



# OMCHAND MAHDU

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## **KEY QUALIFICATIONS:**

Omchand Mahdu is an international development professional with experience in finance, operations, and contracts management. Dr. Mahdu is experienced in administrative and compliance management, including oversight of contractual obligations, the evaluation and selection process, monitoring contractor performance, change orders and funding limitations. A licensed Certified Public Accountant, he has experience in developing and maintaining financial accounting and inventory management systems and implementing quality management policies and procedures. His dissertation research entitled the “impacts of climate change on rice production and small farmers’ adaptation: a case of Guyana” is a mixed method study involving primary data collection through small farmers and key informants’ interviews. He is also knowledgeable of natural resource management and food security nexus. He holds a Ph.D. in Planning, Governance, and Globalization with an emphasis in international agricultural development and natural resources, a Master of Natural Resources, an M.S. in Agricultural and Applied Economics, an M.S. in Industrial Technology, and an MBA in Finance.

## **PROFESSIONAL EXPERIENCE:**

### **Grants Auditor, PAE/Macfadden, Washington DC (June 2019 – Present)**

Leads financial and compliance reviews of Food for Peace (FFP) partners:

- Relief Society of Tigray (REST) – Mekele, Ethiopia
- CARE/Mali HARANDE Program – Bamako, Mali

Conducts pre-award surveys and follow-up reviews of NGOs pursuant to USAID’s ADS 303.3.9 and post award orientations

- UC Santa Barbara (UCSB) – Santa Barbara, CA
- Action Contre la Faim (ACF) – Paris, France
- Bahar – Gaziantep, Turkey
- Post-award orientations: UCSB, ACF, Syria U.S. and non-U.S. partners (Amman, Jordan)

Draft Pre-Award Risk Assessment for IFRP partners in accordance with ADS 303.3.25. Review audit findings, determine allowability of questioned costs, make recommendations to Agreement Officers and FFP Senior Management Team (SMT). Interface with the USAID audit branch on NGO audit findings and draft Pre-Award Risk Assessment Determinations in accordance with ADS 303.3.9 and 2 CFR 200. Draft management decision for the resolution of audit findings and monitor audit resolution in partnership with FFP. Performs review of partners audit scope of work to ensure USAID requirements are met. Liaise with partners on corrective action plan. Provide guidance to USAID FFP, Grants Specialists, partner organizations on audit requirements, policies and regulations, award terms and procedures for USAID grants.

### **Grants Auditor – Surge, PAE/Macfadden, Washington DC (August 2018 – June 2019)**

Supported USAID Office of Food for Peace (FFP) in the areas of audit management, pre-award survey/assessment, pre-award risk assessment, financial compliance and audit reviews. Drafted financial compliance review procedures and guidance. Reviewed active FFP awards and make recommendations for financial compliance review. Drafted management decision for the resolution of audit findings and monitor audit resolution. Drafts internal guidance for FFP regarding ADS 591 audit requirements. Tracked and followed up on audit status of FFP partners.



**Senior Financial Advisor, Education for Employment (EFE), Washington DC** (May 2016 – February 2017)

Managed startup of a USAID subcontract for Morocco. Advised on internal control systems, policies, and procedures based on USAID rules and regulations. Facilitated close out of grant awards.

**Senior Financial Advisor, Education for Employment (EFE), Washington DC** (June 2015 – August 2015)

Worked with program managers to prepare and review grant agreements for compliance with various donor requirements. Reviewed various compliance issues relating to payment transfers, record keeping, and reporting requirements for affiliate offices in the MENA region.

**Financial and Operations Management Consultant - Middle East Partnership Initiative (MEPI), Education for Employment-Tunisie, Tunis, Tunisia** (June 2013 – August 2013)

Conducted a full-scale review of EFE - Tunisie operations including, accounting, finance, procurement, human resources and inventory management. Implement new accounting software and internal controls in order to strengthen fiscal management and administrative compliance in accordance with Department of State (DOS) rules and regulations and OMB A-110 and A-122 circulars.

