to the department of civil administration for their compilation of standards report for the negotiating team on status of Kosovo. Assisted actively with the municipal authorities, communities and active agencies in my AOR to make the IDP's return to their original place of residence. Guided the municipality to follow procedures translating their accountability for the actions to the local populace, their Ministries and present International organisations.		
Reasons for Leaving Chosen for another Mission UNPOS.		

Job Title Civil Affairs Budget & Finance Officer	Type of Business Peace Keeping Operations, DPKO	From - To 01/04/2004 - 01/12/2005
Name of Employer UNMIK	Name of Supervisor Mr. Manoj Saunik	
Salaries per Annum:		
Starting 89000	Final 89000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address singh42@un.org
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties In the capacity as UNMIK Budget and Finance Officer I was responsible for implementation of financial management procedures established in UNMIK. I formulated and prepared plan of activities and economic management for financial administration in the Municipality. I was responsible to keep a track of all revenue estimates, capital expenditure and other expenditure of the municipality; allocate the funds available to meet the expenditure requirements of the municipality; cost estimates/budgets for submission to Ministry of Finance and Economy. I prepared budget and monitored its implementation and expenditure; prepared financial records, statements and reports. I responded to audit observations, trained and guided the staff in performing day to day activities in the areas of financial accounting and reporting. In accordance with the UNSCR 1244(1999) to support Municipal Institutions, I developed and maintained close liaison with local leaders, non-governmental organizations UN Agencies and other partners for coordinating developmental activities. I prepared reports based on assessments, provided suggestions and identified indicators for performance evaluation. Negotiated and intervened when required to ensure Municipality exercises responsibilities in accordance with mandate. Provided guidance and advise to Municipal staff on best practices and systems for institutions of good governance to strengthen municipal administration. Participated and coordinated various meetings with International and humanitarian agencies, NGO, KFOR, Police. Reviewed legislation drafted by the Municipal Assemblies to ensure their conformity with UNMIK Regulations and applicable law, proposed amendments if required. Provided support to Municipal Representative pertaining to property rights and render necessary advice. Drafted reports, legal documents and engaged in correspondence with Regional and Central Authorities. I was the UNMIK focal point in the municipality for reporting on imp		
Summarize any of Your Achievements		

Constituted and led a Municipal Committee in 2003, for Kosovo Standards with 20 multi ethnic versatile participants in a municipality of 125000 inhabitants. Where it was previously impossible to bring together a multiethnic group of people. The Municipal committee successfully managed to discuss successes and shortcomings of the municipality on the Kosovo standards implementation, which, were reported in time approximately 11 months for the SRSG strategic coordinator and UNMIK Civil Administration for submission to contact group, and required in discussion on Kosovo status. In 2004 Convinced village councils of majority and minority community for dialogue to facilitate and accelerate programme on returns and collective approach on developmental projects in spite of negative political pressure. The prospective returnees had to be brought from various locations while coordinating the same with the receiving community. Ensured participation of all ethnic groups overcoming the animosities in the discussion for community development with Municipal officials. Forty minority families returned for this effort achieving a vital part of our mandate. During my tenure here for approximately 18 months provided timely solutions to resolve conflicting situations and assisted the Municipal authorities establishing institutional mechanisms for training programmes. As a result the minorities are now participating in Municipal activities. Initiated projects and programmes on alternate energy and waste management for equitable employment generation and economic growth. The municipality in spite of no presence of International community is near implementing the alternate energy projects.

