

DOMINIC GOMES

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SUMMARY OF QUALIFICATIONS

- More than 15 years of experience working internationally for the reputable International Organizations in multicultural team environment.
- Strong knowledge, skill and experience in full cycle Accounting, Financial Reporting, Grants & Contract Management, Office Administration, and Human Resources functions.
- Experience on MS Office/Cloud, QuickBooks, and some knowledge on few other software.
- Chartered Manager (C. Mgr.) designation from the CIM, and have an MBA.

PROFESSIONAL WORK EXPERIENCE AND HISTORY

Emergency Response Unit (ERU) Delegate, [Canadian Red Cross](#) ERU roster Since 2014

Finance Officer (Contract/Part-time), Will & Way Ontario Inc., Toronto Since 04/2017

- Managing and providing full cycle accounting and reporting services using QuickBooks.

Director of Finance and Administration, The Asia Foundation (TAF) 07/2014 to 12/2018

- In Mongolia: 07/2014 to 05/2017. And in Myanmar: 06/2017 to 12/2018
- Oversee the management of TAF country offices budget management, accounting and reporting, contract management, HR and general administrative functions.
- Prepare cost proposals and financial reports.
- Ensure to have effective internal control systems to be in compliance with the policies and regulations.

Financial Management Consultant, The Asia Foundation, Asia 07/2012 to 06/2014
Worked on short assignments in country offices to provide accounting and reporting, contract and administration management services.

Finance Director, [Pact](#), Myanmar 10/2011 to 05/2012

- Managed country office financial operations; and micro-finance program finance management.
- Provided technical assistance to sub-offices and partner organizations.

Program Support Coordinator, The Asia Foundation (TAF), Asia 03/2010 to 09/2011
Provided financial management and program support related services to Afghanistan and China offices.

Finance and Administration Advisor, [UNDP](#), Cambodia 04/2008-09/2009

- Provided support and advises on managing support units of [NCDD](#) program that spent \$60+ million/year funded by WB, UNDP and other reputable donors.
- Strengthen the systems and technical capacity of 24 provincial level finance and administration advisors. on financial management, recruitment, procurement and inventory control, and contract administration.

Director of Finance and Administration, The Asia Foundation (TAF), Asia 1993-2002, 2003-2007

- On long term assignment worked in Afghanistan, Cambodia and Indonesia. On short-assignment worked in Bangladesh, East Timor, Sri Lanka, Vietnam, and in San Francisco, USA.
- Provided overall management of the Country Office support units: Accounting and reporting, Contract Management, Human Resources and General Administration.
- Ensured to have effective internal control systems to be in compliance with regulations.
- Prepared cost proposals and financial reports.

Financial Analyst, [CARE](#), Bangladesh 11/2002-04/2003

- Overseen the budget, accounting and reporting function of the Rural Maintenance Program (RMP) funded by Canadian Government.
- Developed budget and financial reporting system with a view to fulfill all parties management requirements.

Finance Controller, [International Rescue Committee \(IRC\)](#) 01-10/2002

- Worked on separate assignments in Afghanistan, East Timor and Indonesia.
- Provided overall management of Country office financial operations of the projects funded by the EU, UNHCR, USAID and other donors.

EDUCATION

- **Chartered Manager (C. Mgr.) Designation** Canadian Institute of Management
- **Master of Business Administration** Fairfax University, USA
- **Bachelor of Commerce** University of Dhaka, Bangladesh

PROFESSIONAL DEVELOPMENT and TRAINING

Advanced Delegation Team (ADT) Training	Canadian Red Cross	2014
Health Emergency Response Unit (ERU)	Canadian Red Cross	2013
IMPACT Training	Canadian Red Cross	2013
Income Tax Preparation course	H&R Block, Canada	2009
Proposal Writing course	Charity Village Campus, Canada	2008
Getting Ready for Foundation Fundraising	Foundation Center, USA	2008
Applied Framework for Project Management	Project Management Institute (PMI), USA	2006
Management Practice in IT Certificate	Vubiz/CAMC, Canada	2005
Strategic Management Certificate	Vubiz/CAMC, Canada	2005

PROFESSIONAL MEMBERSHIPS and AFFILIATIONS

- Member of the [Canadian Institute of Management \(CIM\), Canada](#)
- Member of the [Canadian Association of International Development Professionals \(CAIDP\)](#)

AWARD and RECOGNITION

Received The Asia Foundation President's Award for exceptional performance in 2000 and 2016.