**Financial and Operations Management Consultant–Community Livelihoods Project (CLP), Education for Employment-Yemen, Sanaa, Aden, Taiz, Yemen** (February 2013 – March 2013)

Conducted a full-scale review of EFE Yemen operations including, accounting, finance, procurement, human resources and inventory management. Made and implemented approved recommendations in order to strengthen fiscal management and administrative compliance in accordance with USAID rules and regulations thereby facilitating grant award close out.

**Director of Finance and Administration, DAI, Regional Afghan Municipalities Program for Urban Population (RAMP-UP West), Herat, Afghanistan** (November 2011 – November 2012).

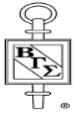
Financial and operations management on a \$50 million USAID project, based in western Afghanistan.

Financial Management

Oversaw financial management for Herat main office and area offices in Badghis, Farah and Ghor provinces. Ensured all project financial transactions were made and recorded in accordance with DAI policies and USAID rules and regulations. Accounted for, managed and maintained payroll, accounting and finance records for all project activities. Reviewed and approved travel, operational and field program advances for all employees and ensured that all advances were cleared in a timely manner based on project advance policy. Reviewed and approved weekly cash request from the DAI Home Office and ensured cash received was properly recorded. Reviewed and approved the reconciliation of all project bank accounts including implementation of surprise petty cash counts and ensured all project funds were properly secured and accounted for. Reviewed and approved payroll calculations of local nationals and ensured that salaries were disbursed to all employees on schedule. Ensured all taxes and tax reports were filed in compliance with Government of Afghanistan and/or USAID regulations. Prepared and maintained budget pipelines and forecasts on a monthly basis or as required. Tracked monthly expenditures; compiled monthly financial reports and presented information to DAI Headquarters. Ensured all cash management activities, including cash advances and bank reconciliations, wire transfer requests and reports, were completed in a timely manner.

Operations Management

Managed the project's day-to-day field operations including facilities management (office space, equipment and project vehicles), administration, human resources, information technology, procurement, travel and logistics. Monitored compliance with contract terms and conditions in accordance with USAID and DAI regulations and Afghan law. Ensured all project files were properly maintained in accordance with DAI records mapping policy, to include both soft and hard copy versions. Provided



input and revision recommendations for operational manuals, policies and procedures. Oversaw Facilities Manager and all facilities staff in Herat and area offices that engage in managing and maintaining project offices and guesthouses. Managed and assisted the IT team with troubleshooting. Research, investigate and identify new ways of achieving project operational efficiencies within Afghanistan. Periodically traveled to area offices and project implementation sites, security permitting, to ensure proper oversight and accountability.

**Senior Finance Manager, DAI, RAMP-UP West, Herat, Afghanistan** (May 2011 – November 2011)  
Financial management of a \$50 million USAID funded project based in western Afghanistan.

#### Cash, Payroll and Tax Management

Contributed to the formation and implementation of financial policies, procedures and guidelines, including manuals and forms as well as updating and revising Financial Policy and Procedure Manual as required. Provided training to finance and project staff, to ensure an understanding of donor and internal financial requirements and constraints. Worked with program managers in the review and analysis of budget estimates ensuring costs were allowable, allocable, reasonable and consistent. Ensured vendor invoices were accounted for and paid on time and maintained accounting and financial records for all operational and subproject activities. Managed the consolidation of all area offices' expenditure reports on a biweekly basis and supervised the upload of field expense reports to the Home Office. Ensured all payroll files and salary information were maintained in accordance with DAI personnel policies and procedures and all salary related information was kept strictly confidential. Reviewed tax withholding and ensured payroll taxes withheld were remitted to the Afghan Government in accordance with the Afghan Tax Code.

**Finance and Administration Manager, DAI, Local Government and Community Development, Herat, Afghanistan** (November 2009 – April 2011)

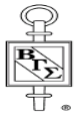
Finance and operations management on a \$349 million USAID funded project, based in western Afghanistan.