Reasons for Leaving

Still working

Job Title Civil Affairs Officer Budget & Finance		Type of Business Municipality	From - To 01/07/2002 - 01/03/2004
Name of Employer UNMIK		Name of Supervisor Mr. Zia Muhammad	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address singh42@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Coordinate prepare reports on the financial performance of the municipality's vis-à-vis the Goals/Standards. Coordinate the management and deployment of resources with other UN Agencies, IOM, USAID, EU and other organizations. Directly responsible for resource mobilization within the Municipality. Participate as Chairperson or UNMIK Observer in committees such as Policy & Finance, Property survey & Tax, Staff Recruitment, Procurement and tender opening, evaluation and awarding. Officiate as Municipal Representative in his absence. Prepare and submit project proposals to donor agencies, ensuring their timely implementation, reporting on project status and progress as per sanctioned funds; liaise with Kosovo ministries, other Government offices, donors, NGOs, KFOR and other relevant agencies to promote project implementation in the Municipality. Coordinate and supervise the work of the Municipality Project Unit including national and international staff. Formulate and prepare Municipality cost estimates/budgets for submission to Ministry of Finance and Economy. Prepare budget and submit reports, redeploys funds to meet expenditures whenever required, monitor budget implementation and expenditures to ensure it remain within authorized levels, review requisitions and check allocation of proper budget allotments ensure availability of funds at all times. Review budget reports, analyse variances between approved budgets and actual expenditures, provide recommendations. Responsible to maintain the financial accounts; prepare financial records, statements and reports as required. Responsible for audit inspections and implementation of its recommendations in compliance with Financial Regulations and Rules. Approving officer for all Municipality expenditures; responsible for financial certification of the Municipality. I have undertaken Cross Training in UNMIK Personnel section, Staff Support.			
Summarize any of Your Achievements I initiated and established the Budget & Finance department in the municipality and recruited staff through competitive process; Two successful & satisfactory external audit inspections were held due to my continuance guidance; Successful transfer of financial authorities from UNMIK Internationals to locals; And finally the financial Certification of the Municipality for independently running their financial affairs was granted by the Ministry; I initiated and established the Procurement department in the municipality and recruited staff through competitive process. I guided the municipality to write procurement procedures to be followed by all municipal departments for future procurements; Managed to get projects sanctioned over & above the grants by presenting in required manner; Capacity Building for Municipal budget, finance, procurement and project units;			
Reasons for Leaving another posting			

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

another posting

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

Job Title General Manager		Type of Business Procuring, Marketing & Administration IT & Elec products	From - To 01/01/1996 - 01/04/2000
Name of Employer Business Electronic System (U) ltd		Name of Supervisor Mr Abhay Aggarwal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	40000	USD	Is this a position within the UN Common System? No
Telephone Number 25675701234		Email Address gm@sciug.com	
Address of Employer Uganda			
Number of Employees Supervised by You 25			
Description of Duties Provided support services to East African Region for Business Electronics Systems (U) Pvt. Ltd, a group of companies dealing in IT solutions. The Company being distributor for Blick SA & Philips Netherlands, NCR and Luccent Technologies, I was involved in the interaction with Multinational Companies, Government Organizations, Non-Governmental Organizations, and United Nations Agencies in East Africa and worldwide for procurement, marketing and resource mobilization. Responsible for financial projections to the Management for Company's Annual General Body Meetings. Responsible for procurement of information and technology, electrical equipment from multi-national companies and vendors across the world. Conceptualised effective marketing strategy for higher turnover. Surveyed and analysed market trends and identification of market opportunities. Achieved projected sales targets on yearly basis. Promoted sales of communication equipments to organizations working towards the cause of HIV awareness, child and women development and many hospitals for effective management of services. Introduced the concept of local participation and cold calling activities during fund-raising activities. Provided effective support to channel partners, clients and staff to cover all problematic areas. Initiated and maintained service oriented database for manufacturers, service companies and other vendors. Assessed contractual viability with a view to do risk. Developed new corporate clients for all the group companies in East Africa. Responsible for financial management, budget control mechanisms and coordination with various departments for future projections relating to expenditures and resource generation. Submission of financial reports to the Board for presentation in the Annual General Body Meeting. Analysed case by case of contracts system to other modes of procurement for cost benefits. Floated tenders for services and products.			
Summarize any of Your Achievements Achieved targeted sales; Successful Marketing campaigns throughout East Africa; Negotiated good prices for procurement worldwide; Gave outstanding services to all concerned viz. customers, donors, sellers, staff, management & others; Brought the company from red figures to solid profits; Turnovers increased beyond imaginations of the management; PHILIPS, BLICK, NCR trained me in the sales/product management; Facilitated clients - i.e Ministries, NGO's and other organizations to raise funds for procuring our products.			
Reasons for Leaving UNMIK Mission.			

