**Mansoor**

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**Supply Chain Management-Procurement-Logistics-Fleet Management-Warehousing**

I have 16-Years of progressive accomplishments leading Supply Chain-Procurement-Logistics-Fleet Management and Administration of International Organization and for International donors.

Brief Summary of Experience-16 Years

Sr. Supply Chain Officer - International Rescue Committee 1st October 2013 -to- 13th November 2016

Supply Chain Officer- International Rescue Committee 1st June 2012 -to- 30th September 2013

Admin and Logistic- International Rescue Committee 24th September 2009 -to- 31st May 2012

Admin & Accounts Officer- Government Job 1st Jan 1, 2003 -to- 23rd September 2009

Accounts Officer- Government Job 22nd August 2002 -to- 30th December 2002

Finance Manager- Private Job 20th August 2000 -to- 7th August 2002

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**Skills**

Supply Chain Skills

1. Supply Chain- ( Management & Optimizing- Inventory Management-Distribution-Demand & Supply Management-Warehouse Management-Cost Control Management)
2. Procurement (Material Management- Procurement and Sourcing-Contract Management- Supplier Management-Team Management)
3. Fleet Management-( Routing & Scheduling-Tyre Management- Vehicle Maintenance Management-Transportation Management, Driver Overtime and Duty Roaster Management)
4. Logistics-( Budget Setting and Forecasting-Logistic Outsourcing- Organizing Shipments-International Logistics-Domestic Logistics)
5. Warehousing-( Facility Management-Spot Check Management-Assets & Disposable Management-Government Auction & Public Auctions Management)

**Education**

Master of Commerce

Quid-e-Azam College of Commerce University of Peshawar, **Pakistan**

Bachelors of Commerce University of Punjab, Pakistan

*Rawalpindi college of Commerce*

**Experience 16- Years**

1. **International Rescue Committee**

Sr. Supply Chain Officer, Country Emergency Team, CET Pakistan

7- Years work experience with IRC

24th September 2009 to 13th November 2016

**A Team member for Country Emergency Team**

Emergency responses are made when there are human lives at risk, and the aim of emergency response is to provide immediate assistance to maintain life and to improve health and to support the morale of the affected community. In this situation, life-saving supplies, especially food, shelter, health, clean drinking water needed to be provided on short notice. The emergency response does not eliminate the threats, but it focuses on creating plans to decrease the effect of disasters.

Over this specific period, I faced three emergencies in Pakistan.

1)-First Earthquake- 2005, 2)-IDP crisis of Swat- 2009, 3)-Flood Response- 2010

 Tasks Performed/**Duties and Responsibilities**

1. **Procurement of goods & Services and Contract Management**
* Receive and review all Purchase Request from Programs and Operations
* To implement strategic sourcing tools, and to lead the vendor selection and negotiation process for facilities management
* Conducting bi-annual 'value for money' reviews and to ensure to make an improvement.
* Prepare RFI-RFP-RFQ to invite quotes, Comparative Statements, Bid Analysis, JOA, and Issuing PO/Work orders.
* Ensure that up to date files for price guide / catalogs / products technical information to be used by the office.
* Prepare weekly procurement reports and send to all program and departments, Procurement files are maintained.
* Identifying, selecting and building a strong team of Ad-hoc, Prequalified, and Authorized suppliers.
* Contract management and doing MPA, Master Procurement Agreements, Periodic re-evaluation of suppliers and to maintain and establish strong business relationships with vendors.
* To set SOPs for price negotiation, delivery terms and condition and payment terms.
* To organize modes and methods for need identification, To improve tracking system for procurement
1. **Logistics-Transport and vehicles management:**
* I have directly supervised and managed travel of expat staff of around 50 staff and managed 100 -for national staff
* Provide the required technical support to all transport staff in the field site
* I was accountable for DIFOT and was responsible for ensuring smooth running of logistics.
* To monitor inbound or outbound logistics operations like transportation, hiring of labors, warehouse activities, safety performance, and logistics quality management.
* Monitor vehicle maintenance and ensure that the fleet is serviceable and maintaining strong internal control over the fuel consumption for rented and regular vehicles
* Review monthly vehicle reports outlining fuel usage, running and maintenance cost per vehicle
1. **Supply Chain Role and Responsibilities**
* Managing and to ensure maximum output by coordinating time schedules and to assign tasks to the entire team on the basis of specialty they have.
* To draft backup plan for Logistics, Procurement, and Fleet.
* Organize training, arrange lesson learned workshop to overcome future problems effectively.
* Supervision of staffing level hiring of supply chain staff and delivering Supply Chain orientation on new SOPs.
* To ensure proper coordination in-house stakeholders like Finance, Sales, Customer care, M&E, and HR
* To improve the quality of work by doing midterm PMS and setting of objectives.
* Conduct meetings to improve Standard Operating Procedures for Logistics, Warehousing, Fleet Management.
1. **Warehousing management:**
* Provide the required technical support to all warehouse staff
* Ensure that updating stock records is done on a daily basis both on the prologs and stock cards
* Ensure that there is controlled access to all IRC stores and ensure that stores premises are secure
* Ensure that all Supply Chain Policies and Procedures pertaining to warehousing are followed and adhered to in all transactions.
* Carry out periodic training reviews with all Supply Chain staff
* Conduct weekly spot checks in IRC Peshawar warehouse and maintain a file for the spot check reports
1. **Administration and facilities management**
* Oversee booking of flights and accommodation for staff
* Ensure general office administration and housekeeping.
* Ensure proper administration and maintenance of the guesthouse, staff cafeteria, visitors’ accommodation and bookings.
* Ensure that all IRC Peshawar premises are well maintained.
1. **Planning and Development Department, Pakistan.**

