

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	ABDALLAH, Abdoul Wahide		07/07/1974	M	NER	AABDALLAH@unog.ch
2.	NATARAJAN, Usha		02/06/1969	F	IND	unatarajan0206@yahoo.co.in
3.	NAZARETYAN, Aida		02/11/1962	F	ARM	aidakamo@yahoo.com
4.	PAIGE, Dymah		27/10/1976	F	TUN	dym_bm@hotmail.com
5.	PRISO, Augustine	889648	15/12/1949	F	CMR	priso@un.org
6.	RINCON, Isabel		27/12/1968	F	SPA	mabelrincon@hotmail.com
7.	ROBINSON, Jamee		08/11/1959	F	CAN	jameerobinson@mac.com
8.	TSINGI, Theognosia	390634	26/01/1972	F	CYP	tsingi@un.org
9.	UWAKWE, Pamela	871645	25/04/1967	F	IRE	pamuwakwe@yahoo.co.uk
10.	YEAP, Su Bin	418758	28/05/1976	F	MAL	sby198@yahoo.com

Personal History Profile for Abdoul Wahide ABDALLAH

General Details

- | | | | |
|--|------------------------------------|---|-------------------------------------|
| 1. Family name
ABDALLAH | First Name
Abdoul Wahide | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
07/07/1974 | 3. City of Birth
Niamey | Country of Birth
Niger | Index No |
| 4. Country of Nationality at Birth
Niger | Second Nationality (if any) | 5. Country of Present Nationality
Niger | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
180 | 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? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/02/2003**
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: **AABDALLAH@unog.ch**

Education

List all university degrees or equivalent qualifications obtained.

University Name Internal School of The West African States Common Central Bank	City, Country Dakar Senegal	From - To May-2004 - Sep-2004
Main Course of Study Banking	Field of Study Business & Administration	
Degree Title or Equivalent Training on Banking and Management at The Internal School fo The West African States Common Central Bank (BCEAO)	Degree Type Degree	

University Name University of Valenciennes	City, Country Valenciennes France	From - To Sep-2001 - Oct-2002
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Master in Audit & Finance	Degree Type Masters	

University Name University of Sfax	City, Country Sfax Tunisia	From - To Oct-1997 - Jun-1999
Main Course of Study Bookkeeping	Field of Study Business & Administration	
Degree Title or Equivalent Master in Accounting and Finance	Degree Type Masters	

University Name University of Sfax	City, Country Sfax Tunisia	From - To Oct-1995 - Jun-1997
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent BSc. in Management and Accounting	Degree Type Bachelor of Sciences	

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

Name of School Lycée Amadou Kouran Daga	City, Country Zinder Niger	From - To Oct-1987 - Jul-1994
Main Course of Study Mathematics, Science, Art, Philosophy, Geography, History, IT and Computer science, Chemistry & Physics, English	Certificate or Diploma End of Secondary School in Niger with major in Science and Mathematics - Bac C.	

Employment

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

Job Title Associate Auditor	Type of Business Audit and Internal Controls	From - To 01/07/2009 -
Name of Employer Office of Internal Oversight Services - OIOS/IAD/European Audit Section	Name of Supervisor Ms. Anna NYAORO, Auditor, IAD European Audit Section	
Salaries per Annum: Starting 107428	Final 107428	Currency Paid USD
Telephone Number 4122917 2592	Email Address AABDALLAH@unog.ch	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Switzerland	Number of Employees Supervised by You	Description of Duties Within delegated authority, as associate auditor, I : 1. document, evaluate and test system and controls to determine their adequacy and effectiveness with respect to (i) compliance with policies and procedures; (ii) accomplishment of management's objectives; (iii) reliability and integrity of information; (iv) economic use of resources, and (v) safeguarding of assets. 2. Draft working papers for review by the auditor in charge; 3. Take initiative in identifying appropriate audit tools, best practices, and identify/perform tasks aimed at ensuring that the audit programmes are conducted in accordance with OIOS Standards. 4. Use Auto Audit for all assignments 5. Supervise lower level staff; 6. Support IAD in budget and financial management matters, Undertake other audit and administrative duties as may be assigned.
Summarize any of Your Achievements Completion of my assigned audits within the planned budget and timeframe and in accordance with the established audit policies and procedures. AutoAudit used in all assignments Updating risk registers in accordance to IAD policies and procedures. Advise on the monitoring and the use of budgetary allocation (RB and XB) Positive feedback from supervisors and colleagues with regard to my contribution to professional initiatives.	Reasons for Leaving To acquire more experience within the UN	

Job Title Associate Administrative and Finance Officer	Type of Business UNECA	From - To 01/12/2005 - 01/06/2009
Name of Employer United Nations Economic Commission for Africa	Name of Supervisor Patrick Bugembe	
Salaries per Annum: Starting 86700	Final 107917	Currency Paid USD
Telephone Number	Email Address Abdallah14@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Rwanda	Number of Employees Supervised by You 12	Description of Duties Approving Officer for the UNECA SRO/EA office activities by dealing with various administrative matters including Finance, Budgeting, Human Resources activities, Internal controls, Procurement, General Administration, etc. Ensure that the office is always endorsed with uninterrupted administrative and financial support and in conformity with the established UN Rules and Regulations; Budgets proposals, administration and monitoring following the RBB process. Financial management of trust funds and XB resources controlled by the Office; Timely report to HQ of financial statements and administrative reports; Review and approve in IMIS various documents and payment of various claims; Manage and administer salaries disbursement to staff, DSA to meeting participants, etc. Ensure accurate and complete accounting reporting and internal control system are functioning as well as making recommendation for improvement of established procedures; Ascertain the required obligation documents are properly raised and attached, etc. Review and Reconcile a range of accounting transactions on a regular and recurring basis and others related duties. Assist in addressing Human resources issues on recruitment, Secretary for the Advisory Selection Panel for GS staff and consultant SSA, advise on staff benefits processes, conducting hands-on training programmes, providing management reports with recommendations for implementation. etc. Handle procurement matters as Member ex officio of the Local Committee on Contract, LCC.
Summarize any of Your Achievements Budget proposals, administration and monitoring in UNECA. Assisted in the closing of UNECA biennium 2004/2005 with the Accounts Unit in Addis by analyzing accounts and reviewing/evaluating all the 5 SROs financial reports. Coordinated the SRO-EA office closing operations for the biennium 2006 -2007 as well as for the fiscal year 2008. Approving and recording SRO-EA accounts in IMIS. Organized the office meetings, Intergovernmental Committee of Experts, EGMs and Workshops. Making all administrative arrangements for servicing of conferences, meetings and seminars. Remittance of monthly accounts to UNECA Addis/DOA for review. Prompt feedback to auditor's requests. Remittance of monthly administrative Human Resource reports to UNECA Addis. Acted as Human Resources focal point, alternate PCO, interpret, implement, disseminate and advise the Director of the SRO on the application of the UN Staff Rules and Regulations, Recruitment and Mobility policies as well as administrative instructions governing staff entitlements and benefits, such as dependency allowances, education grant and related benefits, travel and relocation benefits, installation entitlements, official travel and leave entitlements, supervise the support staff of the SRO. Follow and approve Time and attendance record, Gather relevant documents to raise SSA and short term expert/staff contracts; etc.	Reasons for Leaving Reassigned to OIOS -Internal Audit Division in Geneva	

Job Title Finance Analyst & Acting Chief, Banking Operations Service	Type of Business Central Bank of Niger	From - To 01/12/2003 - 01/12/2005
Name of Employer Central Bank (Banque Centrale des Etats de l'Afrique de l'Ouest BCEAO)	Name of Supervisor Adamou Sambare	
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No

1000000	1150000	XOF	Is this a position within the UN Common System? No
Telephone Number	Email Address bceao@niamey.bceao.int		
Address of Employer Niger			
Number of Employees Supervised by You 14			
Description of Duties Acting chief of banking operations service; Section's Chief for Policy and Monitoring of the Systems of Payment; Approving all transfers and financial transactions in the bank ERP. Member of Project for implementing new systems of payment in Niger : Real Time Gross Settlement, RTGS and Automated Inter bank cheques payment.			
Summarize any of Your Achievements Approving officer for transfers outgoing and entering into the bank ERP. Salaries disbursement for more then 300 to their respective bank account. Follow-up operations of inter bank transactions. Management and follow up of accounts of the National Treasury including management of funds from Donors and XB on behalf of the Government. Collect and analysis of data on the Systems of Payment in Niger; Conduct specific audit mission within the commercial banks in Niger and Senegal; Evaluate and test banking operation system and control and formulate recommendation for needed improvements. Member of the Consultative Committee of the Payment of Niger (all banks); Review and analyze the balances of the accounts of the commercial banks of Niger; Legal related duties; Produce various statistics and Management reports, etc.			
Reasons for Leaving To acquire an international experience within UN; professional and personal development.			

Job Title Internal Auditor	Type of Business Project for Development of the microfinance in Niger	From - To 01/10/2002 - 01/12/2003
Name of Employer The National Programme for development of the Microfinance in Niger PDSFR with IFAD/UNOPS	Name of Supervisor Yahaya Issaka	
Salaries per Annum: Starting 840000	Final 935000	Currency Paid XOF
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address pdsfr@intnet.ne	
Address of Employer Niger		
Number of Employees Supervised by You 10		
Description of Duties Conduct audit and reviews with respect to the Programme operations policies. Monitoring long terms contracts signed with stakeholders. Control audit/assignment resources, consolidate results, etc. Prepare risk-based audits/reviews. Plan in accordance with UNOPS and IFAD standards. Supervise audit assistants in all phases of the audit process. Evaluate and test systems and controls to determine their adequacy and effectiveness by ensuring compliance with Donors and UNOPS policies and procedures, reliability and integrity of information, economical use of resources, and safeguarding of assets. Prepare working papers for review by UNOPS mission and external auditors. Review and analyze the Programme annual Budget and Work program. Follow-up of the budgetary process. Review and approve various financial statement of the Project. Control of the Expenditures and checking of the RDP (Request for Direct Payments) and RRF (Request for Refunding) to submit to the cooperating institution- UNOPS- and donors (IFAD, The French and German Cooperation agencies, etc). Reviewing and approving the Programme quarterly financial statements and other audit and management reports.		
Summarize any of Your Achievements Reviewing and certifying various financial and administrative reports for submission to the Board of directors, UNOPS as supervising institution, donors, etc. Administer the implementation of the UNOPS/IFAD procedures and policies. Ensure the consistency of the internal audit including testing the operation system and making appropriate recommendation for improvement. Manage Long term contracts signed with the Programme's beneficiaries. Ensure effectiveness and economical use of resources as well as safeguarding of the Project assets. Draft working papers for UNOPS mission and/or external auditors and follow up the prompt implementation of audit recommendations.		
Reasons for Leaving To acquire experience in a regional international organization (with the Central Bank, BCEAO).		

Job Title Teacher	Type of Business Undergraduate School	From - To 01/03/2002 - 01/06/2002
Name of Employer Lycee Professionnel Paul Langevin	Name of Supervisor Mme Catherine Bienneau-Gerard	
Salaries per Annum: Starting 240000	Final 240000	Currency Paid FRF
		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 France		
Number of Employees Supervised by You		
Description of Duties Training in accounting and accounting related ERPs to undergraduate students for preparation to final exams		
Summarize any of Your Achievements Training in accounting and accounting related ERPs to undergraduate students for preparation to final exams. Increase in the rate of successful candidates		
Reasons for Leaving End of the school year and my short term contract.		

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
Hausa	No	Easily	Not easily	Not easily	Easily
Tamasheh	Yes	Easily	Not easily	Not easily	Easily

Address

D312, Office of Internal Oversight Services
Internal Audit Division -European Audit Section
Geneva Switzerland
Telephone: 41-22-917 2592 extension 72592
Fax: 41-762314911
Contact: Abdoul Wahide ABDALLAH

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
Birane CISSE	Economic Affairs Officer	UNECA Eastern Africa Office Rwanda	BCisse@uneca.org
Pierre DEMBA	Principal Economist	South African Private Sector Federation Rwanda	yzpdemba@yahoo.fr
Andre NIKWIGIZE	Senior Economic Affairs Officer	UNECA Office Rwanda	ANikwigize@uneca.org

Personal History Profile for Usha NATARAJAN

General Details

1. Family name NATARAJAN	First Name Usha	Middle Name	Maiden Name, (if any)
2. Date of Birth 02/06/1969	3. City of Birth Nagapattinam	Country of Birth India	Index No
4. Country of Nationality at Birth India	Second Nationality (if any) India	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Female	7. Height [cm] 158	8. Weight [kg] 62	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? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: unatarajan0206@yahoo.co.in			

Education

List all university degrees or equivalent qualifications obtained.

