

HABIB ULLAH SHAHID

0335 6498118 | attari699@gmail.com
linkedin.com/in/habib-ullah-shahid |
Rawalpindi



ABOUT

Highly experienced finance professional with over 35 years of experience in leading logistics enterprises, including National Logistic Cell (NLC). Proven track record of managing internal audits, accounts, and financial operations. I am skilled in financial planning, budgeting, and analysis.

EXPERIENCE

DEPUTY TREASURER MOHI UD DIN ISLAMIC UNIVERSITY AJ&K

REPORTING TO TREASURER (NOV 2021 – To date)

- Collect, receive, and distribute funds in a timely and accurate manner
- Ensure compliance with financial policies, procedures, and regulations
- Supervise financial record-keeping and documentation systems
- Provide financial advice to the Treasurer
- Supervise issuance of payment authorities with university rules/regulations and SOPs

SENIOR MANAGER PRE-AUDIT HQ NLC RWP – NATIONAL LOGISTIC CELL

REPORTING TO DIRECTOR AUDIT HQ RWP (JUL 2020 – OCT 2020)

- Scrutinize contract agreements and finalize terminal benefits
- Provide financial advice to Director Audit
- Supervise issuance of payment authorities with government rules/regulations and NLC SOPs.
- Manage administrative and HR matters for the Pre-Audit section

MANAGER ACCOUNTS AND AUDIT - NATIONAL LOGISTIC CELL

REPORTING TO CFO AND DIRECTOR AUDIT (FEB 2007 - JUN 2020)

- Supervise issuance of payment authorities with government rules/regulations and NLC SOPs
- Scrutinize control documents, cash books, and recoupments
- Administer pre-audit for engineer and non-engineer NLC segments
- Prepare periodical reports and highlight financial ambiguities/problems/solutions

SENIOR ACCOUNTANT - NATIONAL LOGISTIC CELL

REPORTING TO SENIOR MANAGER (APR 1987 - JAN 2007)

- Prepare general ledger accounts and annual accounts
- Prepare debtors/creditors ledger accounts and review reconciliations
- Maintain outside parties' ledgers and handle external/internal audits

ACCOUNTS ASSISTANT - PAKISTAN PUBLIC WORKS DEPARTMENT ISLAMABAD

REPORTING TO ACCOUNTS OFFICER -JAN 1982 - APR 1987

- Conduct internal audits of routine accounting activities
- Check receipt, payment, and journal vouchers
- Maintain outside parties' ledgers and advise management on current project positions

ACHIEVEMENTS

Best Performance as AOTRP and recommended	Assistant Accounts Officer (Jul 1997-Dec 2002)
Appreciation Letter and Monetary Award	Unit Accountant (Apr 1987 – Jun 1997)
Performance Letter and Cash Award	Accounts Assistant (Jan 1982 – Apr 1987)
How do effective managers organize themselves	Diploma from PIM (2006)

EDUCATION

- **BACHELOR OF COMMERCE, UNIVERSITY OF THE PUNJAB, LAHORE - 1982**
- **DIPLOMA IN COMMERCE, GOVT COLLEGE OF COMMERCE, FAISALABAD - 1978**
- **MATRIC, PUNJAB BOARD – 1976**

SKILLS AND LANGUAGE

- Operating system MS Windows
- Microsoft Office Suite
- ENGLISH - Professional Proficiency
- Payables / Receivables modules of Oracle
- Internet surfing and Emails (Outlook)
- URDU - Native or Bilingual Proficiency

PERSONAL

Father Name	CH Rehmat Ali
Date of Birth	01 Nov 1960
CNIC	34101-2523346-1