**Seerat**

**Email:** seerat.366784@2freemail.com

***Academic Qualifications***

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| **M.A (Operations & Supply Chain Management)** | **2016-2018** |
| **Virtual University, Pakistan** | **(ongoing)** |
| **B.Sc.** | **1995 - 1997** |
| Economics and Mathematics A & B, Punjab University |  |
| **CIPS** |  |
| **Introductory Certificate in Public Procurement (Level 2)** | **2016** |
| **ICM (UK)** |  |
| **Diploma in Logistics & Supply Chain Management** | **2016** |

***Career History***

Supply Assistant **2008 - to date**

**Supply Chain Unit**

**UNHCR, Peshawar**

* Receive the shipping documents from STS or supplier, register in procurement status, computerized data system and file them in the related active files for tracing/updating;
* Assist in preparing the monthly procurement status report to be sent to STS for information;
* Prepare all necessary documentation, liaise with customs and the clearing, forwarding, handling and warehouse agent(s) to ensure that the movements of goods are facilitated in and out of the country, as instructed
* Assist in coordinating clearance and forwarding of consignments/shipments ( for local use or on transit for the region), including obtaining account codes from consignee(s) and all other related documentation
* Liaise with local agents regarding actual arrival time of consignments;
* Assist in the clearance of Admin./Personal effects from customs and dispatch to destination;
* Provide logistical support to the activities of UNHCR/NGOs working in the region under the UNHCR umbrella of SO Peshawar. Coordinate deliveries of non-food assistance to project sites with other NGOs, UN and other parties concerned
* Draft and send out quotation requests and relevant correspondences.
* Evaluate offers and prepare bid tabulations to select the most suitable supplier(s) meeting specifications and criteria.
* Prepare purchase orders by sending confirmations, send regret correspondences and request for inspections and payments.
* Maintain and update the supplier rosters. Send out Supplier Profile Forms for registration.
* Track monthly Purchase Orders and prepare data on expenditure.
* Follow up on execution of placed purchase orders, including deliveries, inspections, payment to suppliers, and requests to the Logistics/Supply Officer for release/dispatch of goods to their final destination.
* Prepare tax/duty exemption forms and requests for goods procured locally or internationally.
* Evaluate Purchase Authorizations for completeness of specifications and adequacy of allocated funds.
* Provide logistics support and assist in the implementation of the annual and special programs.
* Obtain detailed data, specifications and quotations on items required being purchase on the local market and providing evaluations, comments and recommendations.
* Undertake administrative and operational procurement employing standard UNHCR practices, arranging for delivery, installation and after-sales service when applicable
* Maintain updated logistics files and computerized databases of companies and suppliers as well as inventories of non-expandable and special items
* Process payment requests (PFRs) and expedite payments after checking the invoices/bills of suppliers
* Prepare contract/agreements for warehouses, transportation, loading/unloading, procurements, customs clearance leasing and other commercial contracts. Perform any other Logistical & Purchasing/Procurement/Supply duties as required.

ASSISTANT, Procurement

**Supply Department** **2006 - 2007**

**UNICEF, Islamabad**

* Assist drafting and typing routine correspondence.
* Assist with assembling pouch material form within the Section for dispatch though Registry.
* Identify alternative sources, if need be, in order to cater to the project needs within stipulated elivery time.
* Assist Sr. Supply Assistant in preparing tender documents and comparative statements for printing contracts.

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* Assist in the preparation of purchase orders and payment requests.
* Receives screens and routs correspondence, attach necessary background information and maintains Chrono and tickler Follow up System. Ensures quick and appropriate distribution of mail to the concerned desks.
* Maintain General S&P O Files, Contracts Files including UNICEF Programme/Admin Instructions, Supply Manuals, Newsletters, Computerized Consignee Lists, Exdirs, Supdirs, and Warehouse Catalogues etc.
* Prepare progress report on a daily basis and keep Chief of Section posted with development.
* Assist with arranging appointments, receives visitors and screens telephone calls and respond to routine inquiries.
* Any other duties assigned from time to time.

