

ADIL ABBASI

ADMIN & FINANCE PROFESSIONAL

CONTACT

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PROFILE

Chartered Management Accountant. Member of [ICMA Pakistan](#). 18 years' experience in accounts, finance, operations, academics, and administration.

SKILLS

- ACCOUNTS & FINANCE
- PROCUREMENT & AUDIT
- ADMINISTRATION & HR
- PLANNING & BUDGETING
- TRAINING & MOTIVATION
- CONTENT WRITING
- BLOGGING
- TEAM BUILDING
- MS OFFICE
- QUICKBOOKS ACCOUNTING

EXPERIENCE

Principal TVET Training Institutes

Nov 2016 to Present

Punjab Vocational Training Council (PVTC) | Govt. of Punjab

Places of Posting: Rawalpindi | Talagang

- Academics Operations:** admissions campaigns, marketing, lesson planning, **attendance**, assessments, examination, **monitoring course delivery**, curriculum recommendation, institutional accreditation.
- Accounts, Finance, Audit:** maintain auditable books of accounts, manage payroll, **external audit**, **internal audit**, operating bank accounts, **mobile banking**, financial reporting, capital and operational budgeting.
- Procurement:** Training equipment, consumable **training material**, tendering, **PPRA rules**, petty purchases, procurement rules compliance, payments, tax compliance, **stock & fixed asset registers**, assets insurance.
- Administration & HR:** recruitment, training, **performance management**, implementation of HR regulations, provident fund, gratuity, assets security, insurance, team building, conflict resolution, disciplinary proceedings, legal matters.
- Teaching & Coaching:** Delivering lectures on life skills, soft skills, entrepreneurship, and business management.
- Employer Relations:** On-job training, apprenticeship, **industrial linkage**, **job placements**, and feedback.
- Secretary** to the Institute Management Committee and District Board of Management.

EDUCATION

ICMA PAKISTAN

2011

CMA – Chartered Management Accountant

Membership No. A-4767

CIMA (UK)

Chartered Institute of Management
Accounting
2014

Advance Diploma in Management
Accounting

PIPFA

Pakistan Institute of Public Finance
Accountants
2011
Membership No. A-5270

B.Com

University of the Punjab
2003
1st Division

HSSC (I.Com)

Mirpur Board AJK
2001
1st Division

HSC (Science)

Mirpur Board AJK
1999
1st Division

CITY:

Islamabad

WEB PRESENCE

YouTube | Blogs

Deputy Manager Finance & Accounts | Govt. of Punjab

Aug 2009 to Oct 2016

Punjab Vocational Training Council (PVTC) – Head Office – Lahore

- Monthly **financial reporting** of all Training Institutes across all regions of Punjab.
- Supervising **accounts preparation**, organizing external **audit** operations, coordinating with auditors, reconciling accounts, **financial statements**, working papers for the council/board and its committees for approval.
- consolidating and evaluating operational and development **budgets**.
- Coordinating with government departments to allocate and release development and non-development funds.
- Compliance with financial rules and procedures in matters related to Training Institutes.

Accounts Officer

Sep 2007 to Aug 2009

Cool Industries (Pvt) Ltd (WAVES) - Lahore

- Implementation of credit policies
- Reporting overdue payments
- Calculating incentives to dealers and posting
- Customer accounts reconciliations

Accounts Assistant

May 2005 to Sep 2006

Al-Nafiue Engineering & Trading Concern – Lahore

- General office management and filing
- Billing & Invoicing
- Fixed assets register
- Stock register

<u>Accounting & Finance</u>		
QuickBooks Pro Certification	In Process	QuickBooks Online Training Academy
Jedox Enterprise Performance Management (EPM) Software	In Process	Jedox Online Academy
Jirav Financial Planning & Analysis Software	In Process	Jirav Online Learning
<u>IT Skills</u>		
Data Analysis & Business Intelligence	May – July 2021	DigiSkills Training Program
WordPress/Blogging	Feb – Apr 2021	In collaboration of Ministry of Information Technology & Telecom & Virtual University
E-Commerce & SEO	Sep – Dec 2020	Govt. of Pakistan
Digital Marketing/Social Media	May – Aug 2020	
Quickbook ERP System	Feb – Apr 2020	
Freelancing	Feb – Apr 2020	
Creative Content Writing		
Greening Skills and Sustainable Environment	Sep 19-20, 2022	GIZ Pakistan, Islamabad
Labor Market Need Assessment for Demand Driven TVET	July 3, 2020	Colombo Plan Staff College (CPSC) Webinar
New Dimension of TVET with Innovation and Technopreneurship	June 30, 2020	Colombo Plan Staff College (CPSC) Webinar
Institute Management	Feb, Mar 2019	National Vocational & Technical Training Commission (NAVTTTC), Govt. of Pakistan
Microsoft Project	Dec 26 – Dec 28, 2018	Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reform
Managerial Competencies (PPRA, PEEDA, Taxation Rules)	Oct 30-Nov 03, 2017	Staff & Teachers Training Institute, PVTC, Govt. of the Punjab
Financial Management Skills	July 25 – July 29, 2016	Institute of Management and Professional Development, MPDD, Govt. of the Punjab
Training on Financial Management	June 11 – June 12, 2015	Staff & Teachers Training Institute, PVTC, Govt. of the Punjab Sponsored by USAID
IELTS (International English Language Testing)	March 2015	British Council
Excellence in MS Excel (Advance Excel) (16 CPD Hours)	Oct 2013	ICMA Pakistan, Lahore
Team Building and Trust Benefits, IAS & IFRS, Public Sector Accounting, ERP, Change Management	2011-2015	HOP, Lahore ICMA, Pakistan PVTC