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| **RIZWAN**  [**RIZWAN.349572@2freemail.com**](mailto:RIZWAN.349572@2freemail.com) |  |
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## **OBJECTIVE:**

A challenging and responsible position with skill orientation where creativity, innovation and sound management can be utilized to produce and maintain a motivated, profit minded work force while allowing growth in the organization.

## **CAREER PROFILE:**

* Commendable experience in Administration including handling of office operational tasks, providing support in efficient use of project resources
* Procurement of project assets in line with organizational rules & regulations, consumables/non-consumables, quality check of delivered items, physical checks of project inventory with sufficient command over handling the On-Site Asset software
* Financial responsibilities include, handling Cashbook/BankBook/Accounts/Tax matters of ESDP GIZ
* Performance of duties in the assigned area of responsibility in the best quality and as per defined organizational procedures
* Highly trustworthy, discrete and ethical
* Good communicative, organizational and administrative skills
* Ability to work independently and as an active member of a dynamic and forward thinking team
* Potential to interact productively with people in other disciplines

## **EXPERIENCE:**

* ESD-GIZ (EDUCATION SECTOR DEVELOPMENT PESHAWAR-German International Co-operation)

**(Sep 2000 – Sep 2015)**

**Admin/Finance Officer (April 2009 – Sep 2015)**

* Support Sr. Admin & Finance Officer to achieve project administrative tasks according to GIZ rules and regulations
  + Cross checking of local procurement documents
  + Physical checks of project inventory, purchased under different PNs
  + Coordinate and check generator maintenance including updating of fuel consumption record in logbook
  + Monthly checking of project vehicle logbooks as per delegation
* Financial tasks according to GIZ rules and regulations
  + ensures daily voucher processing (cash/bank) is done according to internal regulations (O&R)
  + effective coordination with ESD staff
  + timely information on expenditures and assisting inpreparation of fund requests and financial monitoring reports
  + monthly reconciliation of bank books
  + assisting in preparation of budget forecasts with the consultation of component coordinators
  + provide inputs for checklist A and C
* ensures the filing of all documents according to GIZ’s standard
* ensure timely submission of withholding tax payments in state bank
* monthly online submission of tax statements through FBR site
* TA/DA calculation and payment to the workshop participants

**Administrative Officer (Sep 2000 – 2009)**

GIZ Education project: as **Administrative Assistant and later on Promoted as Admin Officer** reporting to Head Administration & Finance with the following responsibilities:-

**Administration :**

* Assisted in all administrative, logistic and hotel arrangements of project activities/Event Management, Workshops
* Co-ordinates with Head Admin for general admin support (process requests & inquiries for general services
* Prepared NP/Short term local contracts
* Executing service agreements for Generator, Copier, Tel Exchange
* Ensured program computer hardware and software are working properly
* Procurement of good as per delegated authority and performed its quality check
* Managed project personnel and finance filing system as per GIZ guidelines
* Maintained proper back-up of systems and ensured system security
* Periodically updated Anti-Virus for project computer systems
* Installed/managed local area network
* Kept updated inventory record in hard and soft

**Procurement:**

* Receiving approved requisitions relating to goods up to Procurement limit of Project
* Carrying out the financial evaluation of the submitted offers
* Negotiates costs, order stationary/equipment/printing, inspects delivery etc, including quotation procedures, according to GIZ guidelines as and when instructed by Management
* Preparing purchase orders
* Maintaining all procurement related documents, Procurement files in accordance with GIZ guidelines
* Keeps database on suppliers and conducts regular search for alternatives
* Receives and check delivered materials
* Advises suppliers of defective goods delivered and arranges necessary follow-ups
* Checks invoice, delivery receipts & other papers & forward to Head Admin for signature and to submit them for payment to Finance section
* Arranges and co-ordinates the safe transshipment of deliveries to the requesting Components/ sub offices of ESDP
* Informs projects of location and time of delivery
* Files documents with complete transactions
* Assisted Procurement Section of CO in their peak working months on their request