University Name The Institute of Chartered Accountants of India	City, Country Chennai India	From - To Apr-2004 - Jun-2004
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Diploma in Information Systems Audit	Degree Type Degree	
University Name The American Institute of Certified Public Accountants	City, Country Chennai India	From - To Jul-2003 - Nov-2003
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Certified Public Accountant (State of Colorado, USA)	Degree Type Masters	
University Name The Institute of Company Secretaries of India	City, Country Chennai India	From - To Nov-1992 - Dec-1993
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent ACS Inter	Degree Type Masters	
University Name The Institute of Chartered Accountants of India	City, Country Chennai India	From - To Jun-1989 - Jun-1992
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Chartered Accountant	Degree Type Masters	
University Name Bharathidasan University	City, Country Trichy India	From - To Jun-1986 - May-1989
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Bachelor of Commerce	Degree Type Degree	

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

Name of School	City, Country	From - To
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NatarajanDhamayanthi Higher Secondary School	Nagapattinam India	Jun-1979 - May-1986
Main Course of Study Class VI to XII - Accountancy, Commerce , Economics & Management		Certificate or Diploma Secondary School Leaving Certificat & Higher Secondary School Leaving Certificate
Name of School CSI MIddle School	City, Country Nagapattinam India	From - To Jun-1974 - May-1979
Main Course of Study Primary School		Certificate or Diploma Not applicable - Studied upto Class V

Employment

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

Job Title Accounting Officer	Type of Business Financing to Governments	From - To 01/04/2001 -
Name of Employer The World Bank		Name of Supervisor Sunil Kumar
Salaries per Annum: Starting 885000	Final 1721000	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 009104424613257	Email Address unatarajan0206@yahoo.co.in	
Address of Employer India		
Number of Employees Supervised by You 15		
Description of Duties Head – Travel Accounting Team ((Part of Quality Assurance & Corporate Expense Group) Job profile § Functions as Primary contact to Quality Assurance Unit, at Headquarters, (Washington DC) and responsible for migration, stabilization and providing post migration support for all Travel accounting / audit processes and a help desk operating at US timing. § Ensure effective, frequent, and candid communications with Quality Assurance Team, HQ on daily operations in Chennai Center. § Review exception reports, initiate and supervise appropriate investigative timely actions. § Review Trial Balance & Travel expense accounts and report pattern to HQ § Implementation of QA Review for travel audit to comply with best practice, including the Sarbanes-Oxley Act affecting corporate governance and financial disclosure. § Ensuring Compliance with Bank's Travel Policies for Operational and other Benefit Travel. Report our findings, impact & recommendation within the deadlines to all VPU / CAOs § Developing and implementing process improvements consistently which results in elimination of non-value added activities. Using the efficiencies gained, migrating additional jobs without adding resources, § Implemented Business Warehouse report reviews successfully. This involved identifying focus areas, deciding volume, charting out detailed work program, assigning responsibilities to staff, managing the workload, monitoring the performance on a periodical basis and successful preparation of reports. § Ensuring providing quality and timely solutions to complex accounting / policy queries, without escalations. § Guiding Country Office staff and HQ staff on the compliance of travel policies and procedures; advising on policy changes and highlight non-compliances related to policies and procedures on a regular basis. § Guiding managers in monitoring their travel budget. § Identify problems and opportunities for improvements in current processes and work with HQ team to im		
Summarize any of Your Achievements § Successful migration of all travel processes to Chennai and implementation of monthly GL review of travel expenses § Implementation of process and system improvements to eliminate redundant activities and to improve controls § Developed an in house packages for all processes for qualitative tracking and to address all reporting requirements to VPUs. § Migrated new jobs and implemented various new initiatives, which resulted in doubling the team size, in the past four years. § Streamlining of travel procedures at Chennai which includes negotiation with Travel Contractors / Airlines for obtaining best deals resulting in financial benefit § Co-ordination with AMEX and implementation of introduction of monthly exception reports from AMEX for better monitoring and control costs. § Obtained the best Staff Survey results, amongst various teams in Chennai Office		
Reasons for Leaving Beter Prospects		

Job Title Manager, Accounts	Type of Business Design, Engineering, manufacturing, supply and erection of Heat Recovery Steam Generators for Power plants	From - To 01/09/1996 - 01/08/2000
Name of Employer Babcock Borsig Power Systems Limited		Name of Supervisor Mr.
Salaries per Annum: Starting 180000	Final 300000	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 unatarajan0206@yahoo.co.in	
Address of Employer India		
Number of Employees Supervised by You		
Description of Duties		

§ Careful scrutiny of tender documents and involvement in bid proposals to verify the applicability of Customs Act, Works contract Act, RBI rules, Sales Tax, Excise Regulations & EXIM policy § Preparation of project costing sheet and involvement in finalization of prices being quoted, with reference to the taxes and duties, financing costs etc. § Liaisoning with Director General of Foreign Trade for obtaining special imprest licence / Advance licence for export projects / deemed export projects. Co-coordinating with them for obtaining refund of Terminal Excise Duty and Customs Duty Drawback § Finding solutions to problems with respect to Customs Act, Excise, Sales Tax, Works Contract tax, Income tax related issues § Co-ordination with Procurement department and handling local procurements and imports § Managing all commercial correspondences with customers § Liaison with insurance company for various risk coverages and making claims § Liaison with banks, for Letters of Credit; advance and performance guarantees packing credit facilities & forward cover § Optimum utilization of financial resources through proper planning of inflows and outflows and co-ordination with the Project Management / SBU Heads § Preparation of monthly projections of the Profit & Loss A/c, Cash flows, project Execution status reports, Strategic Management report and project costing for all projects for initiating relevant action. § Played a key role in developing internal controls, systems & procedures for project payments / receipts. § Designing appropriate billing strategy for various products and raising invoices on customers in co-ordination with SBU heads / project managers. § Scrutinizing the documents for making payments to suppliers / contractors to ensure compliance with Indian tax laws and resolving complex invoice and vendor issues. § Exemplary relationship management skills with ability in mediating with statutory authorities for availing exemptions, licences and sett

Summarize any of Your Achievements

Independently handled end to end commercial project management

Reasons for Leaving

Better prospects

Job Title Accounts Officer	Type of Business Textiles, petro products, IT etc	From - To 01/03/1995 - 01/09/1996
Name of Employer Reliance Industries Ltd		Name of Supervisor Mr.Rajaram Mohan
Salaries per Annum: Starting 150000	Final 180000	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		
Description of Duties ubmission of weekly, monthly half yearly Cash flows projections. § Project – Budget Monitoring. § Payments and accounting of Capital procurements – Indigenous and Imports § Accounting of Modvat on Capital Goods and transfer to Division § Allocation of pre-operative expenses and interest capitalization § Liaison with Project Management Group and Construction site for project monitoring § Capitalization of projects worth Rs.600 crores and subsequent transfer to manufacturing division. § Monthly MIS on cash outflow, project cost, schedule of payments etc		
Summarize any of Your Achievements Assited in Streamlining the project related matters, Modvat reconciliations, cost saving etc.		
Reasons for Leaving Better prospects		

Job Title Audit Executive	Type of Business Audit firm	From - To 01/02/1993 - 01/03/1995
Name of Employer Manohar Chowdhry & Associates		Name of Supervisor T.N.Manoharan
Salaries per Annum: Starting 36000	Final 60000	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		
Description of Duties § Finalization of Accounts, Handling Taxation matters & Bank Audits § Assisted Mr.T.N. Manoharan in authoring text books on "Income Tax" for CA students		
Summarize any of Your Achievements Assisted in authoring text book on Income tax for Chartered Accountancy Students		
Reasons for Leaving Better prospects		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, MS applications, ERP packages

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
Hindi	No	Not easily	Easily	Easily	Not easily
Sanskrit	No	Not easily	Easily	Easily	Not easily
Tamil	Yes	Easily	Easily	Easily	Easily

Address

1B, First Floor, Vasanth Apartments
New no.32, Venkatesa Agraharam,
Chennai Tamil Nadu India
Telephone: 0091-044-24613257
Fax: 0091-9840015319
Contact: usha Natarajan

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
Vairamuthu NAGARATHINAM	CFO, RMC India	mumbai India	009109819888102 vairamuthun@hotmail.com
Chandana PUNTAMBEKAR	The World Bank	11, Taramani Main road India	chandana523@rediffmail.com
Manoharan T.N	Practicing Chartered Accountant,	No,9, Main street, Dr.Thirumoorthy Nagar India	009109884061100 tnm@mca.co.in

Personal History Profile for Aida NAZARETYAN

General Details

1. Family name NAZARETYAN	First Name Aida	Middle Name Kamo	Maiden Name, (if any)
2. Date of Birth 02/11/1962	3. City of Birth Yerevan	Country of Birth Armenia	Index No
4. Country of Nationality at Birth Armenia	Second Nationality (if any)	5. Country of Present Nationality Armenia	Second Nationality (if any)
6. Gender Female	7. Height [cm]	8. Weight [kg]	9. Marital Status Single

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

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

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

13. What is your preferred field of work?

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

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

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**

18. Email Address:

Education

List all university degrees or equivalent qualifications obtained.

University Name Concordia University, John Molson School of Business	City, Country Montreal Canada	From - To Sep-2005 - Oct-2007
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Independent Student, MBA courses	Degree Type Masters	

University Name Management Concepts Inc.	City, Country Vienna United States of America	From - To Oct-1997 - Sep-1999
Main Course of Study	Field of Study	
Degree Title or Equivalent Federal Financial Management Certificate	Degree Type Advanced university degree	

University Name State Engineering University	City, Country Yerevan Armenia	From - To Sep-1982 - Mar-1987
Main Course of Study Mechanical Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Mechanical Engineer	Degree Type Masters	

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

Name of School Mechanical College	City, Country Yerevan Armenia	From - To Sep-1978 - Mar-1982
Main Course of Study Technology		Certificate or Diploma Honours Diploma

Name of School No. 152 Secondary School	City, Country Yerevan Armenia	From - To Sep-1970 - Jul-1978
Main Course of Study General development		Certificate or Diploma Certificate with Honours

Employment

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

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.

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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Personal History Profile for Dymah PAIGE

General Details

1. Family name PAIGE	First Name Dymah	Middle Name	Maiden Name, (if any) Benmessalem
2. Date of Birth 27/10/1976	3. City of Birth damascus	Country of Birth Tunisia	Index No
4. Country of Nationality at Birth Tunisia	Second Nationality (if any)	5. Country of Present Nationality Tunisia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 170	8. Weight [kg] 60	9. Marital Status Married

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

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

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**

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

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

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

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**

18. Email Address: **dym_bm@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Thunderbird, the American Graduate School of International Management	City, Country Glendale, Arizona United States of America	From - To Jan-1999 - May-2000
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Business Administration	Degree Type Masters	

University Name American University of Beirut	City, Country Beirut Lebanon	From - To Sep-1993 - Dec-1997
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Art 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 International School of Choueifat	City, Country Abu Dhabi United Arab Emirates	From - To Sep-1980 - Jun-1993
Main Course of Study high school diploma in sciences (Calculus, Physics, Chemistry, Egnlish, Arabic)	Certificate or Diploma High School Diploma	

Employment

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

Job Title Finance Manager	Type of Business Structured Finance Company	From - To 01/10/2006 -
Name of Employer ACA Capital	Name of Supervisor William Findlay	
Salaries per Annum: Starting 110000	Final 110000	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

Public reporting and planning, including all related SEC reporting (10K, 10Q, earnings releases and operating supplements).

Summarize any of Your Achievements

Creating a process for accurate and timely reporting of quarterly and annual performance.

Reasons for Leaving

I have always aspired to join UN to help serve the causes that the organization focuses on. I believe my background and experience thus far will bring great value to this position.

Job Title Director Financial Reporting and Analysis, Middle East & North Africa	Type of Business Oil and Gas US company	From - To 01/06/2004 - 01/08/2005
Name of Employer ConocoPhillips	Name of Supervisor Danny Simpson	
Salaries per Annum: Starting 100000	Final 100000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Qatar	Is this a position within the UN Common System? No	
Number of Employees Supervised by You	Email Address	
Description of Duties		
<ul style="list-style-type: none"> Directed the preparation of project updates, financial reports and forecasts for the region projects in the United Arab Emirates, Syria, Qatar, Libya, Iraq and other Emerging Operations. To accomplish the above: – Tracked and evaluated performance – Made presentations to senior executive and regional management Created financial analysis and reports for a \$7 billion LNG integrated project servicing US natural gas markets jointly owned by COP and Qatar Petroleum: – Interfaced with corporate headquarters and Ernst & Young advisors on accounting and tax policy, Sarbanes Oxley (SOX) compliance and major project authorizations – Created financial structures/procedures for cost-sharing (Qatar Petroleum & Royal Dutch Shell) and project services agreements – Participated in creation of a long term Sustainable Development Plan Prepared recommendations to management on regional governance and delegations of authority 		
Summarize any of Your Achievements		
annual performance review rated exceptional. Advanced proficiency performing financial analysis and modeling; responsibilities included extensive operating and financial due diligence i.e., detailed business, accounting, legal and strategic reviews.		
Reasons for Leaving		
to relocate to NYC and join my now husband.		

Job Title Senior Financial Analyst	Type of Business oil and gas US company	From - To 01/01/2003 - 01/05/2004
Name of Employer Conocophillips	Name of Supervisor Robert Martinez	
Salaries per Annum: Starting 300000	Final 300000	Currency Paid SYP
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Syrian Arab Republic	Is this a position within the UN Common System? No	
Number of Employees Supervised by You	Email Address	
Description of Duties		
<ul style="list-style-type: none"> Developed economic model based on USGAAP providing valuation, annual budgets and forecasts Created monthly and periodic reports to management and joint venture partners, analyzing financial performance and strategic planning Coordinated internal and external reporting, compliance with Foreign Corrupt Practices Act, SOX and US Sanctions Assumed the role of Finance Manager during the expatriate evacuation, February through April 2003 ConocoPhillips representative to the World Business Council for Sustainable Development 2004 Young Managers Team 		
Summarize any of Your Achievements		
annual performance rated exceptional. trained a newly recruited team of 2 financial analysts to take over duties prior to moving to different location and business with the same employer. built an economic model for valuation of project economics, budgets and reporting.		
Reasons for Leaving		
got promoted within conocophillips to the role as regional director of reporting and analysis.		

Job Title senior analyst	Type of Business Investment Bank/ Financial Services	From - To 01/05/2000 - 01/09/2001
Name of Employer JPMorgan Chase	Name of Supervisor Darren Pinsker	
Salaries per Annum: Starting 65000	Final 65000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer United States of America	Is this a position within the UN Common System? No	
	Email Address	

Number of Employees Supervised by You

Description of Duties

• Created comprehensive operational and financial models to assess merger/sale/acquisition consequences under several strategic scenarios, capital restructuring and financing alternatives: ? Valuation using discounted cash flow, comparable public companies and comparable private transactions ? Benchmarking analysis to validate operational and financial assumptions • Led analyst teams performing on-site strategic business assessments and financial due diligence to create accurate financial analysis, corporate forecasts, and prepare information memoranda, pitch books, board presentations, and fairness opinions

Summarize any of Your Achievements

• Representative Deal Experience: - Advised on the acquisition of a non-core information services unit of a leading international telecom company by a leading software and services outsourcing company. Created a detailed evaluation of target unit's independent future value, secured sufficient high-grade debt financing and built detailed financial support for the potential synergy gain of the acquisition. Total Deal Value= US\$ 1 billion - Advised on the sale of an Internet media business unit of leading US retail appliance company. Justified the long term viability of the business unit to potential buyers and rationalized the need for the sale of the business unit to the client due to its incompatibility with the corporate goals of immediate positive cash flows. Total Deal Value= US\$ 30 million - Advised leading media company on several possible acquisition targets in various industry segments and their potential impacts on future growth and corporate strategic goals. Resolved client's growth vs. debt dilemma and illustrated strategic advantages of adopting an aggressive acquisition strategy. Total Deal Value= US\$ 2.5 billion

Reasons for Leaving

the telecommunications and technology market crashed and i got laid off as part of a mass lay off in the firm.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

computers, and other office equipment, including scanners, faxes, printers.

