JEHANZAIB

SUMMARY OF EXPERTISE

More than fifteen (15) years’ of working experience under the capacity of Public Relation Officer / Finance & Administration officer, Procurement & Logistic officer and Sales and Marketing. Two years working experience in UAE as PRO / Finance Assistant. I have excellent communication and negotiation skills and have ability to take new initiatives for exploration of new business opportunities. I have ability to work under extreme stress at a fast pace and adapt to changing environment and working conditions. IT Skills include MS Office (word, excel, PowerPoint, outlook express) and familiar with accounting softwares i.e. QuickBooks and Peach tree.

OBJECTIVE

*To work in an organization that would employ my knowledge and experience to the full potential for the betterment of the people in need in an ambience conducive for learning and advancement.*

EDUCATION

1998-2000 B-com from Punjab University

1996-1998: Intermediate in Statistics, Mathematics & Economics - Rawalpindi Board
1995: Matriculation in Science from Rawalpindi Board

EXPERIENCE

1. **Public Relation Officer / Finance & Admin Assistant – Crosslinks International L.L.C Dubai, March 2014 till March 2016**

**Major Responsibilities**:

* To assist company in government departments i.e. DED, Chamber of Commerce, DEW, DU or Etisalat for company set-up
* To submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, etc
* To proactively manage the timely renewal of all Employment Visas and Labor Permits.
* Assist employees in renewing visas for their immediate dependents.
* To assist all sponsored staff and their dependents in the medical check process.
* Send employees a notification on documentation required prior to their visa/labor card expiring.
* Manage the visa checklist as when the rules on visa/labor changes
* Assist the company and the employees with visa arrangements in Embassies.
* To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
* To renew all company related licenses prior to their expiry date.
* Send out notifications on documentation required to renew trade licenses and complete surveys, etc. required by the government bodies at the time of license renewals.
* Submit detailed reports related to visa expenses to the finance department.
* To submit required documentation to the banks and process bank transactions as advised by the Regional Finance Manager.
* Assist in company errands when required to.
* To provide administrative support to the Managing Director, Finance and Operations and other staff.
* To operate manual and computerized office systems, for example filing papers and maintaining databases.
* Assists with the formulation/collation of figure work for input into the team’s Annual Operating Plan
* Ensuring cost effective travel arrangements for Line Manager & Directs to ensure savings.
* Effective communication both with staff and external customers and to company’s highest business standards/level of customer service on behalf of Crosslinks International. Communication can be oral or written as per business requirement.
* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* Responsible for preparing financial statements and supporting schedules according to monthly/fiscal, quarter/fiscal year close
* Prepare monthly accounts reconciliation through completing month end procedures
* Prepare purchase orders/job orders/invoices and keep the follow-up with vendors and clients
* Ensure overall accuracy of books of accounts for clearance for internal audit
* Prepare and present project analysis through MIS and variance report of the previous month
* Keep appropriate track record of for payments and generate well-timed invoices according to contract payment terms of particular underlying project with coordination of team members
* Manage office expenses, petty cash, utility bills and process payrolls mechanism along with overtime calculation of staff members
* Manage book keeping on daily bases which includes cheuques processing, booking of all purchases, sales, payments, expenses etc.
1. **Procurement and logistic Officer– Global Peace Pioneers – GPP from 2nd September 2009 December 31, 2013**

**Major Responsibilities Included:**

* Process purchase requisitions/orders within purchasing authority
* Invite, assess and award/recommended supplier tenders, bids, quotations and proposals
* Establish and negotiate contracts terms and conditions and maintain supplier relationships
* Prepare and maintain purchasing record, reports and price list
* Work with internal and external stakeholders to determine procurement needs, quality and delivery requirement
* Administer contract performance , including delivery, receipts, warranty, damages and insurance
* Reconcile or resolve value discrepancies
* Comply with and maintain knowledge of applicable rules, legislation regulations, standards and best practices
* Assess and organize logistics in terms of transport requirements, receipts, handling, storage and distribution of items and establish proper warehousing and recording system including assets
* Devise methods of stock control, closely monitor warehousing management and regularly submits situation reports on stocks, equipment and prepositioned goods.
1. **Project Manager in ILAP NGO**

Project Director June 2005 – Sep 01, 2009.