**Accounts and Admin Officer, Jan 1, 2003-September 23, 2009**

**Financial Responsibilities**

* Assist in budget preparation and management activities.
* Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
* Manage cash controls as well as maintain bookkeeping up-to-date.
* Ensure maintenance of the general and subsidiary ledgers.
* Track investments and maintain relevant cash reserves.
* Ensure all expenses are within assigned project budget.
* Oversee the preparation of all financial statements, invoices, proposals, etc as required.
* Ensure account receivables and payables activities are performed accurately and timely.
* Preparation of Cash Flow report

 **Administration and Management**

* Initiate and implement best and effective practices in administrative functions.
* Lead, direct and mentor administrative staff to achieve maximum output.
* To plan, organize, and administer the activities of department, office, or division efficiently.
* To keep informed of new developments relating to supply chain and Accounts function and to maintain a creative and experimental attitude toward change, in order to continuously improve the operation responsibility.
* To recommend the organizational structure and staffing that complement area of responsibility.
* I kept posting new changes and informing staff of new developments
* I kept immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his advice and counsel.
* I maintained effective relations with HR, Supply Chain and M&E department for smooth running of office activities
* I recommend the budget for operations and did forecasting for operational issues.
1. **Ministry of Health, Peshawar, Pakistan**

**Accounts Officer**

**22nd August 2002 till 30th December 2002**

***Role and Responsibilities as Accounts and Admin Officer***

* Supervise all financial reports and sharing it with upper management.
* Administer all accounts and budgets for various departments in a hospital.
* Coordinate with internal and external auditors and manage work of all accountants.
* Conducting internal audits in the hospital for different sections.
* Collaborate with accounting and finance team and prepare financial statements on a monthly basis.
* Receive duly approved Employee Expense Reports and disburse cash timely
* Supervise financial transactions on day to day basis
* Reconcile bank account and investment statements on monthly basis
* Prepare lease agreements for office and accommodation of expatriate staff
1. **Finance Manager, Jamshed Floor Mills, Hangu, Pakistan.**

**Aug 20, 2000, till Aug 7, 2002,**

* Perform financial analysis, reporting and management activities.
* Ensure that the financial reports are prepared and delivered on time.
* Review financial data for accuracy, correctness, and completeness.
* Hire and train new employees on financial operations.
* Develop standard accounting procedures to improve financial operations efficiency.
* Review annual budgets and recommend any changes if needed.
* Perform account reconciliation activities.

**PROFESSIONAL training and Certificates**

* Country Emergency Team Training at Dubai
* USAID: Deliver Project Sessions. Logistics Management For Health Commodities
* Logistic Management ( In Collaboration with United Nations Population Fund)
* Ms. Excel 2007 Advanced Training (Organized By MDI)
* Managerial Skills (Organized By MDI)
* Communication and Report Writing (Organized By MDI)

**Computer Literacy**

* **PROLOG = Software For Procurement, Logistics, Fleet Management, Warehousing**
* **BVA = Budget Verses Actual Cost Software (Online System)**
* **Peachtree = Accounts Software**
* **MS Office = Excel, Word, PowerPoint, outlook**

**achievements**

* Managed national procurement for emergency response projects during 2009 IDPs crisis and 2010 floods.
* Managed vehicle fleet of 135 rental vehicles during the emergency response projects.
* Set up systems and procedures for the smooth functioning of 3 IRC offices at university town Peshawar through the management of support staff, electricity, gas, water and electronic equipment and vehicles.

**References**