LOGISTICS/ Admin ASSISTANT

**Admin & Logistic Department** **2005 - 2006**

**ACTED Pakistan (French Based NGO)**

* Making sure the procurement cycle are accordance to ACTED Procedures.
* Supervise the timely delivery of items to bases, Supervise the Filling system.
* Procurement
* Need Assessment of the required Product
* Conducting Market Surveys, Analyses of Quoted rates
* Product availability, Issuance of Work order
* Out Sourcing of assignments, Contract issuance, Event Management for Orientation Meetings
* Maintenance of all record related to Immoveable Assets.
* Tagging on the Assets (with Unique Inventory NO.
* Development of Database for Moveable Assets, which helps to enter, all procured items in account of Moveable Assets -Additionally helping to retrieve, List of all vendors
* List of all issued items from the store during fiscal year, Department wise, Employee wise, and Item wise. Communication/Transportation Advertisement, Short Listing, Minutes of the interviews
* Extension / Termination of Staff Contracts
* Supervise the Log Books are complete and proper fuel coupon are used.
* Supervision of schedule for Vehicle(s)
* Supervision of repair and maintenance for vehicle
* Supervision of Vehicle Fuel & Log Book
* Assist the conduction of meetings and arrangement of Logistics for the participants.

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| Business Executive | **2003 - 2005** |
| **Xianle Co, Rawalpindi** |  |

* HR Management (Staff contracts, Salary & Overtime Calculation, Disbursement)
* Petty Cash Management
* Reporting Management (monthly business reports, warehouse stock reports)
* Record Keeping Management (filling regarding finance, HR, administration)
* Database Management (online data entry & record update)

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| Lecturer cum Administrative Officer | **2001 - 2003** |

**Government Community Model College,**

**Dist. Gujranwala**

– planning and preparing lessons;

– researching and developing new topics, courses and teaching materials, including online resources;

– monitoring, assessing and marking students' work;

– maintaining accurate records and monitoring students' progress;

– setting and overseeing examinations and liaising with awarding bodies to ensure quality standards are met;

– carrying out a pastoral role as a personal tutor to students;

– conducting tutorials on a one-to-one basis with learners;

– planning additional support for students, as necessary;

– liaising with Govt. educational professionals and organizations;

– Promote the use of technology in teaching/learning process.

– Promote a positive, caring climate for learning.

– Communicate effectively with students and staff.

– Supervise operations in the principal’s absence.

– Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.

– Supervise monitoring of student attendance and investigate when appropriate.

– Work with department heads and faculty to assist in development of campus budget.

– Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.

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– Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.

– Performs other duties as assigned.

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| Lecturer, Lab Assistant | 1998 - 2001 |

**AIH Schooling system,**

* Delivering of lectures to classes in the subjects of;
* Computer Science, Mathematics, English, Science
* Responsible for setting examination papers and marking of them for the same subjects.
* Assigning projects and taking presentations on different topics from the students for evaluation purpose.

***Para-Academic Achievements***

**Trainings**

* Trainings offered by UNHCR during 8 years regarding Soft Skill, ICT, Protection, Security (list could be provided as factsheet of SM)
* Advance Security training & HIV/AIDS Training with UNICEF, Islamabad.
* UNICEF ProM’s training on-going…
* Received a training of 7 days for “FLAT=Finance+ Logistic+ Administration as TEAM” at ACTED Pakistan January 2006.
* Received training of D.E.O by Comsats
* Received training for IT-Courses as a Tool in working environment by E-Tech.
* Received training for CSC by CIT College with major in computers and MS-Office
* Received training (online) for “Managing Anger & Stress at Work Place”.
* Received training for windows all versions, MS Office all versions
* One day workshop on WTO in Pakistan
* First Aid Training by Red Crescent Peshawar

-Fire Fighting Training by Fire Fighting Unit Peshawar

**Memberships**

- Blood Volunteer of PRCS,

- Work Volunteer of PRCS,

- Member of Asian Group Study

**Languages**

- Excellent in English, Urdu, and Punjabi. Certificate beginner Level in Chinese and Arabic. -UN Language Proficiency in English language

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