**Major Responsibilities Included:** developing, planning, coordinating and managing base line surveys, researches, development of PM&E system, capacity and vulnerability analysis; damage and need assessment in emergencies and facilitating appropriate response in relevant area; identification, overseeing and managing project activities; advising and supporting the programme & project staff in their research related assignments; facilitation in the development of Concept notes and proposal development, capacity building of the related project staff and communities, supporting the process of development of ILAP Strategic Plan; coordinating with other relevant organization for networking and information sharing; developing learning papers for institutional learning; report writing and documentation. I have expertise of implementing projects in KPK and AJK in response to devastating earthquake in 2005. Workings with various organizations, I have supervised all relief and development activities I.e. Emergency relief (Food/NFIs) distribution, under Child Protection and Women Protection activities established Child Friendly Learning Spaces for 800 Children for 18 months, Vocational Centers and Industrial Homes (Quilt Filling) for women. 55, Social organizers, Teachers, Training Officer, Admin and Log officer in field

# Project/Credit Officer - Islamabad Rozgar Markaz (NGO®) Oct 2002 to May 2005

**Project/Credit Officer**

* Implemented 3 years Women Empowerment program in rural areas of Islamabad and urban slums
* Established Self Help Groups {SHGs} of women and men in rural areas of Islamabad and urban slums
* Organized life skill trainings for SHGs members i.e. training courses on dying of clothes , poultry farming, livestock trainings, Kitchen gardening
* Organized 5 days training on Entrepreneurship skill for SHGs members t assist them n starting with micro enterprises
* Provided Financial assistance to the SHGs members in coordination with Khushali Bank and international Donors
* Set up vocational centers and Adult literacy centers

Established CBES {community based educational system} with the assistance of Education for all wing MoE GoP

# Accounts Officer in Ace Quality Pvt Ltd

* Worked in Ace Quality as Accounts officer, following are the activities performed in Ace Quality
* Daily petty cash detail
* Keep computerized record by using peach tree and Quick Book accounting software
* Payroll and reconciliation with bank as the accounting policy of the organization.

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| ACHIEVEMENTS |
| * Awarded Best employee of the month twice in the year 2004 while working in IRM
* Awarded Best Employee of the year 2003 while working in IRM
* Achieved awards in different speech and debate contests
* Promoted in every organization where I have worked in first 06 months
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RESARCH METHODS

* Participant Observation
* Participatory Reflection and Action (PRA), Structured, Unstructured and Semi Structured Interviews, Ranking, Mapping, Questionnaire etc.
* Sampling
* Focus Group Discussion (FGD)

WORKSHOP/Trainings

* Workshop on Project Cycle Management, Project Planning and Proposal writing by DOER Trust
* Training on Logical Frame work organized by GPP
* Five days training on Nutrition in Emergencies by UNICEF and Health Services Academy in Lahore
* Attended workshop on earthquake resistant building construction organized by GOAL
* Workshop “Sexual Harassment at Work Place”, a two day workshop conducted by IRM, Islamabad.
* Training course on “How to Keep your Job” by DOER Trust
* Two days training on Gender and Development organized by ILAP
* Three Day Training March 09-07 2006 on **Psychological Care and Mental Health** organized by DOER Trust in kind collaboration KNH – Kindernothilfe German international Organization
* Two day **Camp Management** Training January 26-27, 2006 in Mansehra organized by NRC – Norwegian Refugee Council
* Global Peace Festival – Philippines

PROFESSIONAL SKILLS

* Project Proposal Writing
* Report Writing
* Project Budget monitoring
* MS Office

LANGUAGES

* English, Urdu, Punjabi

INTERESTS

* Reading Newspaper and books
* Research
* Writing Short Stories

PERSONAL INFORMATION

Date of Birth: 07-02-1980

Marital Status Single

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 