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

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

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

Address

1274 Fifth Avenue Apt 403
New York NY United States of America
Telephone: 1-646-6785527
Fax: 1-646-2070606
Contact: dymah Paige

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
Knott JIM	Audit	ConocoPhillips Headquarters United States of America	
Carroll JOHN	Accounting Manager	ConocoPhillips London, UK United States of America	
Mills ROY	Country manager	ConocoPhillips United States of America	

Personal History Profile for Augustine PRISO

General Details

1. Family name PRISO	First Name Augustine	Middle Name	Maiden Name, (if any) Moutongo Black Ndoume
2. Date of Birth 15/12/1949	3. City of Birth Douala	Country of Birth Cameroon	Index No 889648
4. Country of Nationality at Birth Cameroon	Second Nationality (if any) Cameroon	5. Country of Present Nationality Cameroon	Second Nationality (if any)
6. Gender Female	7. Height [cm] 170	8. Weight [kg] 70	9. Marital Status Married

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/11/2009**

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: **priso@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Jean-Bedel Bokassa	City, Country Bangui Central African Republic	From - To Sep-1975 - Apr-1991
Main Course of Study Economics	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Deug I and II-Attestation Lettres Anglaises	Degree Type Degree	

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

Name of School Lycee Jean-Bedel Bokassa	City, Country Bangui Central African Republic	From - To Sep-1974 - Jun-1975
Main Course of Study Sciences Economiques		Certificate or Diploma BACCALAUREAT, SERIE B

Employment

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

Job Title Finance Officer	Type of Business Finance	From - To 01/08/2009 -
Name of Employer MINURCAT		Name of Supervisor Kaltouma N'Guessan
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 priso@un.org	
Address of Employer Cameroon		
Number of Employees Supervised by You 7		
Description of Duties As Chief Disbursement Unit, I am responsible of a day-to-day administration of the Finance Office - Plans, distributes and advises the work performed by the Unit personnel to ensure that Unit objectives are achieved - Liaise with other sections various matters relating to vendors, cash advances, Imprest/Petty cash funds - Examine all payments affecting the vendors Unit to ensure that they are well prepared before approval - Ensure that expenditure reports on both Imprest and Petty Cash accounts are properly presented - Prepare monthly cash projections and forward requests for replenishment to the Chief Cashier - Supervises, guides and monitor the performance of staff - ProvisCoordinate with service, to provide guidance to Vendors		
Summarize any of Your Achievements		

To coordinate with Sections to provide guidance - Ensure timely & completion of payments to vendors - Provide information needed to respond to audits

Reasons for Leaving

New Assignment

Job Title Finance Officer	Type of Business Peace Keeping	From - To 01/11/2008 - 01/07/2009
Name of Employer MONUC	Name of Supervisor Walton David	
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 priso@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 4		
Description of Duties Coordinate the activities of the Field Finance Office Bunia and Beni, with emphasis and adherence to Financial Rules and Regulations as well as relevant administrative issuances. Interpret, implement advise and provide guidance on the application of financial rules/Regulations. Review financial management control and strengthen them where weaknesses are detected. Act as Approving Officer for all funds and accounts payable and initiate appropriate action for adjustment. Monitor the Sector Cash flow regularly.. Advise the Regional Finance Officer immediately of any difficulties uncounted in implementing Implement, coordinate, supervise payment of vendors, MSA to international staff, Military, Civpols, VLAs and salaries to National staff & Wages of daily workers, F10 claims and ICs. Monitor/analyze & approve transactions for entry into the accounting system. Perform administrative functions relating to management of the staff of finance of the Sector, including coordination of leave request		
Summarize any of Your Achievements Provide adequate support to the sections. Ensure completion & timely transmission of weekly/monthly/year-end accounts. Ensure the coordination, monitoring & provide technical advice and coaching to Field Finance staff in the Region. Analyze accounts, review & evaluate transactions for field Office. Identify problem transactions, resolving them in a timely & effective manner. Monitor, analyze & approve transactions for entry into the SunSystem. Ensure that all relevant records are maintained. Provide advice & guidance to field office staff on financial instructions received. Provide information needed to respond to audit findings. Carry regular surprise cash counts at the office level within the Region. Whenever required replace the Regional Finance Officer during his absence.		
Reasons for Leaving I have great interest in going on other field mission. P3 Since 2001 and despite the completion of various task to the best of my professional ability, I have no opportunity for a higher post.		

Job Title Regional Finance Officer	Type of Business Peace KeepingI	From - To 01/06/2006 - 01/10/2008
Name of Employer MONUC	Name of Supervisor Elijah Karambizi	
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 Congo, Dem. Rep.		
Number of Employees Supervised by You 10		
Description of Duties Coordinate the activities of the Regional Finance, with emphasis and adherence to Financial Rules/Regulations and relevant Administrative issuances. Interpret, implement advise and provide guidance on the application of Financial Rules/Regulations. Review Financial Management control and strengthen them where weaknesses are detected. Act as Approving Officer for all funds and ensure that expenditures are in accordance with Financial Rules/Regulations. Review and analysis of accounts payable, reconciliation of accounts and initiate appropriate action for adjustments. Monitor the replenishment for the Sector to the mission HQ. Advise the CFO of any difficulties that may be encountered in implementing, Monitor operations of Imprest Account. Coordinate and supervise payment of vendors, MSA to International staff, Military, Civpols, Local staff \$ wages to daily workers, F10 claims. Monitor/analyze & approve transactions for entry into the accounting system. Perform administrative functions relating to management of finance staff of the sector, including coordination of leave request.		
Summarize any of Your Achievements Provide adequate support to the sections. Ensure completion and timely dispatch of monthly/yearend accounts. Ensure the coordination, monitoring & provide technical advice and coaching to field finance staff in the region. Analyze accounts, review & evaluate transactions for field office. Identify problem transaction, resolving them in a timely & effective manner. Monitor, analyze and approve transactions for entry into the SunSystem. Ensure that all relevant records are maintained. Provide advice & guidance to field office staff on financial instructions received. Provide information needed to respond to audit findings. Carry regular surprise cash counts at the office level within the region. Beside accomplishing the above tasks, I also served as MONUC OIC Finance, from November 2006 to April 2007.		
Reasons for Leaving N/A		

Job Title Finance Officer	Type of Business Peace Keeping	From - To 01/09/2001 - 01/05/2006
Name of Employer MONUC	Name of Supervisor Abraham Indieka	
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 **priso@un.org**

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
3

Description of Duties
Sept-2001 - May 2006 Control operation of the Imprest Account. Implement & coordinate the Imprest and financial support of the office. Administration & safekeeping of the Cash. Preparation & transmission of documented accounts & vouchers to the Mission HQ for replenishment purposes. Payment of F10 claims, vendors, MSA to International staff, Military, Civpols, VLAs, salaries to National staff and wages of daily workers (Goma/Kigali/Bunia/Beni/Butembo/Lubero. Acting SAO whenever necessary.

Summarize any of Your Achievements
Provide adequate support to the sections. Ensure completion & timely transmission of weekly/monthly /yearend accounts. The cash count is done on a daily basis and submitted to the CFO and SAO. Replenishment requested on a timely manner

Reasons for Leaving
N/A

Job Title Administrator & Finance Officer	Type of Business Development Project	From - To 01/07/1999 - 01/10/2000
Name of Employer UNDP - UNOPS		Name of Supervisor Camara Boubou Dramane

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 augustine.priso@undp.org
Address of Employer Congo, Dem. Rep.	
Number of Employees Supervised by You 35	
Description of Duties Act as Certifying Officer. Implement and coordinate financial, administrative & logistical support of the agrocltural project in each sector. Documented vouchers and accounts, once approved by the UNDP Coordinator are sent to UNOPS New York. Assist the DRR(P)/CTO to visit the provinces for the running of field operations.	
Summarize any of Your Achievements Besides accomplishing the above tasks, also served to replace the UNDP Operation Manager. Act as approving Officer. Participate in the country office retreat-strategy to improve its operational and substantive capacity building in connection with the UNDP new vision. Coordinate the management of the finance section, /UN dispensary/Security Budget/Personnel section & General Services. Coordinate with other UN agencies (on the level of Administrative Officers) with regard to common matters as common premises, salary survey, Procurement activities, analyze offers to identify appropriate suppliers, establish invitation to bid. etc...	
Reasons for Leaving To join MONUC	

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

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Digital Sender, Photocopier, Fax, Counting machine.

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
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
Duala	Yes	Easily	Easily	Easily	Easily
Bassa/Basa	No	Easily	Easily	Not easily	Easily
Sangho	No	Easily	Easily	Not easily	Easily

Address

171, Rue Dicka Mpondo
Bonamikengue, Akwa
Douala Cameroon
Telephone: 237-9836428 extension 0000
Fax: 237-9836428

Contact: Augustine Priso

Address

MONUC
Goma Congo, Dem. Rep.
Telephone: 243-2129630103 extension 8503
Fax: 237-9721580
Contact: Augustine Priso

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
Walton DAVID	OIC Finance	MONUC Congo, Dem. Rep.	walton@un.org
Adama GUINDO	UNDP Resident Representative	UNDP- Kinshasa Congo, Dem. Rep.	adama.guindo@undp.org
Bengt MESSING	Team Leader	UNDP/BOM/WITSOne Plaza-Room DC1-1790New York, NY 1001 Congo, Dem. Rep.	bengt.messing@undp.org

Personal History Profile for Isabel RINCON

General Details

1. Family name RINCON	First Name Isabel	Middle Name	Maiden Name, (if any)
2. Date of Birth 27/12/1968	3. City of Birth Madrid	Country of Birth Spain	Index No
4. Country of Nationality at Birth Spain	Second Nationality (if any)	5. Country of Present Nationality Spain	Second Nationality (if any)
6. Gender Female	7. Height [cm] 160	8. Weight [kg] 54	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/2005			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: mabelrincon@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Centro Estudios FInancieros	City, Country Madrid Spain	From - To Jan-2007 - Jun-2009
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Master en Direccion Economica Financiera	Degree Type Masters	

University Name CONSEJO GENERAL DE COLEGIOS DE GESTORES ADMINISTRATIVOS DE ESPANNA	City, Country MADRID Spain	From - To May-2001 - May-2002
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent TITULO PROFESIONAL DE GESTOR ADMINISTRATIVO	Degree Type Postgraduate degree	

University Name UNIVERSIDAD AUTONOMA DE MADRID	City, Country MADRID Spain	From - To Sep-1992 - Jun-1993
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Diploma Especializacion en Contabilidad y Auditoria (as part of MA in Auditing and Accounting)	Degree Type Postgraduate degree	

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

Name of School CENTRO ESTUDIOS FINANCIEROS	City, Country MADRID Spain	From - To Apr-2005 - Jun-2005
Main Course of Study INTERNATIONAL FISCAL PLANNING		Certificate or Diploma DIPLOMA EN PLANIFICACION FISCAL INTERNACIONAL

Name of School CHAMBER OF COMMERCE OF MADRID	City, Country MADRID Spain	From - To Apr-2005 - May-2005
Main Course of Study ACCOUNTING FOR REAL STATE AND CONTRACTORS COMPANIES		Certificate or Diploma DIPLOMA CONTABILIDAD INMOBILIARIA

Name of School CENTRO DE ESTUDIOS FINANCIEROS	City, Country MADRID Spain	From - To Sep-2004 - Oct-2004
Main Course of Study		Certificate or Diploma

Name of School CHAMBER OF COMMERCE OF MADRID	City, Country MADRID Spain	From - To Jun-1996 - Jul-1997
Main Course of Study INTERNATIONAL FINANCE		Certificate or Diploma DIPLOMA CURSO DE FINANCIACION INTERNACIONAL

Employment

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

Job Title Associate Finance Officer	Type of Business UN institution	From - To 01/04/2009 -
Name of Employer UN International Criminal Tribunal for Former Yugoslavia		Name of Supervisor Mr. Eddie Fung
Salaries per Annum: Starting 104000	Final 104000	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 rinconhercules@un.org	
Address of Employer Netherlands		
Number of Employees Supervised by You 3		
Description of Duties A. Organize and supervise the daily work of the Vendor and Travel Claims Unit by 1.supervising, training and evaluating the staff in the Unit 2.approving the disbursement vouchers prepared by the staff in the Unit, including invoice payments to vendors and payments to SSA contract holders upon receipt of appropriate evaluations. 3.ensuring obligations balances are properly updated upon effecting of disbursements 4.answering queries from vendors and staff members 5.approving payments for travel advances upon receipt of travel authorisations 6.approving travel claims, ensuring correct DSA and exchange rates are applied, that all supporting documents are submitted and that all travel advances are recovered 7.ensuring that the staff and vendor receivables are monitored and recovery action is taken when appropriate. B.Handle internal and external audits, drafting answers to audit observations and suggesting plans to implement accepted recommendations on a timely basis C.Reconcile obligation's balances on a regular basis D. Obtain, maintain and disseminate updates of all UN regulations, rules, policies and procedures related to travel and disbursements E.Review the Unit's procedures and make recommendations for improvements and compliance where appropriate.		
Summarize any of Your Achievements I managed to reorganize the Unit affected by the downsizing (from 6 to 4 staff) without affecting the quality and results of the Unit, considering that the activity of the Unit during this period was the same as previous years.		
Reasons for Leaving My post will be abolished in March 2010 due to the downsizing of the Tribunal.		