##### **FOREST MANAGEMENT CENTRE (FMC) Peshawar (Inter-cooperation)**

##### **(**June – September 2000)

I joined FMC as Management Information System Resource Person (MISRP) with the following responsibilities:

* established a Computerised Library System within FMC
* made an easy and simple way for the accession of bookselectronically
* computerized reports of library books
* **SOCIAL FORESTRY PROJECT MALAKAND-DIR, DHV Consultants (The Netherlands)**

**May 1995 – June 2000**

I joined this project in **May 1995** in the capacity of **Project Secretary** and I was responsible for the following tasks:-

Filing system of SFPMD, hotel/workshop arrangements, inventory of the head office / sub-offices, leave records, handled the incoming/outgoing mail, to keep the office library update/book keeping, report / letter writing given by CTA/Consultants, fax handling, handling Local Area Network , responsible for the purchase of Hardware / Software, trouble shooting, backup of all data, installation of Computers and peripherals, installation of (Windows, windows based software, Installation / Proper settings of Email / Internet / Antivirus, scanning the graphics

##### **Computer Trainer (Jan 1990 - May 1995)**

Conducted a training for the staff of ***Forest Management Center Peshawar, (Inter-cooperation)*** to train them in latest computer software including DOS, WINDOWS, MS OFFICE, to assist the project as well as FD staff to use computer in daily office routine.

Organized training for the staff of ***Solidarite Afghanistan Belgium, Apprenticeship Scheme for Young Afghans (ASYA), Hayatabad Peshawar*** in MS WINDOWS 3.11, MS WORD AND MS EXCELL ON LAN Environment through a well reputed company EGS (Pvt) Ltd Peshawar.

Conducted training for the students of ***Computer Language School PeshawarCantt*** in various Computer software including D.O.S, BASIC, COBOL, PASCAL, DBASE III PLUS, LOTUS, etc. on call basis

Conducted training for the students of ***Khana-i-Farhang Iran, the Iranian Culture Centre Peshawar Cantt*** in various Computer software including D.O.S, DBASE III PLUS , LOTUS 1-2-3 and Word Perfect.

Conducted training for the students of ***Petroman Training Institute Peshawar*** in various Computer software including D.O.S, BASIC, COBOL, PASCAL, DBASE III PLUS, LOTUS, etc.

Conducted training for the students of ***Micro Institute for Computer Science Peshawar*** in various Computer software including D.O.S, BASIC, COBOL, PASCAL, DBASE III PLUS, LOTUS,

* **Management Sciences For Health (MSH), USAID Peshawar (Jan 1993 - Feb 1994)**

As Administrative Assistant, I was responsible for the following tasks :

Developed the inventory lists of office furniture and equipment, leave records, filing system, processing of medical claims of employees, incoming/outgoing mail, hardware/software maintenance, fax Handling.

## **EDUCATION:**

* **1992** M.Sc Statistics from University of Peshawar
* **1988** B.Sc (Math A & B, Statistics) from Govt; College Peshawar
* **1985** F.Sc (Pre. Eng) from Edwards College Peshawar
* **1983** Matric from Govt; High School Gulbahar Peshawar

## **PERSONAL TRAIT:**

* **Date of Birth :** April 28, 1967
* **Nationality :** Pakistani
* **Marital Status :** Married

## **Trainings:**

* One year Diploma in Computer Applications from Board of Technical Education Peshawar (1990)
* Internal Control Training Workshop 14-15 May 2007 at GTZ Office Islamabad
* Attended Two weeks Training course in “Information Technology & Management “ in AIT Extension Bangkok Thailand from 3-16 Nov 2007
* Certificate course in Project Management from PIMS (13-17 Oct 2008)
* Financial Management for Non-Financial Managers 4-9 Jan 2010 at MDF Ede, The Netherlands

## **PROFICIENCY IN LANGUAGE:**

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| **Language** |  | **Written** | **Verbal Proficiency** |
| Urdu | Mother tongue | Excellent | Excellent |
| English |  | Excellent | Good |
| Punjabi |  | Excellent | Excellent |
| Pushto |  | Poor | Good |
| Hindko |  | Good | Good |

## **Authorization:**

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORISE YOU TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.