#### Financial Management

Ensured proper record keeping and expense procedures were implemented for operational and project expenses in accordance with DAI and USAID rules and regulations. Contribute to the formation and implementation of financial policies and procedures, including manuals and forms. Supervised bi-monthly field expense report closing and reviewed regional bank and petty cash reconciliations and ensured timely submission of all accounts to Kabul. Worked with engineers to monitor and inform technical staff of budget pipeline for subprojects. Ensured spending was within budgetary limits and updated operations budget showing burn rate analysis for operational expenses and coordinated budget realignments with Kabul. Oversaw regional and provincial payroll and ensured income tax withholdings were remitted to Government of the Islamic Republic of Afghanistan (GIROA) in a timely manner. Responded to internal audit findings and ensured field documentation was 'audit ready' and coordinated with Kabul finance section to provide auditors with documentation and information as requested.

#### Human Resources and Administrative Management

Managed the recruitment, negotiations, hire, evaluation and termination processes of all local national employees/consultants. Ensured HR department adhered to recruitment timelines agreed upon with the Regional Director for all hires. Provided personnel and policy trainings to all regional expat/local national staff. Facilitated capacity building of local nationals through mentoring and developing professional presentations, inter-regional communication and professional development and committed to provide access to ongoing project training, as needed. Issued administrative bulletins and contributed to and implemented the administrative policies and procedures, including manuals and forms.



### Operations and Facilities Management

Negotiated office and guesthouse rent with landlords and ensure lease agreements were properly maintained and renewed in a timely manner. Supervised the implementation and start-up of new regional offices and guesthouses. Established and oversaw the implementation of an in-house maintenance plan for facilities and generators. Oversaw the operational needs of provincial offices, including logistics, facilities, information technology and administration. Managed vehicle fleet and vehicle rental agreements, monitoring security oversight of local drivers to ensure terms and conditions were strictly followed. Established and maintained non-expendable inventory systems and ensured project property received and issued to staff was uniquely identified and USAID branded, as required.

### **Finance Manager and Contract Administration, Iraq Inma Agribusiness Program, Louis Berger Group, Inc (LBG), Baghdad, Iraq (May 2007 – October 2009)**

Financial management on a \$342 million USAID funded project, based in Baghdad, Iraq.

### Financial Management

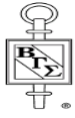
Oversaw field accounting and finance operations, and ensured financial policies and procedures were properly implemented and financial operations were in accordance with USAID rules and regulations. Updated and revised Financial Policy and Procedure Manual as required and provided training to both finance and project staff, on internal financial requirements and constraints. Assessed and advised management team on impact to organization related to customs, taxes, local laws, security (related to finance operations), banking, exchange rates, etc. Oversaw all field banking operations and cash management activities. Forecasted cash requirements and arranged for timely and effective transfer of financial resources to Iraq main office and sub offices, in support of project activities. Ensured project met all audit requirements and documentation was 'audit ready'. Generated donor reports as required by contract. Oversaw payroll system and ensured local taxes and social security withholdings were calculated and paid accurately.

### Contracts and Compliance Management

Confirmed compliance with internal purchasing policies including receipt of all required forms with approvals and ensured proper procurement procedures were followed. Advised contract manager on aspects of project execution, which deviated from the requirements of contracts. Ensured contract and grant payments were made in accordance with contract/grant agreements, and all supporting documentation were properly completed. Evaluated terms and conditions, and pricing proposals and monitored contracts and grants cost performance. Reviewed and evaluated proposed budgets from bidders and prospective grantees and provided financial and contractual advice to project staff. Oversaw the registration of project costs and related invoicing, ensuring strict adherence to USAID rules and regulations. Coordinated with and assisted subcontractors in project related, financial management concerns. Oversaw the development of inventory controls and procedures for field operations and verified compliance in all field offices. Approved all operational expenditures and commitments, and ensured expenses were allowable and in line with contract and budget.

