

Samiullah Sami

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Education

- ✓ (2017-Running): ACCA (Association of Chartered Certified Accountants).
- ✓ (2013): B.Com (Bachelor of Commerce), Bangalore University, Bangalore, Karnataka, India.

Work Experience

Employer: Porsesh Research and Studies Organization (PRSO) – (Finance Manager) – OCT 2018 – Present

Main Task

- ✓ Responsible for the overall financial management of the organization such as financial Development planning, financial organizing, financial directing and financial controlling.
- ✓ Responsible for preparing financial statements of the organization such as balance sheet and cash flow statements and also analyze the financial position of the organization.
- ✓ Maintain fixed assets and deduct monthly depreciation
- ✓ Responsible for overall fund management of the organization and ensure that all the internal and external funds are received, recorded and documented smoothly in accordance with PRSO's guidelines and procedures.
- ✓ Manage the Finance department including supervision and guidelines provision to the Finance Officer in the collection, organizing, filing and posting the financial data into the system.
- ✓ Ensure the monthly staff payroll taxes are deducted accurately and paid to the tax office.
- ✓ Responsible for multiple projects budgeting, budget variances, and procedures.
- ✓ Prepare annual consolidated financial reports.
- ✓ Prepare financial reports based on donors' requirements, schedules, and agreements.
- ✓ Monitor project budget in terms of expenditures according to the work plan.
- ✓ Supervise internal accounts from initial procedures to documentations and ensure that the procedures follow accepted financial principles/standards.

Employer: Subhikabul Newspaper – Financial adviser– April 2019 - Present

Main Task

- ✓ Talking to the Director and finance department to determine their expenses, income, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
- ✓ Answering the director questions about financial plans and strategies and giving financial advice.
- ✓ Analyzing financial data received from the finance department to develop strategies for meeting organization's financial goals.
- ✓ Managing and updating organization portfolios.
- ✓ Contacting the organization regularly to discover changes in their financial status
- ✓ Developing financial and accounting manual of the organization
- ✓ Developing procurement manual for the organization.
- ✓ Preparing chart of account for the finance department.
- ✓ Installing accounting software (quick book) for the organization.

Employer: Marefat Civil Capacity Building Organization (MCCBO) (Deputy Director) – Jan 2016 – Oct 2017

Main Task

- ✓ Communicate organization goals and operational plans to all levels of the organization and to donors.
- ✓ Assist the executive director with strategic planning and coordination of the organization's programs, projects, and policy positions.
- ✓ Manage administrative, financial, HR and Logistic tasks and organize the financial affairs of programs in accordance with the work frame of the organization.
- ✓ Responsible for overall fund management of the organization and ensure that all the internal and external funds are received, recorded and documented smoothly in accordance with MCCBO's guidelines and procedures.
- ✓ Ensure the work done by the provincial offices/organization's branch offices is accurate and meets the deadline; ensure the specified work support provided for them from the central office
- ✓ Supervise internal accounts from initial procedures to documentations and ensure that the procedures follow accepted financial principles/standards.
- ✓ Supervise all department including supervision and guidelines provided to the Finance Manager in collection, organizing, filing and posting the financial data into the system
- ✓ Responsible for multiple projects budgeting, budget variances, and procedures.
- ✓ Conduct training to relevant staff on the budget formulation.
- ✓ As a member of the management team, participate in management team meetings, plan and design the organizational formulations
- ✓ Responsible for Prepare project-based financial reports to ministries the midterm reports to MOE and prepare the annual reports (Ezharnama) of projects to the directorate of revenue.
- ✓ Prepare quarterly reports containing all aspects of the organization to the board of directors.
- ✓ Prepare monthly project reports (summary sheets of the budget expenditures for all running projects) and flag the variances of the budget lines to the management team to avoid budget savings or overspending.
- ✓ Prepare financial reports based on donors' requirements, schedules and agreements.
- ✓ The lead of the team responsible for developing the strategic and annual action plan for the organization.

Employer: BRAC International (Senior Finance Officer – GEC/GEP Project) – Dec 2013-Dec 2015

Main Task

- ✓ Responsible for managing all financial activities associated with the running of Regional office.
- ✓ Preparing monthly cash requisition for each project and send to the central office.
- ✓ Fund management (receipts, payments, cash and bank transaction).
- ✓ Checking and auditing all branch offices on a quarterly basis.
- ✓ Replying to all external and internal audit reporting related to projects.
- ✓ Reconciliation of bank statement with bank register on a monthly basis.
- ✓ Preparing payroll and pay Salary to the staff in the regional office and field offices.
- ✓ Preparing monthly tax statement, bonus provision, and insurance.
- ✓ Writing cash book on daily bases and reconciling with accounting software.
- ✓ Preparing monthly Receipts and Expenditure statement, and closing monthly accounts.
- ✓ Sending requisition for purchase of material, collecting Quotation and making comparative statement.
- ✓ Preparing and conserving all working files and registers.
- ✓ Assisting Internal Audit in conducting audit on donor projects.
- ✓ Entering data in accounting software Radarow on daily bases.
- ✓ Preparing vouchers for each transaction, and checking all bills before payment.

- ✓ Prepare the draft financial statement and necessary supporting document for audit purposes.
- ✓ Update comparative figures in the draft financial statement as per previous year audit financial report.
- ✓ Maintain fixed assets and calculating depreciation.
- ✓ Translating several documents from English to Dari and contrariwise.

