# **IRFAN IDREES**

Mobile: 0330-9892028 |Email: [**iidrees84@gmail.com**](mailto:iidrees84@gmail.com)

**PROFESSIONAL SUMMARY:**

I am a result-oriented Forensic Accountant with more than 11 years of professional experience. I have worked on key managerial positions managing multiple projects simultaneously and leading multiple teams for reputed International and national organizations like Unites States Agency for International Development (USAID), Asian Development Bank (ADB) and Root Millennium Schools. The detection of fraud across multiple campuses in Roots Millennium Schools was the prime reason to pursue my PGD. Forensic Accounting course at Sheffield Hallam University. During this time, I have worked as a "Cash Office Assistant" and "Team Member" at Marks and Spencer Foods both operating under SSP (Plc), United Kingdom.  Currently I am working as Assistant Market Manager-Worldwide with ABN Overseas Education.

**QUALIFICATIONS:**

|  |  |
| --- | --- |
| **PGD Forensic Accounting**  **Sheffield Hallam University, United Kingdom** | **Sep 2018 – Jan 2020** |
| Modules include: Principles of Forensic Accounting and Preventing e-crimes. | |
|  |  |
| **Master of Business Administration**  **IQRA University, Karachi, Pakistan** | **Sep 2008 – Jul 2009** |
| Modules include: Human Resources Management, Management Accounting and Finance. | |
|  |  |
| **Bachelors of Business Administration**  **FAST-NUCES, Peshawar, Pakistan** | **Aug 2004 – Jul 2008** |
| Modules include: Marketing, Banking Laws, Accounting and Finance | |

**KEY SKILLS:**

Account Reconciliation, Inventory Management, Food Delivery Handling, Food Chiller Management, Staff Hiring & Induction Training, Food Hygiene and Safety Training, Employee Records, Timesheet Management, Project Management, Customer Service and Client Handling, Teamwork, Time Management, Baseline Surveys, Report Writing, Field Visits, Problem identification and solution, Decision Making, Social Mobilization, MS Office, Email/Internet

**CAREER HISTORY (JOB):**

|  |
| --- |
| **Assistant Market Manager- Worldwide**  **Jan 2021 – Current**  **ABN Overseas Education - Peshawar** |
| Evaluation of student qualifications in accordance with the University & Country specific requirements, assisting student in making the right choice as per their academics and future career prospects. Counselling students on the study habits, adjustments requirements and compliance requirements of visa, passport, work permissions and interview preparation. Additionally, communication with the university regarding the student application status, fee payments, accommodation arrangements and fee refunds if required.  Arranging Student Expos, developing market linkages with universities for greater access to students especially for Sweden, Cyprus and Tukey Market that are offering Medical & Dental courses in addition to the normal business and computer science courses. Quarterly session and meeting with regional and international representatives of universities regarding new courses, change in policies and marketing & promotional activities. |
| **Cash Office Assistant Nov 2019 – Jan 2020**  **SSP (Plc) Group – (Sheffield Train-Station) UK** |
| Handling all the cash pertaining to different Food Units of the train station and Rail Gourmet (RG) which is responsible for operations of Train Companies. Arranging the Float money for all the units of Train Station and RG-Railway Companies operating to & from Sheffield Station. Reconciliation of accounts for all the food units and RG on a daily basis, generating daily, weekly and end of Period reports for all the units and Head office. Filing all the documents and sending the documents for the record to head-office. Performing till checks of units, collection of charity money, sending excess cash to banks and arranging the cash for Smart Safe. |

|  |  |
| --- | --- |
| **Team Member**  **Marks & Spencer Foods (SSP, Sheffield Train-Station) UK** | **Dec 2018 – Jan 2020** |
| Responsibilities included Handling Daily Food Delivery, Chiller Management, Handling Shop Floor Operations, Temperature Checks, Inventory and Stock checks, Day End Delivery Order, Managing Phase Changes, Rota management, Timesheet Preparation, Reconciliation of the Cash Machines and Tills, Preparation of Monthly Store Reports (Stock, Sales, Wastage etc.). | |

|  |  |
| --- | --- |
| **FBRR Officer**  **Roots Millennium Schools, Islamabad, Pakistan** | **Sep 2017 - Sep 2018** |
| Responsibilities included a nationwide survey and identification of sites for opening new branches of schools & Universities. Handling of internal audits of all 46 campuses and identifying loopholes in policies that needed to be revised. The introduction of internal audits helped in making informed decisions and also helped in timely identifying the financial fraud across multiple campuses; leading to catching the fraudsters and recovering the maximum amount. The revised fee policy and the introduction of alternative payment channels helped in improving the revenue generation by almost 35%. The nationwide survey regarding the opening of new campuses helped in acquiring prime locations for new campuses that are now performing better than the old campuses in terms of new admissions and student strength. | |
|  |  |
| **Project Manager**  **KP Technology Lab (Pvt.) Limited, Peshawar, Pakistan** | **Nov 2015 – Aug 2017** |
| Responsible for developing and managing different project teams and recruiting new staff as per requirement. Other major responsibilities included meeting project deadlines, managing day-to-day operations, interaction with clients regarding the project's progress and dealing with the agreements regarding after-sales services. Most of the projects were for international clients. | |
|  |  |
| **Manager Monitoring, Validation & Evaluation (MV&E)**  **Agribusiness Support Fund (ASF), Lahore, Pakistan** | **Aug 2014 – Oct 2015** |
| Responsibilities included identifying potential partners, consultants and trainers to assist the company in the successful implementation and completion of projects. Successfully monitored projects in different value-chains like, vegetables, fruits, dairy and fisheries simultaneously through extensive monitoring visits both individually as well as in teams. The projects were carried out throughout Pakistan and required extensive traveling, handling and dealing with clients from diverse backgrounds. The success of the project can be gauged from the fact that most of our clients are currently exporting their agriculture projects to Middle-East, Europe and are active participants in international agriculture Exhibitions. | |
|  | |
| **Assistant Manager Programs**  **Agribusiness Support Fund (ASF), Peshawar, Pakistan** | **Dec 2011 – Aug 2014** |
| Responsibilities included preparing feasibility studies, performing baseline surveys to identify potential value-chains across all provinces of Pakistan. Developing national and international market linkages for these farmers not only resulted in better sales but more importantly in learning and adapting to new and best practices of farming in accordance with International Standards. We facilitated our clients in acquiring international standard which helped them in exploring newer markets for their agriculture products.  **Livelihood Trainee Associate May 2011 – Nov 2011**  **CHF International/FATA Development Program (FDP-LD), Peshawar, Pakistan**  Reviewing the scholarship applications, short listing students on merit. Signing of MOU’s with different schools, colleges and universities in regard to these scholarships and maintain close coordination with them regarding the performance of these students. Most of these schools and colleges students then acquired scholarship for their undergraduate studies in reputed national universities.  **Assistant Manager Programs Aug 2008 – July 2011**  **Agribusiness Support Fund (ASF), Lahore Pakistan** | |

Responsible for formation of 1500 Farmer Enterprise Groups who were trained in off season vegetable farming along with book keeping and market accessibility to improve their businesses. Maintain liaison with different government organizations and agriculture institutions that not only helped in designing the training modules but also helped in reaching out to areas that were not easily accessible.

**REFERENCES:**

**Laura Wattam Hammad Ali**

**Manager (Marks & Spencer) Manager (Roots Millennium Schools)**

Email: [Laura.Wattam@ssp.uk.com](mailto:Laura.Wattam@ssp.uk.com) Contact: 0322-5451475