### **ADDITIONAL EXPERIENCE:**

Staff Accountant – Grants, Northern Virginia Family Service, Oakton, VA	(2005 – 2007)
Quality System Intern, Deluxe Delivery Systems, Inc. (DDS), New York, NY	(2005)
Accounting Intern, DesignTech International, Inc., Springfield, VA	(2004)
Auditor(ag), Office of the Auditor General, Georgetown, Guyana	(1998 – 2002)



**RESEARCH AND TEACHING:**

**Adjunct Professor, Virginia Tech, Blacksburg, VA** **8/2019 – Present**  
Instructor for UAP 3264: Contemporary Urban Issues – Climate Change and Urban Development – Fall 2019. Co-instructor for NR 5114: Global Issues in Natural Resources – Fall 2019.

**Graduate Teaching Assistant – Virginia Tech, Urban Affairs and Planning (Aug. 2018 – May 2019)**  
Instructor of Record for UAP 3264 – Contemporary Urban Issues and UAP 4854 – Urban Infrastructure.

**Graduate Assistant – Virginia Tech, Alumni Relations (October 2017 - May 2018).**  
Supported the Director of Alumni Relations for Diversity and Inclusion.

**Graduate Research Assistant – Virginia Tech, Global Forum for Urban and Regional Resilience (August 2015 – Present):** Conducted research on fiscal resilience of US cities (1978-2012).

**Graduate Research Assistant – Virginia Tech, Department of Agricultural and Applied Economics (January 2014 – May 2015): Thesis:** Jury Decisions and Awards in Foodborne Illness Lawsuits (1975-2014).

**Graduate Teaching Assistant – Virginia Tech, Department of Agricultural and Applied Economics (August 2013 – December 2013):** Performed general administrative and grading duties for AAEC 2104 - Personal Financial Planning. Taught several course topics on time value of money, investment basics, and the stock market.

**Graduate Assistant, Morehead State University, Office of Multicultural Student Services (August 2002 – May 2004):** Performed general administrative duties during evening and weekend hours at the office of Multicultural Student Services.

**EDUCATION:**

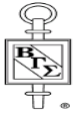
Ph.D. Planning, Governance, and Globalization	Virginia Tech	May 2019
Master of Natural Resources	Virginia Tech	Dec. 2017
MS, Agricultural and Applied Economics	Virginia Tech	Jul. 2015
MSIT, Emphasis in Quality Management	Morehead State University	Dec. 2004
MBA, Emphasis in Finance	Morehead State University	Dec. 2003
BS, Accountancy	University of Guyana	Nov. 2001

**ACADEMIC AWARDS AND HONORS:**

- John Browder Award for Best Paper in International Development Planning, 2019
- Alpha Epsilon Lambda, Graduate Honor Society, inducted 2017
- Iota Delta Rho Interdisciplinary Research Honor Society, inducted 2017
- Gamma Sigma Delta Agriculture Honor Society, inducted 2014
- Beta Gamma Sigma AACSB Business Administration Honor Society, inducted 2004
- Delta Mu Delta Business Administration Honor Society, inducted 2003

**CERTIFICATION:**

Project Management Professional	Project Management Institute	Feb. 2013
Certified Management Accountant	Institute of Management Accountants	Aug. 2011
Certified Fraud Examiner	Association of Certified Fraud Examiner	Jan. 2011
Certified Internal Auditor	Institute of Internal Auditors	Dec. 2010
Certified Public Accountant	Commonwealth of Virginia	Dec. 2006



**TRAINING:**

Virginia Agriculture Leaders Obtaining Results (VALOR) Fellow (2018-2020)

Introduction to Program Cycle (IPC), USAID University – 08/2019

Conflict Resolution and Mediation – 5/2018

Grassroots Organizing and Theory – 5/2018

Facilitating Intergroup Dialogue – 5/2018

**GEOGRAPHIC EXPERIENCE:**

Afghanistan, Guyana, Ethiopia (TDY), Iraq, Mali (TDY), Tunisia, Yemen, United States