Asim

Asim.347726@2freemail.com

|  |
| --- |
|  |

 **CAREER OBJECTIVE:**

I am a humanitarian specialist with over 11 years’ implementation, tactical, and strategic expertise in Administration, particularly support services (Procurement and Fleet Management) with world’s largest humanitarian organization, the International Federation of Red Cross and Red Crescent Societies. A proven track record of working with top management in planning and organizing both internal and external events, conferences and acting as a focal point for the team in relation to all administrative requirements. A highly effective and efficient team leader with a keen eye for details.

 **CAREER PROFILE/SKILLS:**

* **Specialist in Event Management**
* **Lease agreements management**
* **Fleet Management**
* **Procurement**
* **Energetic & Self Motivated**
* **Proactive and deliverable**
* **Excellent supervisory skills**

## Effective communication and interpersonal skills

 **PROFESSIONAL WORK EXPERIENCE:**

 **Organization:** **Pakistan Red Crescent (PRC)**

The Pakistan Red Crescent is the Pakistan’s largest humanitarian organization,

providing assistance without discrimination as to nationality, race, religious beliefs,

class or political opinions. Founded in 1948, the PRC has branches in all 4 provinces

of Pakistan and has functional district branches in every province.

 **Tenure:**  January 2016 – Till December 2016

 **Designations:** **Support Services Officer**

 **Responsibilities:**

* Managed daily office operations and maintenance of equipment and accurate records for all business supplies such as stationery, groceries, hotel accommodation, relocations, equipment and security services of overseas delegates.
* Responsible for inventory of expendable and non-expendable equipment and supplies.
* Coordinated and facilitated activities to improve program implementation.
* Provided Administrative support to the teams working under ongoing project in the field.

 **Achievements:**

* Provided exceptional support to Program managers and co-workers by which the Provincial branch achieved the goal prior to the deadline, as compared to other provinces.

 **Organization:** **International Federation of Red Cross and Red Crescent Societies (IFRC)**

The International Federation of Red Cross and Red Crescent Societies (IFRC)is the

world's largest humanitarian organization, providing assistance without discrimination

as to nationality, race, religious beliefs, class or political opinions**.**

Founded in 1919, the IFRC comprises 190-member Red Cross and Red Crescent National Societies, a secretariat in Geneva and more than 60 delegations strategically located to support activities around the world.

 **Tenure:**  January 2014– December 2015

 **Designations:** **Senior Field Administration / Liaison Officer**

 **Responsibilities:**

* Proficiently scheduled and coordinated meetings, appointments, with government agencies and travel for Head of Delegation upon his arrival to the field.
* Attaining “No Objection Certificate” (NOC’s) for the foreign delegates travelling to the specific field areas in Pakistan.
* Responsible for logistical arrangements for all meetings and seminars. Procurement of goods requested by the program and other support staff.
* Established and maintained effective relationship with all external agencies and professional bodies.
* Generating detailed reports to the Program coordinator on monthly activities related to the ongoing programs in the field area.

 **Achievements:**

* **Provided backup support in emergencies and in peace time to other departments which was highly admired by the Head of Delegation.**
* **Achieved appreciation certification in recognition of the valuable services as Snr. Field Administration / Liaison Officer in Baseline Survey of upcoming Project in 2015**.

 **Organization: International Federation of Red Cross and Red Crescent Societies (IFRC)**

The International Federation of Red Cross and Red Crescent Societies (IFRC)

is the world's largest humanitarian organization, providing assistance without

discrimination as to nationality, race, religious beliefs, class or political opinions.

 **Tenure:**  October 2012 –December 2013

 **Designations:** Senior Administration/Logistics/Finance/Liaison Officer

 **Responsibilities:**

* Provided administrative, financial, and logistical support to the teams working for ongoing

project in the field.

* Responsible for contract management, maintenance and liaising with owners of IFRC leased premises.
* Proficiently managed the assigning of vehicle and drivers to the teams providing their valuable

services to the organization in the effective implementation of activities.

* Supervised the daily operations of 14 personnel in 4 separate project locations.
* Created requisitions, purchase orders, and facilitated prompt liquidation of same.
* Submitted accurate and detailed monthly reports on administrative, financial and logistics operations.

 **Achievements:**

* Introduced well-organized driver’s duty roaster system to provide relaxation to the drivers during their working hours.
* Achieved appreciation certificate for the professional dedication and services provided in support of successful completion of the Pakistan Monsoon Floods 2010 operation.

 **Organization:** **International Federation of Red Cross and Red Crescent Societies (IFRC)**

The International Federation of Red Cross and Red Crescent Societies (IFRC)

is the world's largest humanitarian organization, providing assistance without

discrimination as to nationality, race, religious beliefs, class or political opinions.

 **Tenure:**  July 2011 –September 2012

 **Designations:** Senior Administration/Logistics Officer

 **Responsibilities:**

* Supervised the daily operations of 12 personnel in 10 separate offices and residences.
* Regularly sending the organization’s Vehicles for scheduled service to authorized workshop.
* Efficiently supervised all the drivers in maintaining the vehicle daily inspection and log sheets as well as generators installed in offices and residences.

 **Achievements:**

* Achieved appreciation certificate for the professional dedication and services provided in support of successful completion of the 2005 Earthquake Programme in Pakistan

 **ACADEMIC EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Bachelors of Arts | University of Peshawar, Pakistan | 2004 |
| Higher Secondary School Certificate (HSSC) | Board of Intermediate and Secondary Education, Abbottabad, Pakistan | 2001 |

 **CERTIFICATION/ ADDITIONAL SKILLS:**

**MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)

 **Language** (Excellent Written (Report Writing) and Spoken English, Urdu, Hindko & Punjabi)

 **TRAININGS & WORKSHOPS:**

**Leader and Management Training** Year 2013

* Core Professional Training on Leadership and Management in Humanitarian Action organized by “The International Association of Professionals in Humanitarian Assistance and Protection” in cooperation with the Program on “Humanitarian Policy and Conflict Research” at “Harvard University”. Bangkok, Thailand

National Disaster Response Team Training (NDRT) Year 2012

* National Disaster Response Team Training (NDRT) organized by “Pakistan Red Crescent” (PRC) together with “International Federation of Red Cross and Red Crescent Societies” (IFRC) Islamabad, Pakistan.

 Road Safety & 4X4 Off Road Fleet Training and Fleet Management Training Year 2011

* Road Safety & 4X4 Off Road Fleet Training and Fleet Management Training organized by “International Federation of Red Cross and Red Crescent Societies” and “Islamabad Jeep Club” Islamabad, Pakistan