Job Title FINANCE AND ACCOUNTS OFFICER	Type of Business International Organization	From - To 01/09/2007 - 01/03/2009
Name of Employer EUROPEAN UNION PLANNING TEAM IN KOSOVO		Name of Supervisor Dinos Karagiannis
Salaries per Annum: Starting 4150	Final 4150	Currency Paid EUR
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address Dinos.Karagiannis@eulex-kosovo.eu	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 1		
Description of Duties Sept '07-May '08.- I'm responsible for the management and efficient provision of payments related with Payroll and Travel Claims in the EU Mission.I align policies and systems to organizational goals and focusing on detail to ensure that the Mission has the necessary processes and procedures in place to deliver continuous high quality payroll and advice to all staff members regarding entitlements. My duties include: •To supervise personnel of the Unit and monitor progress on the activities of the Unit. •To implement necessary tools, procedures and internal controls in a view to issue the timely and correct payments of salaries and benefits. •To ensure that transactions are carried out in accordance with EU rules and regulations. •Provide financial estimates and cost projections in the area of Payroll and Travel Claims. •Provide information and advice to management and staff (international –civilian and military- and national staff) in all areas relevant to responsibilities. •Approve all payments related. Jun '08- current.- As Accounting Officer: •I manage the accounts, payments, treasury, financial system, claims and other financial functions. •I'm responsible for approving financial obligations, payments and disbursements ensuring full compliance with EU regulations, including payments related with Procurement Contracts and Purchase Orders to ensure that are duly prepared and dispatched and according to budget implementation. •I prepare inventory reports and reconcile with Ledgers. •I ensure the integrity, accuracy and timely submission of internal and external financing reporting including monthly reports of field expenditures. •I implement the Budget for the mission: follow up with European Commission of budgetary status versus authorized spending limits and preparation of amendments when necessary.		
Summarize any of Your Achievements I put in place internal controls, both ex ante and ex-post, which have improved the accuracy of all payments related with EU staff (100) reducing errors in calculations and now in accordance with EU financial rules and regulations.		
Reasons for Leaving Present occupation		

Job Title UNV FINANCE OFFICER	Type of Business DPKO - UN	From - To 01/08/2005 - 01/08/2007
Name of Employer UNITED NATIONS INTERIM ADMINISTRATION MISSION IN KOSOVO		Name of Supervisor Mr. Akashi Murayama
Salaries per Annum: Starting 28608	Final 28608	Currency Paid EUR
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 00381385046042507	Email Address murayama@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 1		
Description of Duties 1)Aug'05/Apr'06. PAYROLL UNIT. Team Leader (Intn'l Civ,CIVPOL&UNV's): -Processed montly payroll in Progen and Sun Systems.-Scrutinized source documents for completeness, accuracy and validity and prepared all types of payments (MSA advances to newly arrived personnel, final payments, adjustments) as well as recoveries (telephone, liberty mileage, PSB cases, sick leave outside mission area). - - Reviewed incoming payment instructions with regard to banking details, notify payees on status of payments and investigate complaints of non-receipt of funds. -Kept up-to-date documents/reports/guidelines that had a bearing on matters related to payroll, ensuring compliance with foreign banking systems as well as with the United Nations policies and procedures. 2)May 06. ACCOUNTS UNIT.: -Analyzed all inactive accounts in Receivable/Payable in Sun Systems. -Prepared memoranda to be sent to departed personnel to ensure recoveries of balances as required by the UN Financial Rules and Guidelines with a view to recover the debts and as part of the monthly Financial Statements.-Prepared the monthly bank reconciliation. -Prepare all outgoing Debit Advices and IOV's. 3)Jun 06/Aug07.Disbursements&Travel Claims Unit.: -Prepare replenishment of Imprest and Petty Cash funds.- Input obligations in Sun Business and financial data in Sun Systems to prepare payment of Vendors. This includes, calculating, inputting, attaching supporting documents, and preparing proof of accuracy for correctness of payments.- Review and record all incoming PT8 obligations, travel advances, lump sum travel allowances and other claims for reimbursement of travel expenses (F.10).- Identify and notify payees of status of payments and investigates complaints for non-receipt of funds.- Prepare VAT claim refund. 4) Aug'07 Budget&Cost Control Unit		
Summarize any of Your Achievements During the first six months of my assignment as a UNV Finance Officer in Payroll Unit and although I was recruited for the Accounts Unit which was at that time my area of expertise, with a flexible attitude, I worked very hard to be able to grasp a good knowledge of UN financial rules and procedures and master UN applications (SUN Systems and PROGEN). I worked with enthusiasm and motivation and persisting when faced with difficult problems. I achieved my target and because of my good performance, I was designated immediatly to coordinate the International and UNV Payroll Sub-Unit.		
Reasons for Leaving I was offered a job as Finance and Accounts Expert with the European Union in August 2007.		

Job Title FINANCE AND ADMINISTRATIVE OFFICER	Type of Business LEGAL AND ECONOMIC CONSULTANCY	From - To 01/02/2000 - 01/07/2005
Name of Employer QUALITY MANAGEMENT BUSINESS S.L.		Name of Supervisor D. Javier Martinez Higuera
Salaries per Annum: Starting 21000	Final 30000	Currency Paid EUR
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address angel.jmh@hotmail.com	
Address of Employer Spain		
Number of Employees Supervised by You 4		
Description of Duties In a company dedicated to Economic and Legal Advisory Services to small and medium enterprises, my duties were: FINANCE • Preparation of VAT returns, Corporate Income tax, withholding taxes and other official related documents and tax advice by identifying efficient structures for clients and developing proposals and recommendations. • Preparation of monthly payroll and other benefits and entitlements according to Spanish labour law. • Preparation and review of the year-end and monthly accounts: P&L accounts and Balance Sheet Statements • Review data entry in Accountancy and ensuring correctness and validity of supporting documents. • Follow up of Receivable / Payable accounts. • Invoice processing (raising, follow up and recovery) • Negotiation and payments related to suppliers, procurement contracts... ADMINISTRATION • Coordination of HR: organization of recruitment processes (draft job description, vacancy announcement, screening of candidates, participation in panels) and monitoring transactions related to benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations. • I was responsible for coordinating company sales and marketing functions: identifying and develop new customers for our products and services, preparing Communications material (web page, logo, and Business cards, brochure and prices policy). • I prepared and recommended internal procedures for the Area. • I was responsible for treasury management: I liaised with banks by doing banking reconciliations, processing and checking payments, mortgage and credit applications... and maintained a daily record of the cash balance. • I created and maintained a efficient filing system to keep all internal documents.		
Summarize any of Your Achievements In February 2000, I started my assignment in this company while working at the same time in a Bank. During two years, I was committed myself with continuous learning all those subjects related with my new appointment (e.g. law, financial and accounting rules, Social Security System, Tax, accounting and payroll Applications...) From August 2002, once I acquired a deep knowledge of the business, I was assigned to set up and coordinate the Finance and Administrative Advising area. The new responsibilities included mainly the design of the structure of the area, including a wide range of decision making including recruitment of staff, IT (e.g. decide the most suitable applications according our structure), marketing, location of the premises, establish good and profitable work relationship with our clients... This appointment meant good ability to plan and organize by establishing priorities and planning, coordinating and monitoring my own work plan and that of more junior staff, ability to work under pressure and cope with deadlines, ability to formulate new strategies and technical approaches to financial and administrative matters, initiative and flexibility. The result of all this effort and professional work was that in a period of 2 years, the area had the break even and was able to pay off all debts of previous years, which in average in Spain would take a minimum 3 years.		
Reasons for Leaving My aim since I finished my degree was to get an opportunity to work for UN. When I received the Letter of Appointment to work in Kosovo as a Finance Officer I decided it was a good opportunity to further develop my career.		

Job Title ADMINISTRATIVE OFFICER	Type of Business BANKING	From - To 01/11/1999 - 01/08/2002
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid
18000	20000	EUR

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

Telephone Number

0034913421000

Email Address

cipriano@openbank.es

Address of Employer

Spain

Number of Employees Supervised by You

0

Description of Duties

1) During the first year of my reassignment, I was Specialist Financial Advisor in Front Office carrying out the main following tasks: · Managed, negotiated and secured key accounts, both for investment and loan transactions, · Designed optimal financial structures for our corporate and retails customers · Solved problems and claims originated during the processing of transactions orders by investigating and reconciling discrepancies, ensuring that operational issues raised were communicated and correctly handled, coordinating timely response to client queries in liaison with internal departments, · Prepared and delivered client reports, · Attended and presented at client meetings, providing them with information regarding financial regulations · Provided guidance on financial administration and management information issues and practices to colleagues. **2) From 2000, I worked in the Back Office Department, giving administrative support to Front Office by carrying out the following tasks:** · Processed transactions (e.g. international and national transfers, standing orders, statements, deposits, payments, purchase orders and confirmations, loans, credit cards). · Ensured accurate and timely financial settlement of all products, placing orders and follow-up on executions. · Liaised with Cashier in the preparation of payments and reception of funds. · Prepared and processed administrative requests/documents (e.g. deeds, identity cards, balance sheets, financial statements...), by sending letters to clients when it is necessary to request additional documentation. · Performed other related administrative duties, as required.

Summarize any of Your Achievements

My ability to maintain a good quality of work and even accept added duties while working under pressure was demonstrated when my employer offered me a better position in year 2000 in Back Office.

Reasons for Leaving

Further career development.

Job Title

FINANCIAL ADVISOR

Type of Business

BANKING

From - To

01/03/1995 - 01/11/1998

Name of Employer

OPENBANK S.A. (GRUPO SANTANDER CENTRAL HISPANO)

Name of Supervisor

Mr. Cipriano Hernandez

Salaries per Annum:

Starting	Final	Currency Paid
15000	18000	EUR

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

Telephone Number

0034913421000

Email Address

cipriano@openbank.es

Address of Employer

Spain

Number of Employees Supervised by You

0

Description of Duties

1) Assessed, advised and sold financial products to our clients over the phone, as this was the first business experience in Internet and Telephone Banking in Spain, carried out by the main Banking Group, Grupo Santander. This duty implied a good knowledge of financial markets, ability to work on tight deadlines and on my own initiative. 2) Managed clients' portfolios, working closely with them in order to identify their needs, provide them with solutions and therefore build up long term and profitable relationships. 3) Worked within Claims Department, solving queries and complaints of our clients by initiating appropriate follow-up action and working together with the departments involved and our client. This duty gave me the opportunity to develop myself as a good service oriented team worker and learn to solve problems in a creative way.

Summarize any of Your Achievements

By attending ongoing trainings imparted by my employer, I developed good negotiation, selling and customer oriented skills, which allowed me to be permanently between the 5 best employees in selling financial products in a Sales Team of 60 people.

Reasons for Leaving

I asked Human Resources for one year of Leave of Absence in order to move my residence to United Kingdom with the aim of mastering my English and get experience in the Import/Export field while working for an Export Consultancy during this period.

Job Title

ASSISTANT TO EXPORT MANAGER

Type of Business

Export Consultancy

From - To

01/11/1988 - 01/11/1999

Name of Employer

CONJOINT EXPORT SERVICES LTD

Name of Supervisor

Mr. Paul Wohanka

Salaries per Annum:

Starting	Final	Currency Paid
12000	12000	GBP

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

Telephone Number

00441428681066

Email Address

conjont.export@virgin.net

Address of Employer

United Kingdom

Number of Employees Supervised by You

0

Description of Duties

1) As Export Executive in the Latin American Division, I assisted the Export Manager in Sales and Marketing of our clients' products, including the following tasks: · Selection, follow-up of distributors, agents... and monitor of their purchase orders. · I elaborated reports to our clients about business conditions and opportunities in this geographic area. · I collaborated in designing new marketing campaigns in order to find potential distributors and developing new commercial relationships with them. 2) As a market analyst, I conducted analysis and reports of Latin American countries, mainly in the Health Sector, in order to introduce up-to-date products in those markets. Also, I did market research in order to set up joint ventures with local companies.

Summarize any of Your Achievements

This assignment was my first experience abroad and was able to adapt myself in a record time to a new country, language, habits, procedures and organizational rules. It allowed me to develop excellent interpersonal skills and ability to establish effective working relations in a multicultural working environment. As a result, I gave a good performance in the tasks handed to me.

Reasons for Leaving

My contract was agreed and signed for one year and after that period I was due back in my job in Banking in Spain. The aim of my stage in London, fully achieved, was to get a solid knowledge of English and a professional experience in the field of Export and Import, as part of my specialisation in International Economics.

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 - **60** French - **60**

List any office machines or equipment you can use:

Excellent skills to learn and use all type of office machines or equipment

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

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

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

Address

C/ COSTA RICA 7, ESC1, PISO 4, PUERTA 2
 MAJADAHONDA MADRID Spain
 Telephone: 0034-91-6384739
 Fax: 0034-696404732
 Contact: ISABEL RINCON

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
Mr. Scott NIBLOCK	Lawyer	Edmonton Canada	scottniblock@hotmail.com
Ms. LAURA ROMAN	ECONOMIST	Plaza Manuel Gomez Moreno Canada	lauraroman@hscb.com
Mr. RICARDO VILA	ECONOMIST	Barcelona Canada	ricardovila@mipropiaweb.com

Personal History Profile for Jamee ROBINSON

General Details

- | | | | |
|---|--|--|-------------------------------------|
| 1. Family name
ROBINSON | First Name
Jamee | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
08/11/1959 | 3. City of Birth
Grove Village | Country of Birth
Guyana | Index No |
| 4. Country of Nationality at Birth
Guyana | Second Nationality (if any) | 5. Country of Present Nationality
Canada | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
168 | 8. Weight [kg]
73 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **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: **jameerobinson@mac.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Certified Public Accountant	City, Country Delaware Canada	From - To Jan-1999 - Nov-1999
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Certified Public Accountant	Degree Type Degree	

University Name Certified General Accountants of Ontario	City, Country Toronto Canada	From - To Sep-1992 - Jun-1994
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Certified General Accountant	Degree Type Degree	

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

Name of School Algonguin College	City, Country Ottawa Canada	From - To Sep-1989 - Jun-1991
Main Course of Study Accounting		Certificate or Diploma Credits applied to CGA

Name of School Seneca College	City, Country Toronto Canada	From - To Sep-1984 - Jun-1988
Main Course of Study Accounting		Certificate or Diploma Credits applied to GCA Program

Name of School George Brown College	City, Country Toronto Canada	From - To Jan-1979 - Sep-1979
Main Course of Study Bookkeeping		Certificate or Diploma Certificate

Name of School Harbord Collegiate	City, Country Toronto Canada	From - To Sep-1974 - Jun-1977
Main Course of Study Academic		Certificate or Diploma High School Diploma

Employment

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

Job Title Controller/Sr Management Accountant	Type of Business Federal Government	From - To 01/02/2008 -
Name of Employer Bermuda Government-Accountant General Dept		Name of Supervisor Joyce Hayward
Salaries per Annum: Starting 106480	Final 119000	Currency Paid BMD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 1441279-2635	Email Address jarobinson@gov.bm	
Address of Employer Other		
Number of Employees Supervised by You 24		
Description of Duties Responsibilities as Controller: Works under the direction of the Accountant General and is responsible for the financial management, reporting administration, and management of resources associated with the Accounts Section. Responsible for strategic planning, budgeting process, financial and managerial accounting, ensuring that accurate and timely financial information is available and adequate controls are applied in accordance with Financial Instructions or other applicable policies and procedures. Responsibilities as Senior Management Accountant: • Managed and controlled the Payments Section, Bank Reconciliation Section, Revenue Receipts and Debt Collection with a staff of twenty four including three direct report Management Accountants • Managed all Accounting and Administration activities ensuring compliance with Financial Instructions, the Civil Service Code of Conduct and other relevant legislation and policies • Directed staff management, ensuring operational objectives were met and the sections were functioning effectively • Ensured policies and procedures were up to date for the accounting functions in the Accountant General's Department and co-ordinate with departmental procedures throughout Government • Ensured Government revenues and expenditures were received or paid and appropriately recorded in the Government accounts in accordance with legislative requirements and departmental policies • Human Resource functionality, including training, recruiting and evaluating staff • Led various projects including the move to EDI with HSBC, BNTB and Bank of New York, implementation of MICR cheques with foreign banks, AMEX Pilot Project, other Ad Hoc Projects • Assisted other Government Departments in relation to financial systems and general accounting matters including implementation, update and maintenance of Financial Instructions • Coordinated preparation of business plans and budget		
Summarize any of Your Achievements Lead various projects including the move to EDI with HSBC and Bank of New York. Implementation of AMEX Managed Travel Program and Card Program		
Reasons for Leaving This is contract position		

Job Title Controller	Type of Business Electronics	From - To 01/12/2004 - 01/11/2006
Name of Employer Lipman Canada		Name of Supervisor Sagit Manor
Salaries per Annum: Starting 50000	Final 68000	Currency Paid CAD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 1416907 9713	Email Address jrobinson@lipmancanada.com	
Address of Employer Canada		
Number of Employees Supervised by You 2		
Description of Duties Responsible for the overall integrity of the financial accounting system and records, supervision of accounts payable and accounts receivable, preparation/review of monthly accrual and journal entries; preparation/review of monthly general ledger account reconciliations; preparation of financial statements; budgeting, forecasting, treasury/cash management, financial policies and procedures, inventory management, procurement & facilities management, reports and submissions to applicable government and agencies; payroll and employee benefits.		
Summarize any of Your Achievements Set up office, implement accounting system and employee benefits program.		
Reasons for Leaving Company acquired by US company. All functions moved to US. Laid off.		

