

Cover Letter

Dear Madam/Sir,

Offering over thirteen years of proven experience developing and implementing analytical and strategic financial processes for major institutions. I am a dynamic and innovative Finance and Management expert. I possess a solid fundamental knowledge of accounting and financial principles that can apply universally to all types of industries. I have achieved proven success leading teams in creation of business plans and forecasts, performing complex financial analysis of capital expenditures, driving quarterly projections and reconciliation of budgets to actual performance.

An instinctive leader with the ability to create, clearly communicate and build consensus in the sharing of a high-level business vision, I am now seeking the opportunity to join an organization such as yours.

Simply stated, I offer an unmatched array of experiences and achievements, including:

- Spearheaded automation of the financial modeling process, reducing production time from 5 days to 1 day, resulting in data that are more accurate.
- Designed and implemented a financial model and associated framework used to quantify financial risk, produce monthly income forecasts and annual budgets.

I am a resourceful problem solver and team organizer with the ability to aggressively drive customer focused strategies in an efficient and profitable manner. For a more detailed presentation of my skills and offerings, please review the enclosed CV and feel free to contact me at a suitable time.

Thank you for your consideration and I look forward to our conversation.

Sincerely,

Momin Khan Asilzai

Email: asilzai.jabarkhil@gmail.com

Cell# +93793257080

Cell# +93783246680

Momin Khan Asilzai

Personal Information:

F/Name: Asil Khan

DOB: Sep 06, 1984

POB: Kabul, Afghanistan

Nationality: Afghan

Status: Married

Email Addresses: asilzai.jabarkhil@gmail.com

Contact Number: Mobile: 079 325 70 80 / 070 064 2781

Objective:

Seeking a challenging position with a growth-oriented institutes/organization where I can utilize my education and/or broad experience. I am a reliable, hardworking and punctual person with excellent interpersonal skills.

Education

- ✚ 2021, – In progress Master in Business Administration from American University of Afghanistan (AUAF)
- ✚ 2014 – 2018 Bachelor in Business Administration from Bakhtar University
- ✚ 2015, – In progress ACCA from American university of Afghanistan (AUAF)
- ✚ 2012 – 2013 Foundation Studies Program (FSP) American university of Afghanistan
- ✚ 2010 – 2011 Diploma in Business Administration (DBA) from Kardan University
- ✚ 1993 – 2005 Graduated from Gul Pacha Ulfat High School

Experience

- **Finance Officer (Head of Student Finance Office) at the American University of Afghanistan**
6th May, 2012 – Present

Main Duties and Responsibilities

- ❖ Quarter basis Donors/scholarship report.
- ❖ Cash Book & Cash Count review on daily basis.
- ❖ Responding students' financial queries.
- ❖ Receivables collection from students and Donors.
- ❖ All related data entry into Dynamic GP Software.
- ❖ Students' charges and Credits entries into Power Campus Software.
- ❖ All related vouchers checking and review.
- ❖ Monthly Cash Book reconciliation.
- ❖ Monthly Bank Reconciliation.
- ❖ Monthly closing.
- ❖ Cafeteria Stock take and supervision.
- ❖ Preparing Invoices for Students.

- ❖ Invoicing of Donors and other Customers on Monthly, Quarter and yearly basis.
- ❖ Finance related receivables and Payable clearance with Customers.
- ❖ Monthly Income and Expense entries.
- ❖ On Monthly basis Files cross checking and reconciliation.
- ❖ Apply payments into – GP Software.
- ❖ Power Campus Assessment.
- ❖ Financial Aid and STAFF Course waiver forms review, Collection and entry into Power Campus.
- ❖ Semester wise tuition discount entries.
- ❖ Early Merged Cash Book preparation.
- ❖ Early US Embassy and Non-USG scholarships Overhead charges entries.
- ❖ Early Donors report to Finance Director.
- ❖ Any other task assigned by Manager.

➤ **Internal and Resident Audit Officer at Afghan United Bank (AUB), Afghanistan-Kabul**
16th Nov, 2007 – 5th May, 2012

Main Duties and Responsibilities

- ❖ Performing financial and operational audits of the Bank's businesses and operation and suggesting improvements in the functioning of the Bank to strengthen over all governance mechanism.
- ❖ Identify risks, recommend control, and design/perform audit
- ❖ Checking and review of daily vouchers.
- ❖ Auditing of Main and Branch.
- ❖ Auditing of Sub Branches.
- ❖ Auditing of Provincial Branches.
- ❖ Quarter and annual basis auditing of Main Branch.
- ❖ Quarter and annual basis auditing of Sub Branches.
- ❖ Quarter basis auditing of All AUB related Branches.
- ❖ Surprise audit of all Branches.
- ❖ Doing surprise Cash Count with all Branches.
- ❖ Any other tasks assign by line Manager.

Trainings and Seminars

- ✚ **International Financial Standards IFRS Certificate**
 Attended International Financial Standards training, organized by Brain Storm Accounting & Book Keeping, in UAE - Dubai – February 2020.
- ✚ **Ms. Dynamics Great Plains Training**
 Attended Ms. Dynamics GP training, organized by Micros Soft Company in United Arab Emirates, Dubai.
- ✚ **USAID - Financial Management Training**
 Attended Financial Management training, organized by USAID in American University of Afghanistan, November 2018.
- ✚ **International Financial Standards IFRS Certificate**
 Attended International Financial Standards training organized by American University of Afghanistan AUAF as of 24 June 2014

- ✚ **Power Campus Training**
Attended Power Campus training, organized by Ellucian in United Arab Emirates, Dubai.
- ✚ **General Banking Training**
Attended General Banking training organized by Afghan United bank - AUB.
- ✚ **Core Banking Solution Training CBS**
Attended Core Banking Solution training, organized by Afghan United Bank AUB.

English skills

English language Certificate from Qarghaee English Language and Computer Center
2003 - 2005

- ❖ Level: Adv II
- ❖ Level: TOEFL
- ❖ Level: conversation
- ❖ Level: special Grammar
- ❖ PTT (Potential Teacher's Training)

Computer Skills:

- ❖ Ms Office
- ❖ Typing Tutor
- ❖ Basic Hardware
- ❖ Basic Internet
- ❖ Power-Campus
- ❖ Microsoft Dynamics Great Plain (Ms. Dynamics GP)

Languages:

	Writing	Speaking	Reading
Pashto:	Native	Native	Native
Dari:	Fluent	Fluent	Fluent
English:	Excellent	Excellent	Excellent
Urdu:	Good	Good	Good
Arabic:	Fluent	Good	fluent
French:	Good	Good	Good

Professional References:

Name: Najibullah Atiqi
Title: Social Mobilization Manager
Organization: Creative Associates International Afghanistan
Email: najibullaha@readafghanistan.com Cell no: +9379 623 6883

Name: Naseer Ahmad Mashal
Title: Monitoring & Evaluation Specialist (security Sector)
Organization: Administrative Office of the President
Email: naseer_mashal@yahoo.com
Cell no: +93744222727

Name: Aqbal Khan
Title: Finance Officer
Organization: MRRD
Email: aqbal@yahoo.com
Cell no: +9377 430 9857