Job Title Tea Estate Manager		Type of Business Tea Gardens	From - To 01/01/1986 - 01/12/1995
Name of Employer Andrew Yule & Co. ltd		Name of Supervisor Mr B S Panwar	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	120000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			

Number of Employees Supervised by You
15000

Description of Duties
I am responsible for the management of operational activities and general administration within the organization. Principally labour intensive and located in politically sensitive area, the Company regularly experienced labour unrest. I was instrumental in negotiating with representative of labour union. Liaised with the Management for formulation of developmental projects. Conceived and prepared projects for welfare activities as well as for pectoral programmes. Coordinated with Civil authorities and other institutions for utilization of available resources. Formulated income generating programmes and coordinated with Non-Governmental Organizations for its implementation. Assessed political overtones and guided the management accordingly. Provided security preparedness sessions to the staff from time to time. Managed tea plantation of 500 ha of land. Provided support for maintaining quality and quantity of tea produce. As a panel member for contracts, studied and analysed holdings of participating companies (foreign, national and local) in the tea auction process. Organized social events, cultural get-togethers for labour to strengthen management-labour relationship. Formulated programmes, organized events, prepared invitations, obtained security, police and municipality clearances, coordinated with ministries for protocol extending invitation to ministers and other senior government officials. Due to such events labour was motivated which had impact on quantity of produce and increased sales shifted the position of organization. Responsible for financial management – budgets, expenditure, viability,reporting, accounting etc; budget preparation and monitoring of expenditure, ensured accountability with proper tracing systems for movable and immovable stores, assets Responsible for detailed assessment, performance measurement and risk-analysis for procurement and service contracts. Maintained cordial relations between labour/management.

Summarize any of Your Achievements
Contained spread of Malaria Epidemic in company's labour colony with the help of District authorities by mobilizing various internal and external resources despite shortage of funds. I provided better working conditions to the work force by prioritising the approved budget resulting enhanced improvement in the overall productivity. I maintained cordial relationships with labour unions in multi union plantations thereby motivated in achieving budgeted Plantation productivity targets and budgeted Factory recovery percentages from green leaf to made tea; Achieving targets always earned me bonus

Reasons for Leaving
Assignment in Africa

Job Title Assistant Manager Airport		Type of Business Airlines	From - To 01/01/1983 - 01/12/1985
Name of Employer Aeroflot The Soviet Airlines		Name of Supervisor Mr Nath	
Salaries per Annum: Starting 18000	Final 35000	Currency Paid INR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 15			
Description of Duties Responsible for passenger and cargo flights; Responsible for Incomin and outgoing Aircraft Crew; Responsible for Crew, staff and passenger tpt; Responsible for weather reports; Responsible for landing and take off clearances; Responsible for passenger and crew catering; Responsible for Immigration,Customs, check in passengers and crew; Responsible for cargo and baggage handling and clearances; Responsible for Disembarkation and boarding of passengers; Relaying messages to various destinations for inbound and outbound flights;			
Summarize any of Your Achievements Always managed to send flights in time avoiding dam rages to Airline; Best possible assistance to Delayed, cancelled flight passengers although unheard of with Aeroflot at that time; Cordial relation with all airport authorities (viz. weather, landing, immigration, customs, cargo, handling airline, passengers) staff local and international.			
Reasons for Leaving Another assignment			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

Address

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

References

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

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

Personal History Profile for Augustine SNEH

General Details

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

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

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

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

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

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

Employment

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

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

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

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

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

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

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

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

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

Job Title Finance Assistant	Type of Business Peacekeeping	From - To 01/12/1993 - 01/12/1997
Name of Employer United Nations Mission in Liberia	Name of Supervisor Mr. Anthony Teklyer	
Salaries per Annum: Starting 6000	Final 11400	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		

Liberia

Number of Employees Supervised by You
3

Summarize any of Your Achievements
Designed spreadsheet at the United Nations Observer Mission in Liberia (UNOMIL) that was used in tracking payments disbursed to vendors and balances due them.

Job Title Senior Accounting Technician (Sr. Accountant)		Type of Business Finance	From - To 01/03/1988 - 01/11/1993
Name of Employer Ministry of Finance		Name of Supervisor Morris Nyenway	

Salaries per Annum:

Starting
15000

Final
20000

Currency Paid
USD

Is this a civil servant position of your Government?
Yes

Is this a position within the UN Common System?
No

Telephone Number

Email Address

Address of Employer
Liberia

Number of Employees Supervised by You
5

Summarize any of Your Achievements
Recommendation of a check and balance system that tie the daily cash balances of Cash Management and Revenue sections.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Electronic typewriter, fax machines, computers, laptops,scanners

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

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

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Lea JERNICE	Director for Graduate Student Services and Admissions	1570 Old Baltimore Pike United States of America	1610932-8300 jlea@lincoln.edu
Gladys MUTANGADURA	Human Resources Officer	UNAMA - Kabul, Afghanistan United States of America	1212963-2668 mutangadura@un.org
Richards OSWALD	Director of Graduate Program	Lincoln University United States of America	1484364-7377 orichards@lincoln.edu