Job Title Senior Accountant	Type of Business Education	From - To 01/02/2004 - 01/07/2004
Name of Employer George Washington University		Name of Supervisor Bob Kershner
Salaries per Annum: Starting 52000	Final 52000	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 1202994-8592	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You		

Description of Duties

Applied generally accepted accounting principles in the analysis and reconciliation of various accounts including the accounts receivable sub ledger to the general ledger. Prepared and processed monthly journal entries. Prepared monthly reports for senior management. Assisted in year-end closing, preparation of notes for the financial statements and supported annual audit. Recommended policies and procedures to improve the accounting process.

Summarize any of Your Achievements

With very little training or supervision was able to get rid of backlog and meet deadlines of reports required by senior management

Reasons for Leaving

Moved back to Canada

Job Title Finance & Administration Manager	Type of Business Consulting of Revenue Systems for Developing Countries	From - To 01/09/2000 - 01/05/2003
Name of Employer ICS	Name of Supervisor Robert Azzam	
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	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 1		
Description of Duties Responsible for a wide range of functions in the areas of Finance, Administration and Human Resources including preparation of proposals in response to RFP's from foreign governments in Asia and Africa. Planned, organized and directed the staffing and employee relations program, administered policies and employee benefits; and coordinated legal compliance in employment practices and immigration. Liaison with attorneys on various legal matters such as trademarks and patents. Supervised payroll, accounts payable, procurement, facilities management and office administration.		
Summarize any of Your Achievements Prepare proposals in response to RFP. Liaison with top government officials in developing countries.		
Reasons for Leaving Corporate Restructuring.		

Job Title Consultant	Type of Business Revenue Authority	From - To 01/09/1997 - 01/02/1998
Name of Employer Price Waterhouse Coopers	Name of Supervisor Jill	
Salaries per Annum: Starting 130000	Final 130000	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 Tanzania, United Rep. of		
Number of Employees Supervised by You		
Description of Duties Advised the Tanzania Revenue Authority on its revenue accounting systems which included a proposal for an improved organization structure, a review of the systems and a proposal for streamlining the operations to enhance revenue collection and recommendations for a integrated computer system.		
Summarize any of Your Achievements Advised the Tanzania Revenue Authority on its revenue accounting systems which included a proposal for an improved organization structure, a review of the systems and a proposal for streamlining the operations to enhance revenue collection and recommendations for a integrated computer system.		
Reasons for Leaving End of contract		

Job Title Consultant	Type of Business PSI	From - To 01/01/1997 - 01/04/1997
Name of Employer Bivac International	Name of Supervisor Peter	
Salaries per Annum: Starting 75000	Final 75000	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 Kenya		
Number of Employees Supervised by You		

Description of Duties
Part of team responsible for designing and implementing the administration of the Export Promotion Program on behalf of the government of Kenya.

Summarize any of Your Achievements
Part of team responsible for designing and implementing the administration of the Export Promotion Program on behalf of the government of Kenya.

Reasons for Leaving
End of contract

Job Title Consultant	Type of Business Revenue Authority	From - To 01/01/1994 - 01/03/1994
Name of Employer Harvard Institute for Int'l Dev		Name of Supervisor Vince

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
72000	72000	USD	Is this a position within the UN Common System? No

Telephone Number

Address of Employer
Kenya

Number of Employees Supervised by You

Description of Duties
Advised the Kenya Ministry of Finance, Customs and Excise Department on its revenue accounting system. Reviewed the system's processes and made recommendations for improvement.

Summarize any of Your Achievements
Advised the Kenya Ministry of Finance, Customs and Excise Department on its revenue accounting system. Reviewed the system's processes and made recommendations for improvement.

Reasons for Leaving
End of contract

Job Title Head Accounting Operations	Type of Business Federal Govt	From - To 01/02/1988 - 01/12/1993
Name of Employer Canada Customs		Name of Supervisor various

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
35000	40000	CAD	Is this a position within the UN Common System? No

Telephone Number

Address of Employer
Canada

Number of Employees Supervised by You
20

Description of Duties
Worked on all aspects of financial management in Revenue Canada Customs: Administered, interpreted and enforced the FAA, management of accounts payable, accounts receivable and revenue accounting with a staff of twenty; responsible for hiring staff, training, assessment and employee relations; team member responsible for the design and implementation of national financial computer systems including accounts payable, accounts receivable and refunds of revenue, trained employees nationwide on the revenue refunds system; part of management team responsible for development and implementation of policies, procedures and compliance; reviewed internal and financial controls and made recommendations to improve efficiency and effectiveness in the accounting operations, revenue and reporting areas; budget planning and preparation including analysis of monthly budgets; forecasting and resource reduction initiatives. Reviewed the Postal Import Control system and made recommendations for improved controls to the system, which were implemented.

Summarize any of Your Achievements
Worked on all aspects of financial management in Revenue Canada Customs: Administered, interpreted and enforced the FAA, management of accounts payable, accounts receivable and revenue accounting with a staff of twenty; responsible for hiring staff, training, assessment and employee relations; team member responsible for the design and implementation of national financial computer systems including accounts payable, accounts receivable and refunds of revenue, trained employees nationwide on the revenue refunds system; part of management team responsible for development and implementation of policies, procedures and compliance; reviewed internal and financial controls and made recommendations to improve efficiency and effectiveness in the accounting operations, revenue and reporting areas; budget planning and preparation including analysis of monthly budgets; forecasting and resource reduction initiatives. Reviewed the Postal Import Control system and made recommendations for improved controls to the system, which were implemented.

Reasons for Leaving
Resigned due to Spousal relocation

Job Title Accounting Supervisor	Type of Business Federal Govt	From - To 01/12/1979 - 01/01/1988
Name of Employer Agriculture Canada		Name of Supervisor Rose

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
20000	30000	CAD	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Canada

Number of Employees Supervised by You

Description of Duties

Responsible for the processing of accounts payable and receivable including data entry to mainframe system, aging of payables and receivables, processing travel expense and relocation claims, reconciliation of monthly transactions and supervision of employees.

Summarize any of Your Achievements

Responsible for the processing of accounts payable and receivable including data entry to mainframe system, aging of payables and receivables, processing travel expense and relocation claims, reconciliation of monthly transactions and supervision of employees.

Reasons for Leaving

Promotion to Canada Customs

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

1350 Beverly Road

Suite 115-453

McLean VA United States of America

Telephone: 1-202-904-2809

Contact: Jamee Robinson

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
Bob KERSHNER	Director Student Services GWU	Washington United States of America	1202994-8592
Sagit MANOR	Corporate Controller - Lipman	Tel-Aviv United States of America	97239029730
Shirley TOM	Shirley Tom Professional Corp	247 North Service Road United States of America	1905338-9500

Personal History Profile for Theognosia TSINGI

General Details

- | | | | |
|---|------------------------------------|--|------------------------------------|
| 1. Family name
TSINGI | First Name
Theognosia | Middle Name
Charalambous | Maiden Name, (if any) |
| 2. Date of Birth
26/01/1972 | 3. City of Birth
Nicosia | Country of Birth
Cyprus | Index No
390634 |
| 4. Country of Nationality at Birth
Cyprus | Second Nationality (if any) | 5. Country of Present Nationality
Cyprus | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
162 | 8. Weight [kg]
53 | 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? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2004**
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: **tsingi@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Rochville University	City, Country Maryland United States of America	From - To Sep-1993 - Jun-1995
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Business Administration	Degree Type Masters	

University Name Rochville University	City, Country Maryland United States of America	From - To Sep-1989 - Jun-1993
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Business	Degree Type 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 UNIFIL Civilian Training Section	City, Country Beirut Lebanon	From - To Jun-2008 - Jun-2008
Main Course of Study People Management Training Programme		Certificate or Diploma Certificate

Name of School ONUB Civilian Training Section	City, Country Bujumbura Burundi	From - To Aug-2005 - Aug-2005
Main Course of Study Procurement and Contract Management		Certificate or Diploma Certificate

Name of School Solea Secondary School	City, Country Nicosia Cyprus	From - To Sep-1984 - Jun-1989
Main Course of Study Economics		Certificate or Diploma Diploma

Employment

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

Job Title Budget Officer	Type of Business Tribunal	From - To 01/04/2009 -
------------------------------------	-------------------------------------	----------------------------------

Name of Employer Special Tribunal for Lebanon			Name of Supervisor Philip Mitnick
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
61400	61400	USD	Is this a position within the UN Common System? No
Telephone Number 310708003400		Email Address mitnick@un.org	
Address of Employer Netherlands			
Number of Employees Supervised by You 1			
Description of Duties Collate, analyze, and review proposals submitted by the Cost center managers for the budget submission to Management Committee. Prepare responses to issues raised by the Management Committee relating to the submitted cost estimates and the implementation of approved budget. Prepare allotments. Ensure effective and efficient management, monitoring and control of the budgetary allotments. Manage allotments and authorize sub-allotments ensuring appropriate expenditures. Prepare monthly reports on the status of allotments, monitor obligations/expenditures, and review un-liquidated obligations. Monitor of the post management. Overview and finalize performance report. Monitor expenditures to ensure that remain budget allotment is within authorized levels. Manage trust funds by different contributing countries. Administer and monitor extra-budgetary expenditures, including reviewing of agreements and projects cost plans; compliance with the regulations, rules and established policies. Draft policies to improve the Tribunal budget. Coordinate audit inspections and address audit observations and recommendations pertaining to all aspects of the Tribunal budget. Advice the Registrar, Deputy Registrar and the Chief of Administration in administrative and budgetary matters.			
Summarize any of Your Achievements Review and improve the budgetary policies and procedures for more effective and efficient funds management. Introduce the Results Base-Budgeting (RBB) method. Attend bilateral meeting with all organs of the Tribunal, to ease the understanding and preparation of the RBB.			
Reasons for Leaving Current employment			

Job Title Budget Officer	Type of Business Crime Investigation Commission	From - To 01/04/2007 - 01/04/2009
Name of Employer United Nations International Independent Investigation Commission	Name of Supervisor Farrakh Shah (Chief Mission Support)	
Salaries per Annum:		
Starting	Final	Currency Paid
60245	60245	USD
Telephone Number 9613901397		Email Address shah@un.org
Address of Employer Lebanon		
Number of Employees Supervised by You 2		
Description of Duties Collate, analyze, and review proposals submitted by the Chief of Staff, Chief Investigation Section and Section Chiefs/Task Order Managers in preparation of cost estimates and Results-Based Budgeting (RBB) framework of the Commission for the budget submission to UN Headquarters. Prepare responses to issues raised by Field Budget and Finance Division (FBFD), Office of Programmed Planning, Budget Division (OPPBD) and Advisory Committee on Administrative and Budgetary Questions (ACABQ) relating to the submitted cost estimates and the implementation of approved budget. Ensure effective and efficient management, monitoring and control of the budgetary allotments. Manage allotments and authorize sub-allotments ensuring appropriate expenditures. Prepare monthly reports on the status of allotments, monitor obligations/expenditures, and review un-liquidated obligations. Review of the staffing compliments. Be in charge of the post management. Overview and finalize performance report. Monitor expenditures to ensure that remain budget allotment is within authorized levels. Administer and monitor extra-budgetary expenditures, including reviewing of agreements and projects cost plans; compliance with the regulations, rules and established policies. Draft policies to improve the Commission's programme budget. Provide guidance on budgetary policies and procedures, including results-based budgeting. Supervise and trains junior staff members and evaluate their work. Coordinate audit inspections and address audit observations and recommendations pertaining to all aspects of the Mission's programme budget. Attend the Senior Management meetings in the absence of the Chief Mission Support. Address administrative issues; provide guidance aligned with the UN Rules and Regulations.		
Summarize any of Your Achievements The mandate of the Commission was extended on a six to six months basis. Consequently the strategic planning was for short term requirements. Having review the existing operational procedures and after consultation with the Chief Mission Support, Chief of Staff and the Section chiefs/Task order managers; we have implemented policies and procedures to improve the logistical and administrative operations of the Commission in sequence to offer better and efficient support to the substantive operations. The Commission is supported by a high number of consultants who are not familiar with the UN Standard operational procedures. This was an interesting experience to guide staff form different Governmental entices and organizations to the UN standard operational procedures.		
Reasons for Leaving Better career opportunities		

Job Title OiC Budget Unit	Type of Business Peacekeeping Operations	From - To 01/10/2006 - 01/04/2007
Name of Employer United Nations Operations in Burundi	Name of Supervisor Gianni Deligia (Chief Mission Support)	
Salaries per Annum:		
Starting	Final	Currency Paid
57153	57153	USD
Telephone Number		Email Address deligia@un.org
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		

Address of Employer

Burundi

Number of Employees Supervised by You

2

Description of Duties

Collate, analyze, and review proposals submitted by Chief of Staff, Office of the Special Representative, Cost Center Managers and Section Chiefs in preparation of cost estimates and Results-Based Budgeting (RBB) framework of the field mission for submission to UN Headquarters. Conduct costing analysis of the resource requirements as required ensure accuracy of the cost estimates. Prepare responses to issues raised by the Field Budget and Finance Division (FBFD) and the Peacekeeping Financing Division (PFD) relating to submitted cost estimates. Ensure effective and efficient management, monitoring and control of the budgetary allotments. Review and approve redeployment of funds as and when required according to the regulations and rules. Prepare the financial performance report and coordinate clarifications for issues raised by FBFD and PFD. Prepare periodic reports on the status of allotments. Coordinate audit responses pertaining Mission's programme budget.

