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|  D:\My Docs\Kareem Docs\PP KK 1.jpg | ***Kareem***Abu Dhabi, UAE**Email:** **27969.@gulfjobseekers.com** |

 **CAREER OBJECTIVE**

Obtain a challenging leadership role that allows me to use my knowledge & skills learnt from my diversified experience & professional qualification to accomplish the goals of the organization.

**EDUCATION**

* **Master’s in Business Management 2005**

**(Management)**

University of Arid Agriculture Rawalpindi, Pakistan.

* **Bachelor of Commerce 2003**

University of Karachi, Pakistan.

* **Higher Secondary School Certificate 2000**

 Federal Board of Intermediate & Secondary Education, Islamabad

**PROFILE SUMMARY**

* I have 10 years of work experience in the field of logistics, purchasing & HRM covering areas of transport management, procurement, event management, human resource management and boarding/lodging arrangements with different public and private sector organizations. I have started by professional career in 2005 as admin & finance assistant.
* I have experience of managing a fleet of 50 plus vehicles in some of the most remote areas of the world. I was responsible for repair maintenance of vehicles and also to arrange field/site visits for donors and construction teams.
* I have successfully provided administrative support to the victims of 2005 earth quake in northern Pakistan through school improvement program funded by PLAN Pakistan & implemented by MIED Pakistan.
* I was part of the administrative team that facilitated and supported the implementing team of EU funded project namely NPEP II in Northern Pakistan in the year 2007-8. I have made procurements of school development material for more than 128 schools in the region through single party procurements and group purchase.
* I also supported the project implementing team of SACHET Pakistan for PLAN Pakistan funded in Islamabad (Pakistan) as Manager Program Support Unit. I have made procurements of more than 120,000USD during the year 2009-2010.
* I played a key role during the administrative implementation of AUS-Aid funded project implemented by AKF Pakistan through AKES Pakistan. During my association with AKES Pakistan for a period of 05 years, I was hugely involved in procurement of construction material, school development material and event management. This project covered procurements amounting more than 700,000 USD.These procurements include systems, electronic items, furniture and fixtures, school supplies and teaching learning materials.
* I also assisted finance team in drafting budget documents for various project related activities. For this purpose we used admin & finance related program ISCALA to record financial transactions & to draft budget proposals.

**PROFESSIONAL EXPERIENCE 10 Years (2005-till date)**

* **Innovative Technology Solutions, Abu Dhabi (UAE & Pakistan) Oct 2015- Till date**

**Responsibilities:**

* Procurements pertaining to office supplies.
* Drafting of lease agreements for field offices & timely renewal.
* Event management.
* Frequent meetings and coordination sessions with suppliers.
* Vendor coordination & communication.
* Inter-department coordination regarding budget, procurements & payments.
* Repair maintenance of vehicles.
* Supply of material & equipment to sites.
* **Aga Khan Education Services, Pakistan (AKES, P) Pakistan Dec, 2010- Sep, 2015 Administrative Officer**

*Education Development and Improvement Program (EDIP)-Funded by* **Aus-AID**

**Responsibilities:**

* Procurements pertaining to school supplies, repair maintenance material, student and office furniture.
* Drafting of lease agreements for field offices and staff houses & timely renewal.
* Event management.
* Frequent meetings and coordination sessions with field staff regarding administrative activities & issues.
* Vendor coordination & communication.
* Inter-department coordination regarding budget, procurements & payments.
* Repair maintenance of vehicles & motorcycles.
* Follow up to construction work at project sites.
* Supply of construction material to project sites.
* Record keeping of official documents including rent agreement etc. and keeping all admin related records and ensure the safety and proper usage of the assets.
* Logistic support to the project team in the clusters and center, including vehicles arrangements, providing stationery, managing fuel for vehicles and motorbikes etc. and arrangements for training courses including accommodation for CPs, and timely processing and payment of their allowances etc.
* **SACHET Pakistan March, 2009 - Sept, 2010 Program Support Unit (PSU) Manager**

**Responsibilities:**

* Procurement of medicine for community clinics located at Chakwal, Hassanabdal and surroundings of ICT (Islamabad Capital Territory) and medical camps from local & out station pharmaceutical agencies.
* Medicine stock inflow & outflow sheet maintenance.
* Repair maintenance of office building and community clinics.
* Logistic Management.
* Procurement of Medicines, Stationary, Utility Items, Books, Computers, Sports items, Furniture & fixtures for head office & field office located District Chakwal & Attock.
* Ensuring proper maintenance of Visitor’s record.
* Ensuring office security measures
* Administration & management of AFCs (Adolescents Friendly Centers)
* Stock maintenance at field units.
* **Aga Khan Education Services, Pakistan (AKES, P) Pakistan Feb 2007 - May 2008 Admin Assistant**

**Responsibilities:**

* Communication and liaison with suppliers, vendors, and other stakeholders
* Procurement
* Administrative support during Trainings & Seminars.
* Coordination with finance for processing of payments.
* Travel & Transport Management
* Boarding & lodging arrangements.
* **Northern Areas Transport Corporation (NATCO),Govt. of Pakistan June 2006 - Feb 2007**

**Management Trainee Officer**

**Responsibilities:**

* Preparation of Inter office and Intra Office memos
* Preparation of agenda and working paper for the Board meeting
* Drafting of office orders
* Maintenance of office files and other documents
* Maintenance of store ledgers of the four NATCO stations
* Preparation of vehicle wise monthly progress report.
* Maintenance of log books & passenger booking record.
* Passenger facilitation during road blockades and during the law and order situation
* **Mountain Institute for Educational Development (MIED), Pakistan Oct,2005 – May,2006**

**Admin & Finance Assistant**

**Responsibilities:**

* Arranging vehicles for field teams.
* Maintenance of office property & fixed assets
* Arrangements for seminars & meetings
* Processing payments and record keeping of same.
* Preparation & Maintenance of payment vouchers.
* Drafting of salary sheet.
* Vehicle repair & maintenance

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | **Speaking**  | **Reading** | **Writing** |
| English | Good  | Good | Good |
| Urdu  | Good | Good | Good |

**KEY STRENGTHS**

* Team player
* Innovative
* Goal oriented
* Optimistic
* Negotiation & management skills
* Presentation skills
* Adaptability
* Extrovert and have strong PR

**TECHNICAL SKILLS**

* ISCALA management system
* Microsoft Office (Word, Excel, PowerPoint)
* INPAGE

**WORKSHOPS/TRAININGS**

* **Negotiation Skills -** Pakistan Institute of Management  **2007**

* **Communication Skills training -** Pakistan Institute of Management **2012**