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**Objective**

* Seeking a challenging position with an organization that has the vision and potential for development, growth and expansion and at the same time maintains a high standard of performance and business ethics.

**Summary of Professional Experience**

* 8 years & 9 months experience in administration, documentation, logistics, warehouse and fleet management.
* Strong admin, logistics, warehouse & fleet background in international organization.
* Visa & ticketing process for employees, hotel arrangement for expatriate.
* Stock record (stock card & bin card), generate stock order, GRN, GIN and damage items report.
* Inventory tracking, expense control and employee training.
* MS office applications, software & hardware installation, Microsoft outlook, internet and email.
* Good knowledge of telephone, fax, scanner, printer & photocopier.

**Certification**

* Training on procurement & procedure January 2017.
* SSAFE (Security Training) by UNDSS 04th July to 06th July 2011.

**Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate/ Degree**  | **Year** | **CGPA/Marks** | **Board/University.** |
| MS in Management Science (Finance) | 2013 | 3.11/4.0 | NWFP Agricultural University Peshawar.  |
| BBA (Hons) 4 Years (Finance) | 2006 | 3.13/4.0 | NWFP Agricultural University Peshawar. |

**Work History**

* **Admin officer with CERD (UNHCR funded project) Jan 2014 to August 2017.**

**Pakistan**

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning in all relevant new documents, presentation and filing of documents.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Ensuring all documents is as up to date as possible within electronic filing systems.
* Assist the document management team to deliver document management support on a project this includes all document management activities required to meet the needs of the projects.
* Process all documentation received in accordance within timescales.
* Perform prescribed quality check on all documents prior to processing.
* Coordinate and supervise office administration.
* Ensured maintenance and inventory check of regional & field offices equipment’s.
* Maintained physical and electronic copies of inventory, as per formats and forms provided in the logistics manual.
* Ensure the availability and proper utilization of all basic facilities.
* Daily expenses, record maintaining and reporting to the finance.
* Prepared duty roaster for the cooks, guards, drivers and other support staff.
* Responsible for maintaining personnel files for all the regional and filed staff’s.
* Maintaining the regional and field offices staff attendance register.
* Responsible for sharing the monthly time sheet with the HR office.
* **Programme coordinator with CGPA July 2012 to Nov 2013.**

**Pakistan**

* Provide strategic leadership to the project team.
* Conceptualize, design, implement and monitor program activities and ensure its quality.
* Lead planning and implementation of the project, including annual work plans, and annual reviews of log-frame.
* Make sure the project follows grant compliance procedures.
* Ensure that all project deadlines are met and targets are achieved.
* Maintain working relationships with project stakeholders and partners and government authorities.
* Ensure timely reporting to the donor and oversee the preparation and submission of progress reports.
* Put in place effective monitoring systems to capture both project performance and data verification.
* **Admin & Logistics Officer with Oxfam GB since 15th Sept 2010 till Dec 2011.**
* **Admin & Logistics Assistant with Oxfam GB 15th Sept 2009.**

**Pakistan**

* Ensured office and personnel policies are in compliance with Oxfam GB Field administration manual and national staff policy handbook.
* Ensured adherence to all Oxfam GB administrative procedures by support staff.
* Ensured proper functioning, maintenance and inventory check of the office equipment and other facilities.
* Prepared duty roaster for the cooks, guards, drivers and other support staff.
* Overall responsible for all travel arrangements for staff. Ensure all travelers & visitors needs are met in regards to flights, tickets and information etc.
* Responsible for monthly vehicles log sheets, fuel consumption report and accidental report.
* Responsible for maintaining personnel files for staff, ensuring leave records of all staff are properly maintained and updated.
* Responsible for compound maintenance and management.
* Ensured that the procurement department supports the programs efficiently and compliantly.
* Has a full understanding of procurement policies and formats. Provide training to staff on these policies.
* Ensured the whole procurement for the field office i.e. Internal request P.R, RFQ, analysis of bids, P.O and GRN etc.
* Ensured the timely delivery of supplies to respective Projects with the coordination of warehouse department.
* Has a full understanding of warehouse policies and formats (GRN, GIN, damage report auction report).
* Prepared of status reports on deliveries for Logistics Manager and recipient of supplies.
* **Logistics Assistant with MSF (Belgium & France) 1st Jan 2009 till 30th Aug 2009.**

**Pakistan.**

* Ensured that the procurement filing system is in place and in accordance with the Procurement filing procedures as outlined in the Procurement Manual.
* Coordinate with the warehouse on delivery of items including completion of GRN, storage of items and transfer of items to field sites.
* Interacted with suppliers in the receiving and inspection of goods – issues GRNs.
* Received the goods as per the description on the purchase order/request. Inspects goods upon delivery and rejects inadequate, broken, lower quality and other items not meeting the requirements of the order.
* Dispatched goods from the warehouse using appropriate MSF procedures, store release forms, waybills and update Stock Records.
* Prepared report of monthly stocks, end of grant stocks.
* Displayed bin cards on each item in the warehouse.
* Maintained physical and electronic copies of inventory, as per formats and forms provided in the warehouse manual.
* **Internee with International Medical Corp 18th Feb 2008 till 17th May 2008.**

**Pakistan.**

* Order and maintain stock of spare parts and consumables.
* Managed drivers’ leave schedules ensuring smooth operation of the fleet.
* Assist in procurement process, like purchase request, checking the quotation, making the bid summary, purchase order.
* Making the fuel slip for all the vehicles, also making the fuel consumption from the vehicles record, make the record of vehicles Mobil oil and filter.
* Maintained the stock card, as well as bin card, maintaining the warehouse as per rule, making of way bills.
* Making of vouchers, dealing payments, petty cash and payrolls.
* Processed of payments, reconciliation and booking Invoices In system.
* Maintained daily book, cash book and posting to Journal and Ledger accounts, closing accounts.
* Responsible for maintaining personnel files for all IMC staff and ensuring leave records of all staff are properly maintained and updated.
* Assisted on the collection of monthly time sheets.
* Maintained and monitor attendance book, alert supervisor to poor attendance records of relevant staff.
* **Internee with Best NGO 30th August till 22nd October 2004.**

**Pakistan.**

* Routine office work.