Summarize any of Your Achievements

Part of the team involved in the planning and preparation of the transition from UN Peacekeeping (ONUB) to an Intergraded peace building mission (BINUB) in Burundi. This involves the initial budget preparation for the peace building mission (BINUB) in sequence with the liquidation of the peacekeeping mission (ONUB). As integrated mission involves the participation of other UN entities into common activities, services, achievements and outputs.

Reasons for Leaving

Better career prospects.

Job Title

Budget Officer

Type of Business

Peacekeeping Operation

From - To

01/07/2006 - 01/09/2006

Name of Employer

United Nations Operations in Burundi

Name of Supervisor

Wayne Whiteside (Chief Budget Officer)

Salaries per Annum:

Starting	Final	Currency Paid
55300	55300	USD

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

Is this a position within the UN Common System? **Yes**

Telephone Number

9173673710

Email Address

whitesidew@un.org

Address of Employer

Burundi

Number of Employees Supervised by You

2

Description of Duties

Review, analyze and revise data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements submitted by cost-center managers and section chiefs. Provide support to managers with respect to the elaboration of resources requirements for budget submissions. Reviews analyze and provide inputs into the finalization of programmed budget/financial implications of Security Council resolution in light of new mandates. . Drafts responses to issues raised by the Field Finance and Budget Division followed by the Peacekeeping Financing Division (FBFD and PFD) relating to submitted cost estimates and implementation of the approved budget. Monitor budget implementation and determine/recommend re-alignment of funds when is necessary. Review all requisitions for goods and services and ensure the use of the correct object code of expenditure and availability of funds. Prepare variances justifications between approved budgets and actual expenditures. Monitor and supervise the work of subordinate staff as may be required. Acting as Officer in charge during the absence of the Chief Budget Officer.

Summarize any of Your Achievements

Part of the team involved in the planning and preparation of the transition from UN Peacekeeping (ONUB) to an Intergraded peace building mission (BINUB) in Burundi. This involves the initial budget preparation for the peace building mission (BINUB) in sequence with the liquidation of the peacekeeping mission (ONUB). As integrated mission involves the participation of other UN entities into common activities, services, achievements and outputs.

Reasons for Leaving

Movement to higher position within the same Unit.

Job Title

Associate Administrative and Budget Officer

Type of Business

Peacekeeping operation

From - To

01/09/2004 - 01/06/2006

Name of Employer

United Nations Operations in Burundi

Name of Supervisor

Kees Verboom (Chief Engineer)

Salaries per Annum:

Starting	Final	Currency Paid
55300	55300	USD

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

Is this a position within the UN Common System? **Yes**

Telephone Number

257205000

Email Address

verboom@un.org

Address of Employer

Burundi

Number of Employees Supervised by You

5

Description of Duties

Prepare the Engineering section RBB and Financial resources proposal budget proposal. Provide planning/budget guidelines to unit supervisors. Review submissions from individual units and consolidate inputs of the Section. Responsible for the monitoring of the implementation of the section budget including forecasting of requirements in conjunction with unit chiefs and the identification of funds for necessary re-alignment of funds. . Procure goods and services including the validation of requirements for the Local Committee on Contracts (LCC). Prepare requisitions and approval of invoices in the Mercury System. Provide support to the Budget Unit, Finance and Personnel sections. Prepare the performance report including RBB frameworks for the section. Respond to internal and external audit observations. Act as the Engineering Sections primary focal point for all matters relating to Finance, Budget, Administration and Procurement. Supervision of a staff of 2 United Nation Volunteers and 3 National staff.

Summarize any of Your Achievements

Establishment of the engineering sections budget and administration unit during the start-up phase of the mission including the training of 5 National staff. Designed a budget monitoring system which was subsequently implemented in other Logistical support sections with an overall representation of the Integrated Support Services financial resources.

Reasons for Leaving

Better career opportunities

Job Title Finance Assistant	Type of Business UN Mission on Oil for Food	From - To 01/04/2003 - 01/12/2003
Name of Employer United Nations Office of Humanitarian Coordinator for Iraq		Name of Supervisor Adang Sanusi (OIC Finance Section)
Salaries per Annum: Starting 13080	Final 13080	Currency Paid CYP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 9611827000	Email Address sanusi@un.org	
Address of Employer Cyprus		
Number of Employees Supervised by You 2		
Description of Duties Vendor Payment Functions: Processed vendor invoices ensuring that all payments for goods and services were correctly coded and had all of the necessary supporting documentation and certification. Processed claims from vendors ensuring they were in accordance with UN Financial Rules and Regulations. Accounts Functions: Processed Inter-Agency Billings (IOVs), Purchase Orders and Travel Authorizations. Prepared Value Added Tax (VAT) Returns for the mission in accordance with the Status of Forces Agreement (SOFA) between UNFICYP and the Government of Cyprus. Assisted in the preparation of a revised budget for UNOCHI which included its liquidation phase as well as the preparation of a start up budget for the follow mission in Iraq (UNAMI) in consultation with the Field Finance and Budget Division (FBFD). Response to internal and external audit observations and performed other functions in the Finance Section as directed by Chief Finance Officer. Payroll Related Functions: Processed MSA payments for International staff, the payment of Individual Contractors and the payroll on national staff still based in Iraq. Processed F10 claims from international staff including the reconstruction of claims incomplete records lost during the mission's relocation to Cyprus.		
Summarize any of Your Achievements Part of a team that re-established the Finance section and Budget unit following the mission's evacuation from Iraq and its relocation to Cyprus. Support to the follow on mission (UNAMI) in regards to historical data.		
Reasons for Leaving End of contract		

Job Title Tax Consultant	Type of Business Tax consulting Office	From - To 01/12/2000 - 01/03/2003
Name of Employer Linley		Name of Supervisor Self employed
Salaries per Annum: Starting 12000	Final 18000	Currency Paid CYP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number +35799649383	Email Address soulat@cytanet.com.cy	
Address of Employer Cyprus		
Number of Employees Supervised by You 4		
Description of Duties Provided taxation consulting services to a portfolio of international clients including the preparation of national tax returns and international tax planning advice for companies based in Cyprus but with subsidiary operations and activities in the Middle East.		
Summarize any of Your Achievements The ability of planning, priorities and treat each customer case careful according to their future plans help them to expand their activities abroad. I became very familiar with the international taxation rules and regulations.		
Reasons for Leaving Better career opportunities		

Job Title Accounts Manager	Type of Business Oil and Gas Exploration	From - To 01/12/1998 - 01/11/2000
Name of Employer Anadarko Petroleum Corporation		Name of Supervisor Lance Mierendorf (Middle East Regional Manager)
Salaries per Annum: Starting 9000	Final 16800	Currency Paid CYP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address webmaster@anadarko.com	
Address of Employer United States of America		
Number of Employees Supervised by You 4		

Description of Duties

Responsible for the financial accounting reporting system, as head of a 10 person team with responsibilities including the analysis and preparation of monthly consolidated management reports, the preparation of budgets for operations based in the Middle East (Oman, United Arab Emirates and Qatar) and the ongoing recording of financial transactions. Acted as Officer in Charge for the company's operations in Oman which included the day to day management of an office of 15 staff, analysis of international petroleum financial markets and liaising with government officials on matters concerning environmental protection.

Summarize any of Your Achievements

Part of a team that modified the existing Oil production control system resulting the improved oil production management and information reporting system.

Reasons for Leaving

Better career opportunities

Job Title Accounts Assistant	Type of Business Oil and Gas Exploration	From - To 01/06/1994 - 01/12/1998
Name of Employer BJ Services		Name of Supervisor Mike Johnson (Financial Controller of Russian Operations)
Salaries per Annum: Starting 6600	Final 9600	Currency Paid CYP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Canada		
Number of Employees Supervised by You		
Description of Duties Prepared monthly financial statements for two subsidiary operations. Prepared monthly payments to vendors. Verified, reconciled and prepared invoices (approximately 300 on a monthly basis) for expenditures incurred on the behalf of Joint Venture partners. Prepare and monitor forecast cash flow requirements for operations based in Russia.		
Summarize any of Your Achievements Learn about working principles with multinational and multicultural companies. Efficient preparation of invoicing and monitor of cash flow allowed the company to build better planning and investments.		
Reasons for Leaving Better career opportunities		

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
Greek	Yes	Easily	Easily	Easily	Easily

Address

54 Elefterias Street, Korakou Solea
Nicosia Cyprus
Telephone: 357-99-649383
Contact: Theognosia Tsingi

Address

Special Tribunal for Lebanon
Donker Van Stamstraat
Leidschendam 2260 Netherlands
Telephone: 31-070-8003400 extension 3414
Fax: 31-061-6566065
Contact: Theognosia Tsingi

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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Mr. Panos CHRISOSTOMOU

Chrisostomou Chartered Accountants

Kallepoleos & Dinokratous Street Cyprus

**35722752008
panoschr@cytanet.com.cy**

Ms. Yin Yin HTA

Programme Planning and Budget Division

United Nations Cyprus

19173679405 hta@un.org

Mr. Herman VON HEBEL

Deputy, Registrar, Special Tribunal for Lebanon

2265 Leidschendam Cyprus

**31708003431
vonhebel@un.org**

Personal History Profile for Pamela UWAKWE

General Details

- | | | | |
|--|---|---|---|
| 1. Family name
UWAKWE | First Name
Pamela | Middle Name
Chima | Maiden Name, (if any) |
| 2. Date of Birth
25/04/1967 | 3. City of Birth
Wigan | Country of Birth
Ireland | Index No
871645 |
| 4. Country of Nationality at Birth
Ireland | Second Nationality (if any)
Nigeria | 5. Country of Present Nationality
Ireland | Second Nationality (if any)
Nigeria |
| 6. Gender
Female | 7. Height [cm]
160 | 8. Weight [kg]
52 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**
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? **01/01/2005**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **pamuwakwe@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name Association of Chartered Certified Accountants	City, Country International Qualification Ireland	From - To Jan-2000 - Dec-2002
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent ACCA	Degree Type Degree	

University Name Heriot-Watt University	City, Country Edinburgh United Kingdom	From - To Sep-1989 - Sep-1990
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent MSc International Banking and Financial Studies	Degree Type Masters	

University Name Trinity College Dublin University	City, Country Dublin Ireland	From - To Sep-1985 - Jun-1989
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Business Studies	Degree Type Degree	

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

Name of School Rathdown School	City, Country Dublin Ireland	From - To Sep-1981 - Jun-1985
Main Course of Study English, Maths, Chemistry, Biology, Home Economics, French Geography	Certificate or Diploma Irish Secondary School Leaving Certificate	

Employment

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

Job Title Corporate Social Responsibility (CSR) Planning Advisor	Type of Business Multi national Oil company	From - To 01/11/2008 -
Name of Employer Tullow Oil Uganda Operations Pty Ltd	Name of Supervisor Simon Byrne,	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
78000	78000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		pamela.uwakwe@tullowoil.com	
Address of Employer			
Uganda			
Number of Employees Supervised by You			
3			
Description of Duties			
<p>Corporate Social Responsibility (CSR) Planning Advisor with Tullow Oil Uganda Pty Ltd. Tullow Oil currently has extensive operations in the Lake Albertine Rift Valley in north western Uganda. I am based at their headquarters in Kampala but travel frequently to the Lake Albert area to work with the local communities, local government, other development partners, CSOs, and NGOs that are also involved in development programmes in the area. As CSR Planning Advisor with Tullow Oil, I am responsible for the following:</p> <ul style="list-style-type: none"> • The development of guidelines/principles for Tullow Oil's engagement with Local Partners and the formulation of criteria and process for identifying local partners • Ensuring that the development of new CSR programmes is soundly based on research and analysis so that interventions were locally appropriate and sustainable. Research and analysis techniques are applied in a developing a rural livelihoods security programme, a Health and HIV/AIDS programme, local partnership programmes with a Local NGO focusing on improving the quality of primary education and a rural water and sanitation programme. I am also involved in a number of rural environmental protection programmes in partnership with the Ugandan National Forestry Association and the use of energy saving stoves and solid waste management. • The technical management and financial oversight of Tullow Oil Uganda CSR budget. • Designing and managing Tullow Oil Uganda's CSR strategic planning process and documentation as well as coordinating the mainstreaming of CSR throughout the organisation. • Establishing staffing and institutional structures to support Tullow Oil Uganda's CSR social/community investments in Uganda. In particular, capacity building of Tullow's field project officers in project management. • Forming and managing strategic private/public partnerships with local government, development donors, NGOs and CSOs working in Tullow Oil Uganda's area of operation. Managing sta 			
Summarize any of Your Achievements			
<p>-Preparation of Tullow's CSR Country Strategy which provides a road map for all the company's investments in social/community development projects. -A Stakeholders mapping and analysis exercise to improve the company's mechanism for stakeholder engagement. A regular review process has also been established to ensure that appropriate groups are effectively identified, suitably engaged and any potential areas of conflict are promptly addressed.</p>			
Reasons for Leaving			
I have a rolling consultancy contract which will expire next June 2009			

Job Title	Type of Business	From - To
Finance Officer	Capacity building support to African Union Peace Operations	01/03/2007 - 01/09/2007
Name of Employer	Name of Supervisor	
UN-Department of Peace Keeping Operations (DPKO)-African Union Peace Support Team	Abdel-Kader Haireche	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
57000	57000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		uwakwe@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>I was part of a team of technical experts from UN-DPKO providing capacity building support to the African Union's Peacekeeping architecture. As the Finance Officer for the DPKO Peace Support Team my main functions were to provide technical advice and capacity building support to the AU peace operations by: -Assisting the AU to establish transparent and accountable financial management systems. -Reviewing the AU's internal control systems and making recommendations for strengthening their systems. -Assisting the AU with the preparation of peacekeeping budgets and reviewing the overall budget planning and preparation procedures. -Introducing new concepts and frameworks such as Results Based budgeting. -Facilitating and directly providing on-the-job training and workshops on financial and budget matters. -I also represented DPKO at all finance and budget meetings with other donors and the AU.</p>			
Summarize any of Your Achievements			
<p>-I have been involved in supporting the AU with the preparation of the peacekeeping budget for Somalia and I have introduced new formats for budget preparation. -I have also been involved in assisting the AU to source an accounting and payroll system for the peacekeeping missions which will enable them to account for donors' funds properly and prepare financial reports in a timely manner.</p>			
Reasons for Leaving			
I have a six months contract initially.			