Employer: Fanoos Accounting Services Company (Quick book and Accounting Trainer Part-time)– Jan 2018 - Current

Main Tasks:

- ✓ Providing training on set up of company and charts of accounts.
- ✓ Providing training to the financial staff in creating the project database.
- ✓ Providing training, in creating the COA, passwords, entry-level of all financial transactions.
- ✓ Providing the training for creating all kinds of suppliers, customer's etc. records.
- ✓ Providing the training in preparation of all financial statements and reports.
- ✓ Providing the training in preparation of budget vs. actual reports.
- ✓ Providing the training in preparation of Accounting Golden rules.
- ✓ Providing the training in preparation of Ledger and Cash Book

Employer: Jaiboon Amu Engineering, Construction – (Finance Officer) -July 2013-Dec 2013

Main Tasks:

- ✓ Responsible for managing the financial risks associated with running a company.
- ✓ Budgeting, finance planning, handling tax matters, preparing annual business plans and budget.
- ✓ Fund management (receipts, payments, cash and bank transactions, cash and fund flow, etc.)
- ✓ Internal and statutory audit, quarterly and yearly balance sheet.
- ✓ Developing short term, medium-term and long term financial plans.
- ✓ Preparation and analysis of consolidated financial statements.
- ✓ Interpreting and analyzing financial reports.
- ✓ Monitoring and regulating work capital requirement.
- ✓ Preparing management accounting summaries and reports for executive management.
- ✓ Der Ensuring proper management of funds through the preparation of monthly & weekly cash flow forecasts.

Employer: State Bank of India (SBI), Hennur Road Branch, Bangalore (India)– (Internship/ Researcher) – Nov 2012-April-2013

Main Tasks:

- ✓ Studying the complete historical background of SBI.
- ✓ provided Annual Reports of SBI for the last three years.
- ✓ Preparing Cash Flow Statements of SBI for these three years.
- ✓ Comparing Cash and liquidity position of SBI for these three years.
- ✓ Determining the inflow and outflow of cash and cash equivalents from operating, investing and financing activities,
- ✓ Analyzing and interpreting the reasons behind cash inflow or outflow for each year.
- ✓ Clearly stating the sources and uses of cash during the period
- ✓ Der Highlighting the major activities that directly and indirectly impact cash flows and hence affect the overall cash balance
- ✓ Highlighting the major activities that directly and indirectly impact cash flows and hence affect the overall cash balance
- ✓ Providing information on a firm's liquidity and solvency and its ability to change cash flows in future circumstances.

- ✓ Improving the comparability of different firms' operating performance by eliminating the effects of different accounting methods.

Employer: Talash High School –(Accountant) –Aug 2008-April 2010

Main Tasks:

- ✓ Preparation of regular accounts for review.
- ✓ Maintaining petty cash and bank records.
- ✓ Review of all purchase invoices.
- ✓ Review of expenditure against budget lines.
- ✓ Preparing and entering all fee 'extras' on pupil accounts.
- ✓ Control of pupil registration fees and deposits to the bank account.
- ✓ Dealing with queries from parents on fee matters.
- ✓ Processing all invoices, purchase, and fees.
- ✓ Processing invoices, maintaining and reconciling bank and Cash accounts for all School Boarding Houses.
- ✓ Preparation of journals and internal transfers as required.
- ✓ Preparation of year-end accounts

Remarkable Achievements

- ✓ (2010) Got a scholarship by ICCR to study (B.Com) in India-2010;
- ✓ .
- ✓) Won several Business Plan, Debate, Best Manager and Finance Events
- ✓ of this Lab was to find solutions and co-create ideas to achieve Sustainable Development Goals (SDGs) targets.
- ✓ (2017) Achieving full scholarship from the ministry of finance to study ACCA
- ✓ (2017) Best employee of the year (MCCBO-2017)

Other Educational Qualification and Training

- ✓ (01. Nov 2018-31 Dec-2018) Quick Book (Accounting Software) at Fanoos Accounting services (Certificate)
- ✓ (4 March 2018-6-March-2018) Advanced Training on Afghanistan Taxation Law (Organized by AZYM Business Consulting Services) (Certificate)
- ✓ (19-Sept 2017) Basic Tax laws of Afghanistan (Organized by Institutes of Business Studies. Main speaker MR. Abdul Wali Noori, Director of Revenue Legal Services of Afghanistan). (Certificate)
- ✓ (08 Dec 2014-10-Dec-2014) Accounts Management and Procedures (Organized by BRAC Education Program and Facilitated by CDP BRAC Afghanistan) (Certificate)

Skills/Knowledge

- ✓ Knowledge and Experience of Developing Budget – both for organization and projects.
- ✓ Knowledge and Experience of Developing a strategic plan and action plan.
- ✓ Proficient in Quick Book –Installation, creating a company file, chart of accounts and accounts
- ✓ Experience in policy development (Finance policy and Procurement policy), for Organization
- ✓ Experience in preparation of the financial report and financial Statements-Final Accounts, Fund and Cash Flow Statements, Bank Reconciliation Statement
- ✓ Knowledge of Generally accepted accounting principles.
- ✓ Project report writing skills.
- ✓ Analytical and problem-solving skills.
- ✓ Project and Operation Management skills.
- ✓ Translation of academic, and work-related materials from English into Dari and vice versa.
- ✓ Flexibility and awareness of sound work ethics.
- ✓ Experience in collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements.