

CURRICULUM VITAE

YEAQUB ALI SARDAR

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Career objective:

Exerting to complete the extensive role of finance, administration, grants and partnership administration support for any Development Organization through learning more and demonstrating best practices.

Career summary:

I have **24+ years** of working experiences in the different position of finance, administration, audit, grants and sub-grants management for international and national development organization dealing with multi-diversified projects and donors fund i.e. ADB, BAM Belgium, BftW- Germany CAFOD, CARE, DFID, DANIDA, Diakonie, EC, ECHO, HKI, ILO, IOM, MJF, MISERIOR, NOVIB, OXFAM, Swallows-Denmark, SIDA, Save the Children, USAID, UN agencies and World Bank.

Segmental experiences:

I have high level confidence to work in the area of accounting and financial management functions, grants management, capacity building and partnership management support as highlighted below:

- Contribute in strategic planning, policy/guideline developing, and grants project designing;
- Support to senior management and program team on setting, implementation, monitoring, analysis and manage of financial database, coordinate all finance functions;
- Develop and oversee financial management standards, policies, procedures and practices in maintaining consistency to ensure transparency and accountability;
- Develop, implement, analyze and monitor cost proposal, financial budgets and forecasts;
- Contribute to manage sub-grants in engagement, implementation and close-out stage;
- Maintain adequate records related to bookkeeping, expenses, funds, and partnership;
- Ensure, review and prepared of financial reports in compliance with grants requirements and NGOAB rules and regulations. Review and recommend on financial commitments for PNGOs;
- Ensure compliance with policies, procedures and donors' requirements and assist senior management to establish strong internal control environment within the organization as well for partners';
- Manage and oversee administrative functions and procurement;
- Ensure the effective use of financial resources and assets and proper documentation;
- Led to resolve the issue on financial and administrative matters;
- Deliver the year-end results with no material audit findings;
- Process all Forms of NGO AB, and prepare the proper response on NGOAB queries in a timely manner;
- Design curriculums and conduct training /workshop for strengthening capacity on sub-grants and financial management to program/finance/admin staff including Partner NGOs;
- Manage team members and build their capacity in order to optimize team performance;
- Coordinate internal and external audit, and follow-up to comply audit recommendations;

Follow the Self-explanatory approach in sharing information/ document; Analysing complex financial data and produce effective management information; logical framework/ objectivity verifying budgeting approach; developing appropriate finance model; giving priority to other's works where my support is required and taking proactive actions are my major strength.

I am skilled in people management and leadership, planning and time management, communication and influencing, team -working, interpersonal and relationship building, problem solving etc. I have strong commitment, sincerity, creativity, adopting mentality with the situation, ability to work under pressure, willingness to work with professional behavior.

Academic records:

CACC: Completed the Certificate Course of Chartered Accountants in 1996 under ICAB.

M.Com in Accounting: 2nd Class in 1990 under the University of Rajshahi.

B. Com (Hon's) in Accounting: 2nd Class in 1989 under the University of Rajshahi.

HSC (Commerce Group): 2nd Division in 1985 under the Jessore Board.

SSC (Commerce Group): 2nd Division in 1983 under the Jessore Board.

Computer literacy:

- Operating system and Package : Windows 16; MS Word, Excel & Power Point, E-mail, Internet, Skype, MS Team
- Accounting package : SAP, Troyes, Tally and Customize Accounting software.
- Data analysis : Using SPSS, Spread sheet and Graphs.

Employment records:

a) Assistant Manager- Admin & Finance:

For 6 years (from 16 November, 2014 to till to date) **with Plan International, Bangladesh, Country Office, Dhaka.** Playing lead role to achieve the operations objectives South Asia WASH Result Project- I & II which is implementing by Seven (7) field office including 81 Union Parishad Partners, and Two (2) NGO partners funded by DFID and applying in consortium approach lead by Plan International Bangladesh by performing the following key responsibilities:

- **Lead the budgetary management control process over the project:** Prepare annual operating budget, revised budget, monthly rolling budget for the project; review partners budget, budgetary allocations and modifications; analyze budget variance and prepare explanation; assist and review of field office budgets preparation; monitor the project outline budget and take necessary action; assist to core finance team in preparing organizational annual budget and modification; assist grants team in preparing budget for new grants proposal and assist in preparing F6 for NGOAB;
- **Provide financial reports and information for demonstrating on progress of project:** Review transactions, partners report and certify the expenditure; prepare monthly/quarterly and annual expenditure reports and advance & liquidation report: prepare quarterly financial report for donor in line with budget category;
- **Develop appropriate financial modeling for NGOs and LGI partners for PbR project:** Develop record keeping, documentation process and reporting system for LGI partners; incorporate the required systems and processes in existing policy/procedures for partners and organization for implementing the PbR project;
- **Manage dynamic grants portfolio and assist to ensure available funds from donor:** Tracking PbR income and analysis the variance; prepare, ensure invoice to DFID for reimbursement; analyses the financial risk of PbR project; calculate of value for money for the project qualified; and manages program advances for the field offices and partners;
- **Deliver the year-end results with no material audit findings:** Ensure adequate, accurate, complete and reliable supporting documentation for audits; coordinate, assist and facilitates the audit process; participates in audit wrap-ups and ensure responses in a timely manner to audit findings;
- **Ensure all payments in accurate and a timely fashion:** Provide direct oversight and support to the project finance and admin staff, ensure vendors/consultants/employees payment are accurate, related to the project and approved budget line and supported with adequate documents in accordance with applicable policies /procedures/ laws/standards; and ensure that the transactions are completely recorded in SAP system;
- **Manage and oversee the administrative functions and ensure the effective use of project financial recourses and assets:** Follow up of the regular project administrative functions and ensure logistic/ materials support; manage and oversee the procurement process and ensure value for money of all shots of procurements specially for WASH related hardware components; maintain the appropriate safeguard, stablish better inventory management system and conduct physical verification of assets periodically; conduct monitoring visit to field offices and partners for Spot check and Back check of hardware interventions at field level;
- **Partnership management support:** assist in new partnership development process; maintain update contract, documentation and set operational implementation mechanism; provide technical on setting appropriate financial & administrative management system and establishing effective internal control related to project fund management; conduct periodical financial monitoring visit to partners, share observations, ensure response with action list and follow up the actions on observation; assist in annual partnership performance assessment process;
- **Manage a team and capacity building in order to optimize team performance:** Lead a team member within a clear performance management framework, and to facilitated individual development plans; identified training needs, designed training curriculums; conducted training/workshop (gap identify and streamlining)/on jobs orientation etc. for project team and partners' staff, and follow-ups training outcome.

b) Finance System Development Specialist:

For 1 year 6 months (from 01 June, 2013 to 15 November 2014) **with Plan International, Bangladesh, Country Office, Dhaka.** Assisted to update the country operations management system in line with the changed global policies, maintained functional relationship and communication with operations and program units of the organization and supported in partnership management process including strengthening financial and administrative capacity of partners by executed the key responsibilities as follows:

- Provided support in updating country operations management systems and processes in line with the changing global policy through identify knowledge and skill gaps, develop guideline, design appropriate procedures and set effective system, and communicate the systems and follow up implementation ensuring smooth operations process and system within the organization;
- Provided support in updating partnership policy, partnership strategy, training module, partners assessment tool and Partners Financial and Administrative Guideline;
- Provided support in assessing due diligence of NGOs/ CBOs/ corporate intending new partnership, and oriented to partner on budgeting structure, policies and procedures and donor requirements, and analyzed cost proposals;
- Provided technical support to implementing partners on setting appropriate accounting, financial, human resources and administrative management system and establishing effective internal control related to sub-grants management;

- Identified training needs, designed training curriculums and manual; conduct training and other capacity building program for sub-grants management team and partners staff, and follow-ups training outcome;
- Ensured and conducted compliance and financial monitoring visit to partners, reviewed visit reports and shared observations with respective program head and partners, and follow up the actions on observation;
- Revalidated existing partners in terms of performance on compliance, financial and administrative management procedure and internal control issues;
- Followed up to ensure that partners are update with all sub-grants related documents and on compliance of applicable local laws;
- Lead a team member within a clear performance management framework, and to facilitate individual development plans in order to optimize team performance;

c) Accounts Coordinator- Partners' Support:

For **1 year 10 months** (from 01 August 2011 to 31 May 2013) with **Plan International, Bangladesh**, Country Office, Dhaka. Managed partnership finance and administration including capacity building of 18 Partner NGOs of Protecting Human Rights (PHR) Project of Plan International Bangladesh funded by USAID (Cooperation Agreement Grants and Fixed Obligation Grants funding model) performed the following key responsibilities:

- Provided support in partnership awarding process including develop cost proposal format, analyze grant application and cost proposal, and assess financial capacity of grant applicants;
- Updated to Post awardee on grants compliance in accordance with USAID rules and regulations, developed contract documents and ensured agreement;
- Provided Support to grant management team and participated in setting oversight and administration process for overseeing the grant implementation;
- Managed grants finances including budget and obligated grant, grant disbursement, expenditure reports and supporting documents reviewed, and minimized grant balance to partners;
- Maintained sub-grants related documents, records and data in an appropriate manure as to use ready reference and facilitate audit;
- Provided technical support to partners keeping update their financial and administrative policies and procedures manual and on compliance with USAID rules and regulations;
- Reviewed partners quarterly financial reports and recommends to certifying expenditure for booking by preparing expenditure coding reports;
- Compiled partners financial reports and provided support in preparing grants reports;
- Conducted financial monitoring visit to partners on timely manner and follow up of actions on visit recommendations for resulting issues;
- Strengthened Partners capacity on grants financial management through conducting training, orientation and feed-back sessions;
- Provided support to facilitate internal and external audits, especially OMB A133, and ADS 591 audits, and follow up the actions on observation;

d) Head of Finance and Administration:

For **12 years 1 month** (from **July 01, 1999 to July, 31, 2011**) with **Prodipan** (a national NGO), Dhaka. I was assigned to lead the finance and department of the organization as a whole. During that period, I contributed to grow organisational financial health and annual grants turnover 3800% (from 1.5 core to 57 core) through developed and ensured standard and reliable financial and administrative management system. I had managed annually 27 grants projects finance including emergency response, 23 field (Upazila) offices finance and 6 partner NGOs of Network on Climate Change. I performed the following key responsibility under this position:

- Contributed in strategic planning, decisions making, project/s designing, decision-making resources developing and policies developing
- Updated the policies, procedures and system for standard financial and administrative management, and ensured implementation of organization's policy and procedures;
- Developed and executed automated computerized accounting system;
- Ensure and prepared financial proposal, budget, business plan, and cash follow projection;
- Ensured fund from donors through assisted to management in submitting fund request along with required reports and document in time;
- Managed organizations annual and grants budget, analyzed budget and expenditure and provide necessary feedback to management and partners in budgetary control;
- Stablished the effective internal control system over the organisation;
- Ensured adequate, accurate, complete and reliable supporting documentation related to bookkeeping, expenses, funds, and partnership ventures, and review all reconciliations;
- Reviewed payments, payroll, bank transactions, field financial reports, and advance;
- Reviewed and recommend on financial commitments for Partner NGOs of Climate Change Network;
- Supervised the financial transactions to that transaction were met the compliances;

- Ensure compliance with policies, procedures and donors' requirements and assist senior management to establish strong internal control environment within the organization as well for partners'
- Reviewed and confirmed periodical financial reports of organization and partners;
- Prepared the periodical financial reports for, donors and NGOAB;
- Ensure, review and prepared of financial reports for management, donors and NGOAB in line with the requirements in time;
- Preceded the relevant prescribed forms as per requirement of NGO Affairs Bureau;
- Maintained liaison with the donor, GoB, bank, vendors, and partners on financial issues;
- Conducted capacity assessment and monitoring visit to field offices and partners;
- Overseen the procurement process to ensure approved budget line and value for money;
- Oversight the regular administrative tasks and ensured logistics support for program implementation;
- Ensured in place of standard assets management system and the effective use of financial resources/ assets;
- Provided direct oversight to the finance/admin staff through annual planning and performance assessment;
- Enhanced capacity of finance/admin staff, programme staff and partners NGOs on financial and administrative management system to use project fund effective and efficient way through training need assessment, conducted training and on jobs orientation;
- Coordinated the activities of different level within the organization and partners;
- Lead to resolve the issue on financial and administrative matters;
- Ensured and conducted periodical financial monitoring visit to field and partner offices;
- Harmonized and facilitated external audits, ensured response on audit findings and follow up of implementation of audit recommendations;
- Exercised the delegated approval authority
- Represent the organisation as a whole in different forum.

e) Accounts Coordinator cum Internal Auditor:

For **2 years 6 months** (from January 03, 1997 to June 30, 1999) with **Prodipan** (a national NGO), Dhaka. Assisted to Head of finance in dealing operations management of the organisation and lead the internal audit department executed the following key responsibilities:

- Assisted to Head of Finance in preparing budget, business plan, fund raising plan, cash follow projection;
- Checked the monthly fund requisition and arrange to disburse next installment;
- Reviewed and compiled fields financial reports and prepared the financial report for management and donors;
- Preceded the relevant prescribed forms as per requirement of NGO Affairs Bureau;
- Supervised, monitored, coordinated and capacity buildup of finance staff;
- Assisted to central procurement committee in preparing plan, supervision and monitoring all procurements;
- Conducted Audit the organization's field offices and project accounts of partners;
- Identified the laps and gaps of internal control system and suggested to management for incorporating the best practices in internal control system;
- Facilitated the external audit, NGO Affairs Bureau audit and financial review by donors;
- Prepared audit action plan on external audit observation and follow-up to comply recommendations;

f) Accountant:

For **6 months** (from July 01, 1996 to December 31, 1996) with **CARITAS Bangladesh**, Regional office, Khulna. I was assigned to maintain project account and accomplished the major task as follows:

- Reviewed all bills and made payments preparing necessary vouchers;
- Maintained all books of accounts and Bank transactions;
- Managed project advance and ensured liquidations;
- Arranged to procure of office stationeries and all project materials;
- Prepared the monthly financial reports along with budget variance; and
- Overseen the financial activities of field level;

Training records (*Orientation/Training receives and attends workshops*)

- Workshop on USAID Rules & Regulations- 03 days, facilitate by Individual consultant
 - Workshop on Financial Management- 03 days, by UN Agency
 - Training on Procurement & Store Management- 03 days, by UN Body
 - Training on Financial Management- 05 day's course, organized by CARE Bangladesh
 - Training on Financial Management- 04 day's course, by Water Aid, Bangladesh.
 - Workshop on HR Policy Developing- 05 days long, organized by CARE Bangladesh.
 - Training on Financial Projections and Budgeting- 05 days, by Credit Development Forum.
 - Workshop on Financial Management- 04 days long, by Water Aid, Bangladesh.
 - Workshop on Project proposal and Budget developing- 04 days, by Bread for the World, Germany.
 - Workshop on Financial Management and Audit- 04 days, by Bread for the World, Germany.
- * I have attended many national and international level workshops, seminars, conferences and discussion sessions and project designing workshops/meeting etc.*

Personal information:

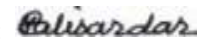
Name : Yeaqub Ali Sardar.
 Father's name : Late, Momin Uddin Sardar.
 Mother's name : Late, Fatema Khatun.
 Spouse name : Ms. Fowzia Ali.
 Permanent address : Vill - Sreefaltala, P.O. Moishaghuni, Upazila - Rupsha, Dist. – Khulna.
 Date of birth : 27 January 1967.
 Nationality : Bangladeshi (By birth).
 National ID number : 2695044876114
 Religious : Islam (Sunny).
 Marital Status : Married and have one female child.

Referees:

<i>Administrative Supervisor</i>	<i>Technical Supervisor</i>	<i>Professional Relationship</i>
Ranajit Das Head of Country Coordination Unit Plan International Bangladesh House 14, Road 35, Gulshan 2, Dhaka-1212, Bangladesh Tel: +880-2-986-0167 (Ext. 132) Cell: + 880-1711686826 Email: ranjit.das@plan-international.org Skype: ranajitdas21	Rebeka Sultana, CMA (AUS) Director Operations & Systems Plan International Bangladesh House 14, Road 35, Gulshan – 2 Dhaka – 1212, Bangladesh Cell: +88 01711113970 Tel: + 88 02 9860167, Ext: 136 Email: rebaka.sultana@plan-international.org Skype: rebaka.sultana3	Mr. Ahsan Sabir Director- Finance & Operations Save the Children, Bangladesh House- CWN (A) 35, Road- 43 Gulshan-2, Dhaka-1212 Cell: 88-01 714 132 243 Mail: sabirbhai@gmail.com

Declaration:

I certify that all particulars given are correct and understand that should any false statement(s) and or omissions(s) be made on the above the employment authority reserves the right of dismissal.

Signature : 
Yeaqub Ali Sardar

Place and Date: Dhaka, 04 February 2021