Job Title	Type of Business	From - To
Chief Accounts Unit, Budget and Finance Section	Multilateral UN Agency	01/07/2005 - 01/03/2007
Name of Employer	Name of Supervisor	
United Nations Economic Commission for Africa	Ms. Linda Ryan and Ms. Serah Jaoko	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
56489	56489	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
251115544900		PUwakwe@uneca.org	
Address of Employer			
Ethiopia			
Number of Employees Supervised by You			
9			
Description of Duties			

As Chief of the Accounts Unit within the Budget and Finance Section of UNECA, I was primarily responsible for the following: -Maintaining the accounts and preparing bank reconciliation statements, interim and biennial financial statements with supporting schedules. -Ensuring that accurate and complete accounting was maintained, that relevant records were reconciled, and that reporting and internal control systems were functioning. -Approving /confirming that proposed obligations or expenditures for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, were in accordance with the Financial Regulations and Rules of the UN, relevant appropriations, staffing tables and corresponding allotments. -Overseeing Accounts Receivable and Payable to ensure completeness, accuracy and validity and to ensure that all billing was done in a timely manner. -Responding to internal/external audit observations on accounting functions. -Organising and distributing work assignments among staff of the Accounts Unit, to ensure efficient operations, and to provide adequate controls and the necessary back-up capability to cope with staff absences. -I was also a member of the Technical Committee that reviews bid submissions received by UNECA before they were submitted to the local Procurement committee. -I also provided a financial analysis of the bid submissions for the UNECA Procurement Committee.

Summarize any of Your Achievements

-All month end and biennium 2004-2005 accounts were submitted in a timely manner. -A substantial number of old outstanding issues in relation to Accounts receivable were also cleared up. -More appropriately qualified staff were recruited and trained for 3 of the 5 Sub-regional offices. -There was a closer monitoring of the 5 subregional offices.

Reasons for Leaving

I wanted to get more budget preparation experience within the United Nations which would complement my experience gained in the financial management and accounting area.

Job Title	Type of Business	From - To
Consultant in Financial Management and Auditing	Irish Government Bi-Lateral Assistance	01/10/2003 - 01/09/2004
Name of Employer	Name of Supervisor	
Development Cooperation Ireland/Department of Foreign Affairs	Tony Taaffe	
Salaries per Annum:		
Starting	Final	Currency Paid
400	400	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
35314082452	Tony.Taaffe@dfa.ie	
Address of Employer		
Ireland		
Number of Employees Supervised by You		
Description of Duties		
<p>I was engaged as an independent consultant to Development Cooperation Ireland (DCI), Dublin for the development of a Financial Policies and Procedures Manual. This work involved reviewing all existing financial procedures, having a clear understanding of financial management and control issues from both a head office and Programme Country perspective to ensure that the Manual was compliant with generally accepted accounting principles and with best practice in development. The document outlined all the standards and procedures against which Development Cooperation Ireland (the head office and all the field offices) will be audited. -Once the DCI Financial Policies and Procedures Manual was complete, I was awarded another consultancy contract as an Auditor with the DCI Audit and Evaluation Unit. My main tasks involved liaising with the seven DCI offices in Africa as well as the office in Timor Leste in order to complete the 2003 audit processes for all DCI commissioned audits and to perform quality control on the draft audit reports of the various Partners. This included, ensuring that the audit Terms of Reference were complied with, that all accounts were in the correct format and that all possible issues were cleared before the accounts were signed off. I was also involved in reviewing the audit policies for the organisation with respect to the various aid modalities currently being employed.</p>		
Summarize any of Your Achievements		
<p>My two consultancy projects/contracts with DCI enabled me to have a clear understanding of financial control and accountability issues from both the head office perspective and field office requirements. I also became well versed and up to date with current best practice in relation to the financial management and auditing of various development aid modalities such as Direct Budget Support, Sector Wide Approache Programmes (SWAPS) and Direct Project Support. The consultancy assignments provided me with an indepth understanding of Irish Government Financial rules and regulations for Government Departments and Public bodies. My auditing consultancy assignment meant that I was responsible for the quality control/assurance of the external audit reports from the various field offices.</p>		
Reasons for Leaving		
The two consultancy projects/contracts were completed.		

Job Title	Type of Business	From - To
Chief Accountant	Irish Government bi-lateral Development Assistance	01/01/2002 - 01/06/2003
Name of Employer	Name of Supervisor	
Embassy of Ireland/Development Cooperation Lusaka Zambia	Tony Taaffe, DCI Financial Controller, Dublin	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	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	
35314082452	Tony.Taaffe@dfa.ie	
Address of Employer		
Zambia		
Number of Employees Supervised by You		
3		
Description of Duties		
<p>I worked with the Embassy of Ireland/ Development Cooperation Office in Lusaka as Chief Accountant. My key responsibilities included managing the accounting records and maintaining controls within the Embassy. -This involved monitoring monthly expenditure against budget, the preparation of monthly financial reports for Head office and assisting project managers to monitor individual project budgets. -I was responsible for posting all receipts and expenditures from the consular section and Development Cooperation Ireland's programme support for Zambia and Zimbabwe as well as all the month end reconciliations. -This involved managing the SUN Financial Management System and VISION reporting tool. -As Chief Accountant, I was also involved in the overall management of the administration budget such as the preparation of the payroll, procurement procedures and timely payment of all suppliers. -I also played a key role in the internal audit and monitoring of partner accounts as well as participating on the finance technical committee of the Sector Wide Approach Programmes (SWAPs) in the Ministry of Education and Ministry of Health. The finance technical committee was involved in providing support to both Ministries on issues such as resource allocation, capacity building in the area of financial management, procurement and the preparation of budgets. -As a member of the Procurement Committee, I had a key role in overseeing procurement and inventory issues in the Embassy.</p>		
Summarize any of Your Achievements		
<p>My main achievements as Chief Accountant were the strengthening and enforcing financial procedures and controls especially in the areas of procurement and payroll within the Embassy. I also ensured that the external audit process for the Embassy and the partners funded by the Embassy was completed on schedule and all audit issues were followed up and resolved before the annual reports were finalised. I also participated in the Finance Technical Committee for the Ministry of Education in Zambia which was responsible for updating the Financial Policies and Guidelines for all donor-pooled funding in the Education sector. This ensured that the financial requirements of the key donors in the education sector were harmonised and transaction costs to the Zambia Government in the Education sector were significantly reduced.</p>		

Reasons for Leaving

Our posting to Zambia ended, as my husband was given a promotion to the Irish Embassy in Addis Ababa as Head of Development.

Job Title Administrator, Finance Section	Type of Business Research Insitute	From - To 01/01/2000 - 01/06/2000
Name of Employer Institute of Ismaili Studies London	Name of Supervisor Ms. Hadish Dhaliwal	
Salaries per Annum: Starting 12000	Final 12000	Currency Paid GBP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 442078816000	Email Address HDhaliwal@iss.ac.uk	
Address of Employer United Kingdom		
Number of Employees Supervised by You		
Description of Duties I worked part time in the Finance and Administration Department of the Institute of Ismaili Studies while I was also studing for my (ACCA) Association of Chartered Certified Accountants examinations. -I was also engaged by Save the Children for a number of short term consultancy contracts to compile brief Country Reports on Nepal, swaziland, and the Democratic Republic of Congo for Save the Children's public resource center.		
Summarize any of Your Achievements I was responsible for assessing the Institute's Information Technology (IT) requirements and for writing the specificatons which the Ismaili Institute used to invite IT companies to tender.		
Reasons for Leaving We were given an opportunity to work with Development Cooperation Ireland in Zambia and I wanted to expand my development experience by working with a bi-lateral donor.		

Job Title Programme/Finance Officer	Type of Business International Development Non-Government Organisation (NGO)	From - To 01/03/1998 - 01/10/1999
Name of Employer Trocaire, (based in Rwanda)	Name of Supervisor Colette Craven	
Salaries per Annum: Starting 20000	Final 20000	Currency Paid IEP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 35316293333	Email Address Colette.Craven@trocaire.ie	
Address of Employer Ireland		
Number of Employees Supervised by You 4		
Description of Duties I worked as Programme Officer for Trocaire - an Irish Non-government development aid organisation based in Kigali Rwanda. As Prgramme Officer, I was responsible for the administrative and technical management of Trocaire's national programmes in the following sectors: a nationwide Trauma Counselling Programme for women survivors of the genocide; a capacity building project for social Workers working with children at risk and support to the Rwandan National Justice System. -I was also involved in managing Trocaire's support to local Rwandan NGOs working in the human rights, justice and peace building areas. -As Programme Officer, I was fully responsible for the development of Trocaire's policies in relation to the above development interventions. -A significant amount of my time was spent preparing and monitoring project budgets including the preparation of periodic narrative and financial reports for various donor agencies, such as UNICEF, the European Union and UK DFID -Department for International Development. -I was also responsible for checking the monthly accounts for the overall country programme, which were sent to our head office.		
Summarize any of Your Achievements I was able to provide capacity building assistance to local NGOs that Trocaire funded in the area of financial management and budget preparation which are areas that a lot of local NGOs are weak in. One of my main achievements was to expand Trocaire's funding base by submitting project proposals to the European Union, UNICEF and Japanese Embassy which were successful. I also ensured that all progress and financial reports to these donors were submitted on a timely basis in the required formats.		
Reasons for Leaving My contract ended and I wanted to obtain experience with a bi-lateral donor.		

Job Title Executive Secretary	Type of Business Development Cooperation Advisory and Research Board	From - To 01/03/1996 - 01/03/1998
Name of Employer Irish Aid Advisory Committee (now the Advisory Board for Ireland Aid)	Name of Supervisor Professor John Kelly	
Salaries per Annum: Starting 20000	Final 20000	Currency Paid IEP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 35314780822	Email Address John.Kelly@ucd.ie	
Address of Employer Ireland		
Number of Employees Supervised by You		

1

Description of Duties

I worked as Executive Secretary to the Irish Aid Advisory Committee (IAAC) now called the Advisory Board for Ireland Aid (ABIA). IAAC/ABIA was established in 1993 to give independent expert advice to the Minister for Foreign Affairs on all matters related to development cooperation and the policy aspects of the Irish Aid Programme. I was responsible for preliminary research, drafting of various policy research projects and the provision of administrative support to the various research sub-committees of the IAAC. I was also responsible for the management and running of the Committee office and for coordinating all of the Committee's activities. This included the preparation of the Committee's accounts to trial balance for the external accountants.

Summarize any of Your Achievements

I was directly responsible for strengthening the Committee's internal procedures for awarding research contracts and for setting up a system for filing and maintaining all the financial records.

Reasons for Leaving

I was given the opportunity to work as a Programme Officer in Rwanda with an Irish NGO and I wanted a field posting to get more development experience.

Job Title Programme Officer	Type of Business Development Organisation	From - To 01/01/1994 - 01/01/1996
Name of Employer United Nations Development Programme UNDP Botswana	Name of Supervisor Elizabeth Fong	
Salaries per Annum: Starting 18000	Final 18000	Currency Paid IEP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 12129065364	Email Address Elizabeth.Fong@undp.org	
Address of Employer Botswana		
Number of Employees Supervised by You 1		
Description of Duties As Programme Officer, I was responsible for providing support to and monitoring the implementation and attainment of the project objectives in rural development, agricultural and natural resources area of UNDP's programme to Botswana. I was also responsible for the preparation of narrative and financial project progress reports. Another significant task I was responsible for was the research and drafting of documents related to the mid term Review of UNDP's fifth Country Programme of support to Botswana.		
Summarize any of Your Achievements I managed the Mid Term review process of UNDP's fifth Country Programme of support to Botswana and as a result, I was also given responsibility for coordinating and drafting the next Country Strategy Programme for UNDP in Botswana.		
Reasons for Leaving My two year contract was completed.		

Job Title Assistant Treasury Manager	Type of Business Treasury Services	From - To 01/09/1991 - 01/12/1993
Name of Employer Irish Telecommunications Investments/Eircom, Dublin	Name of Supervisor Martin Keating	
Salaries per Annum: Starting 18000	Final 18000	Currency Paid IEP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 3531678888	Email Address Martin.Keating@eircom.ie	
Address of Employer Ireland		
Number of Employees Supervised by You 0		
Description of Duties I started as a graduate Trainee with Irish Telecommunications Investments (ITI) the treasury and investment subsidiary of Eircom, the Irish Telecommunications Corporation. I was then promoted to Assistant Treasury Manager and I worked for the consulting arm of the organisation where I was responsible for assessing potential business opportunities in developing countries. My main tasks involved the preparation of a variety of competitive project tenders for telecommunications operations to be funded by International Financing Institutions. The services provided by ITI to telecommunication operators in developing countries and Eastern Europe covered such areas as Accounting Systems and Controls, Financing and Debt Management, Financial and Treasury Training.		
Summarize any of Your Achievements I was part of a team that successfully tendered for telecommunications work internationally (in Tanzania, Lesotho and Poland). This work involved providing treasury and financial management technical assistance to the telecommunications operators in the above countries. The contracts were awarded to us by the World Bank and the European Development Bank.		
Reasons for Leaving I wanted to gain development experience and to take up a field position.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Embassy of Ireland Uganda
 Registry, Department of Foreign Affairs
 Dublin Dublin Ireland
 Telephone: 256-75-3627536
 Fax: 256-75-3627536
 Contact: Pamela Uwakwe

Address

previously with UN- Department of Peacekeeping Operations -African Union Peace Support Team
 United Nations Economic Commission for Africa
 Addis Ababa Ethiopia
 Telephone: 256-75-3627536
 Fax: 256-75-3627536
 Contact: Pamela Uwakwe

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
Patrick CURRAN	former Charge d' Affairs in Zambia now Head of Aid South Africa	Embassy of Ireland South Africa	27123425062 Patrick.Curran@dfa.ie
Fiona ENGLISH	Auditor	Development Cooperation Ireland/Department of Foreign Affairs South Africa	35314082465 Fiona.English@dfa.ie
Eamonn MEEHAN	Deputy Director	Trocaire South Africa	35316293333 Eamonn.Meehan@Trocaire.ie

Personal History Profile for Su Bin YEAP

General Details

1. Family name YEAP	First Name Su Bin	Middle Name	Maiden Name, (if any)
2. Date of Birth 28/05/1976	3. City of Birth Penang	Country of Birth Malaysia	Index No 418758
4. Country of Nationality at Birth Malaysia	Second Nationality (if any)	5. Country of Present Nationality Malaysia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 152	8. Weight [kg] 50	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: sby198@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name The University of Southampton	City, Country Southampton United Kingdom	From - To Sep-1998 - Sep-1999
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Science Accounting and Finance	Degree Type Masters	

University Name The Queen's University of Belfast	City, Country Belfast United Kingdom	From - To Sep-1995 - Jun-1998
Main Course of Study Economics	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Science in Economics & Business Economics	Degree Type Bachelor of Sciences	

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

Name of School Beijing Language and Culture University	City, Country Beijing China	From - To Jan-2000 - Jul-2000
Main Course of Study Chinese Language, Culture and History		Certificate or Diploma Language Certificate

Name of School Kolej Tuanku Ja'afar	City, Country Mantin, Negeri Sembilan Malaysia	From - To Jan-1994 - Jun-1995
Main Course of Study Mathematics, Physics, Chemistry		Certificate or Diploma 'A'-Level

Name of School Methodist Girls' School	City, Country Kuala Lumpur Malaysia	From - To Jan-1989 - Dec-1993
Main Course of Study Mathematics, Advanced Mathematics, Commerce, English, Chemistry, Physics, Bahasa Melayu (Malay language), History, Moral Studies		Certificate or Diploma Sijil Pelajaran Malaysia, SPM

Employment

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

Job Title Finance Officer	Type of Business Peacekeeping	From - To 01/06/2008 - 01/09/2009
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Name of Employer Finance Section, UNMIK			Name of Supervisor Md Abdul Wahab		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
71729	71729	USD	Is this a position within the UN Common System? Yes		
Telephone Number 12129638442			Email Address yeap@un.org		
Address of Employer Yugoslavia					
Number of Employees Supervised by You 7					
Description of Duties As Head of Accounts Unit, I ensure the correctness of UNMIK financial reporting, coordinate and supervise the work of Accounts Unit staff and perform as an Approving Officer of the mission. My duties include: Perform and train unit staff on the monthly closing of accounts and yearly mandate closing procedures in SUN System; Review the reconciliation of the mission's five bank accounts; Ensure that a monthly revaluation of the mission's EURO, Serbian Dinar and Macedonian Denar Accounts are carried out; Review and approve the recording of the Allotment; Monitor Status of Allotments with Cost Centre Managers to ensure that correct allotment codes are charged and that funds allocated are sufficient to cover operations; Monitor unliquidated obligations on a continuous basis to ensure that balances represent valid operational requirements and that prior year unliquidated obligations are adequately justified; Review and analyse the Ageing Analysis of Receivables and Payables; Examine Intermission billing, Inter-office Vouchers, Receivables and Payables accounts to ensure their timely settlement; Pursue recovery of common service charges from UN and non-UN entities which make use of UNMIK's facilities and services; Verify the accuracy of bank transfer instructions for release of payments to vendors and staff members; Draft responses to external audit observations; Prepare responses to the queries from UNHQ regarding the mission's Financial Statements. Serve as a member of the Local Committee of Contracts (LCC) board. Act as Officer-in-Charge of the Finance Section in the absence of the Chief Finance Officer.					
Summarize any of Your Achievements Well-trained national staff who are able to assume responsibilities of international staff; Streamlined UNMIK accounting procedures; Accurate set of accounts with Outstanding Obligations and Accounts Receivables kept to a minimum due to monthly monitoring of the accounts.					
Reasons for Leaving Am currently employed in present position.					

Job Title Associate Finance Officer	Type of Business UN	From - To 01/09/2004 - 01/06/2008
Name of Employer Finance Section, UNMISSET/UNOTIL/UNMIT	Name of Supervisor UNMISSET/UNOTIL: Chandan K Baidya; UNMIT: Robert Quinn	

Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
55400	55400	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address yeap@un.org		
Address of Employer East Timor					
Number of Employees Supervised by You 8					
Description of Duties During my tenure with UNMISSET, I serve as OIC Accounts Unit. After the transition of the mission to UNOTIL and later UNMIT, I handle the responsibilities as OIC Finance when the CFO is on leave. I continue to handle the tasks as OIC Accounts Unit and have worked in several units of the Section for the set-up of the new UNMIT mission. *Accounts Unit: Analyze the Status of Allotment, monitor expenditures and review unliquidated obligations; Perform the monthly closing of accounts in SUN System; Perform the mandate closing of accounts in SUN System; Check the accuracy of financial reports prior to printing them for submission to UNHQ; Prepare replies to queries from UNHQ regarding the mission's Financial Statements; Prepare responses to internal and external audit observations; Prepare the ageing analysis for Accounts Receivables Locally and Payables Locally; Coordinate and supervise the processing of Inter Office Vouchers; Reconcile outstanding staff members accounts and ensure that debit advices are routinely sent to staff members and UN Offices; Take necessary action for the write-off process of unrecoverable receivables. *Payments and Payroll Unit: Approve journal and disbursement vouchers, coordinate the processing of vendors invoices and travel claims as well as tasking and training of Finance Section staff. *Cashiers Unit: In the absence of the Cashier, act as the vault custodian, project monthly cash replenishment request for the mission's bank accounts based on the monthly expenditure and verify the accuracy of bank transfers. *In the absence of the Budget Officer, issue initial allotment for recording into SUN System and MERCURY; Monitor expenditures to ensure they remain within authorized levels, draft faxes for redeployment of funds; Monitor requisitions in MERCURY to ensure that requisitioned items are budgeted items and that correct object codes are used; Assist in the preparation of the budget, RBB, performance report and analysis of variances.					
Summarize any of Your Achievements * Two budgets were being administered simultaneously between July till October 2005, the UNMISSET liquidation and UNOTIL budget. The accounting experience gained from the transitional period between UNTAET and UNMISSET was utilized in recording accounting transactions and setting up the financial and budget databases. A successful transition from a peacekeeping to a special political mission was made. * Similarly, after the end of the UNOTIL mandate in August 2006, a successful transition was made to the new peacekeeping mission, UNMIT. * Performed as OIC Finance Section between 6 February till 20 March 2006 and 15 May till 20 August 2006 whilst the post of the CFO was being recruited. As OIC in May 2006 during the political unrest in Timor-Leste, extended cash operations support to the other UN Agencies who had evacuated to Darwin, Australia. * During the political unrest and subsequent evacuation of UNOTIL personnel in May 2006, all local banks in Dili were closed. Arrangements were made for USD currency to be brought in from Darwin within a day to pay local staff salaries in cash. Prompt payments were also made to other personnel and vendors during the evacuation period. Control mechanisms and recovery procedures were put in place in order to ensure that no problems arose later when reconciling the accounts and to avoid long outstanding receivables. * Accurate financial statements are submitted to UNHQ in a timely manner. * Sufficient funds are allocated for the respective class codes and disbursements are charged to correct object codes. * Monthly cash holdings in the banks are kept at an adequate level. * Well-trained Finance Section staff due to ongoing training and rotation of staff between various units. * I have attended the Advanced Financial Systems (SUNSYSTEMS) Training in Brindisi in Sep07. * I have attended the JPMorgan INSIGHT Training (processing of bank transfers through the INSIGHT systems replacing paper based faxes) in Dec06. * I serve as a member of the mission's Local Committee of Contracts, Claims Review Board, as alternate chairperson of the Tender Opening Committee and PX Committee.					
Reasons for Leaving Received an offer of appointment with UNMIK, Kosovo. To broaden my working experience in another mission.					

Job Title UNV Finance Assistant	Type of Business United Nations	From - To 01/07/2002 - 01/08/2004
Name of Employer Finance Section, UNMISSET	Name of Supervisor Chandan Baidya	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
27000	27000	USD	Is this a position within the UN Common System?	Yes
Telephone Number		Email Address		
		yeap@un.org		
Address of Employer				
East Timor				
Number of Employees Supervised by You				
0				
Description of Duties				
<p>I have gained in-depth training and exposure in the various units of the Finance Section. I initially started in the Cashiers Unit for nine months before transferring to the Accounts Unit in which I was involved in the liquidation of UNTAET accounts for three months. My duties in the various units are as follows: * Cashiers Unit: Generate payments through SUN SYSTEM to transfer funds to payeesbank accounts; Analyse monthly payroll bank transfer report produced by PROGEN system and ensure that changes are accounted for accuracy of MSA and salary payments to all UNMISSET staff; Ensure the accuracy of the monthly payroll bank transfer report by reconciling each category of UNMISSET staff with the data based information system maintained in COREL PARADOX; As the focal point for correspondence with JPMChase, liase with representatives of JPMChase regarding unremitted bank transfers. * Accounts Unit: Review and analyse receivables, payables and unliquidated obligations on a continuous basis; Record obligating documents in SUN Business; Perform closing of monthly accounts and prepare financial reports for submission to UNHQ; Reconcile the Cash Imprest Dollar account, Cash Imprest Rupiah and Bank Mandiri Rupiah account; Perform the revaluation for the missions rupiah imprest account; Prepare journal vouchers for correcting entries in SUN SYSTEM. * Liquidation Unit: Draft debit advices to staff members and UN offices and prepare request for write-off action for unrecoverable receivables; Prepare Journal Vouchers when necessary to raise debit advices or resolve outstanding issues.</p>				
Summarize any of Your Achievements				
<p>* Cashiers Unit: Payroll deadline met on a monthly basis. All staff members received their funds on a timely basis due to liasing with the local banks regarding the monthly payroll bank transfer. Researched, investigated and solved cases related to problems in both local and international bank transfers reaching respective staff members' and vendors' accounts. * Accounts Unit: Accurate monthly financial reports sent to UNHQ due to constant analysis, monitoring and preparing correcting entries in the accounts. UNMISSET's outstanding obligations has been kept to a minimum due to ongoing reviewing and liasing with various sections in UNMISSET for payments and deobligations for no longer valid obligations.</p>				
Reasons for Leaving				
Received ALD appointment with DPKO.				

Job Title	Type of Business	From - To
District Electoral Officer	Elections	01/01/2002 - 01/05/2002
Name of Employer	Name of Supervisor	
Independent Electoral Commission	Debra Lee; Edgar Sequera Martins	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
27000	27000	USD	Is this a position within the UN Common System?	Yes
Telephone Number		Email Address		
		cheydeb_lee@hotmail.com		
Address of Employer				
East Timor				
Number of Employees Supervised by You				
32				
Description of Duties				
<p>Responsible for the conduct of the Presidential elections at a Polling Centre in Dili District, East Timor; Responsible for the secure movement of election material, including ballots and completion of required election documentation; Working closely with a Timorese counterpart, interview and recruit 60 East Timorese polling staff; Responsible for disbursing payment to 30 daily paid polling staff at the polling centre. Plan training materials and train polling staff prior to the Presidential elections; Organise and conduct voter education sessions; Participate in the count of ballots following polling.</p>				
Summarize any of Your Achievements				
<p>Successful elections in Dili District, with polling centres opening on time due to well trained staff and organised planning prior to elections. The turn out of the voting population was excellent, above 97 percent on election day. Recruitment of polling staff was done very fairly and transparently with equal representation of polling staff from all villages from the district. Layout of polling centres were well planned with an orderly queue plan, therefore, no overcrowding of voters.</p>				
Reasons for Leaving				
End of Presidential Elections				

Job Title	Type of Business	From - To
Legal Interpreter and Translator	Public Administration	01/09/2001 - 01/01/2002
Name of Employer	Name of Supervisor	
Ministry of Justice	Isabel Hight	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
27000	27000	USD	Is this a position within the UN Common System?	Yes
Telephone Number		Email Address		
		hight@un.org		
Address of Employer				
East Timor				
Number of Employees Supervised by You				
0				
Description of Duties				

Legal Interpreter and Translator from Bahasa Indonesia into English and vice versa at the Dili Court of Appeal; Interpreting in investigations into serious crimes allegations, for detainees at the prisons, questioning sessions and meetings; Provide for the translation of case files, decisions, appeals, indictments, prison policies and inter-departmental correspondences into both Indonesian and English.

Summarize any of Your Achievements

Assisted in completing the translation of a back log of case files and departmental policies in the ministry.

Reasons for Leaving

The start of the coming Presidential Elections Period in East Timor.

Job Title District Electoral Officer	Type of Business Elections	From - To 01/05/2001 - 01/09/2001
Name of Employer Independent Electoral Commission	Name of Supervisor John Landry	
Salaries per Annum: Starting 27000	Final 27000	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 jml@nbnet.nb.ca	
Address of Employer East Timor		
Number of Employees Supervised by You 11		
Description of Duties Responsible for the conduct of the Constituent Assembly elections at the polling centre at Guda Village, Lolotoe sub-district, Bobonaro district; Recruit, train and supervise the work of 8 East Timorese staff for the polling centre; Responsible for disbursing wages to daily paid polling staff at the polling centre; Dissemination of voter information material to eligible voters and ensuring that voters in the sub-district know where they are assigned to vote; Coordinate logistical needs with the UN Peace Keeping Force, PKF and civilian police, CIVPOL; Coordinate operational activities with Maliana electoral office; Ensure security of election material; Participation in the count of ballots following the completion of polling.		
Summarize any of Your Achievements Eligible voter turn out on day of election was more than 97 percent as a result of a well planned voter education campaign. In addition, the election was peaceful with a majority of the voters voting by noon of election day since they were all aware as to where they were assigned to vote. Training and capacity building of East Timorese staff enabled them to run their own polling centres independently in the next Presidential elections.		
Reasons for Leaving End of Constituent Assembly elections		

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 - **65** French -

List any office machines or equipment you can use:

Photocopier, fax, computer, printer, scanner

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
Chinese	No	Not easily	Not easily	Not easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Fukienese	Yes	Easily	Not easily	Not easily	Easily
Indonesian	No	Easily	Easily	Easily	Easily
Malay	No	Easily	Easily	Easily	Easily

Address

24, Jalan Sri Hartamas 2,
Kuala Lumpur Wilayah Persekutuan Malaysia
Telephone: 60-3-62011403
Fax: 670-7243451
Contact: Su Bin Yeap

Address

Finance Section, Accounts Unit, UNMIK, P.O. Box 4778
Grand Central Station,
New York United States of America
Telephone: 1-212-963 8442 extension 6544
Fax: 38-6-44346829
Contact: Su Bin Yeap

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
Michael ANDERSEN	Freelance Interpreter and Translator	Flat 1/17, Schultz Street, Toowoomba, 4350 Queensland Australia	mjaa_andersen@yahoo.com
Robert QUINN	Chief Finance Officer	Finance Section, UNMIT, Obrigado Barracks Headquarters, Caicoli, Dili, Timor-Leste Australia	quinn@un.org; quinnrobert_@hotmail.com
Antonio YU	Human Resources Officer	UNAMID, Sudan Australia	yua@un.org