

IMRAN AKHTAR

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Colony, D.I Khan, KPK

Professional Profile

- Enthusiastic, motivated, and confident Admin/Finance/HR and logistics professional having extensive experience in national and international organizations. Versed with experience and expertise in recruitment, performance management, and training & development in a cross-cultural environment. Highly skilled in managing procurement and logistics operations including bidding, tendering, and RFQs. Adept at maintaining operational transparency in transactions
- Capable, active, and smart professional having command of financial management affairs including petty cash, journal entries, income tax returns, salaries, and other financial documents. Possesses uncanny talent for developing employees' SOPs to maximize employee engagement and performance. Have skills in succession planning and career advancement coaching. Adept in-country organization effectiveness and employee retention
- Result-oriented expert having excellent enthusiasm to take on professional challenges. High-performer and passionate team player depicting strong business acumen with reflective observations to maximize effectiveness. Adept at demonstrating competence in assessing organizational needs, generating options, and implementing solutions through commitment, transparency, and pride in work.

EDUCATION

Master of Commerce (M.Comm.) - Accounting Jan 2004 - May 2006
Gomal University, Dera Ismail Khan

Bachelor of Commerce (B.Comm.) - Accounting Jul 2001 - Nov 2003
Gomal University, Dera Ismail Khan

EXPERIENCE

Admin/Logistic Assistant Aug 2020 - Jun 2022
UN-International Organization for Migration–CRA (USAID), North Waziristan Tribal District

Strategically positioned as an Admin/Finance Assistant in Kurram Tribal District, North Waziristan Tribal District, and led office maintenance, supplies maintenance, utilities, and invoicing of pests control services. Shoulder the responsibility for overseeing employees' medical claims and acquiring office supplies, Grants advance management, and clearance. Integral role in maintaining attendance, leave records, and staff personal files and directing orientation sessions for newly hired employees. Oversaw efforts of administrative employees to assure adherence to quality standards, deadlines, and proper procedures.

Key Accomplishments:

- Organized in coordination with the National Finance Officer and the RMO, a comprehensive Administration System in CRA field offices (filing, procedures, etc.).
- Expertly administered and presented petty cash imprest account and annual financial statements to the main office along with vouchers with "paid" stamping of all invoices and related documents.

- Achieved desired results by designing and implementing HR policies and employee code of conduct for employees and communicating all issues to the concerned department in case of changes.
- Controlled office/supplies maintenance, utilities, invoicing, and pests control services while leading repairs of office equipment and machinery.
- The assessed stock of office supplies and fulfilled orders/requests replenishments while; verifying mileage log and gasoline consumption for office vehicles.

Procurement and Logistic Assistant

Jan 2019 - Dec 2019

UN-International Organization for Migration–CRA (USAID), Orakzai Tribal District

Key Accomplishments:

- Expertly led local procurement of goods and services in the field by the program for grant-specific projects, with coordination of field unit. Diligently displayed Tender Notice & RFP/RFQ to qualified contractors and distributed bid documents
- Transparently carried out bidding process for grant procurement; assisted bidding committee members to address any irregularity found in the process. Vigilantly reviewed and compiled bid documents before dispatch to Logistics Islamabad.
- Efficiently upgraded and maintained assets of program; updated assets inventory in the field office and coordinated with Logs Islamabad.
- Administered proper documentation of procurements in the field ensuring sharing of payment vouchers and other supportive documents with Logs Islamabad.
- Prepared and monitored duty roster of drivers and checked logbook regularly and communicated to Logs Islamabad. Verified repair and maintenance of vehicles on regular basis maintaining liaison with vendors.
- Effectively maintained logbook and fuel record for generator; maintained stationary record and fulfilled the request of staff regarding stationary demand.

Admin/Finance Assistant

Jul 2010 - Dec 2018

UN-International Organization for Migration–PTI (FDP-GC) - USAID, Orakzai Tribal District

Key Accomplishments:

- Successfully contributed as Admin/Finance Assistant in FR and District D.I. Khan, FR and District Tank, South Waziristan Tribal District (based at Tank) and Orakzai Tribal District (based at Hangu).
- Skillfully handled petty cash imprest account of office, monthly/annual financial statements and submitted to the main office along with vouchers with “paid’ stamping of all invoices and related documents
- Devised HR policies and employee code of conduct for employees, updated and communicated to all concerned in case of any changes. Processed employees’ medical claims: purchased office supplies & managed its maintenance.
- Generated travel authorizations and travel allowances; ensured security clearance where applicable.
- Competently maintained attendance & leave records and control; maintained staff personal files. Effectively conducted orientation sessions for newly hired employees; recruited cleaners, drivers, and supporting staff on a need basis.
- Expertly supervised office maintenance, supplies maintenance, utilities, and their invoicing and pests control services. Managed repairs of office equipment and machinery.
- Monitored stock of office supplies and fulfilled orders/requests replenishments when required; verified mileage log and gasoline consumption for office vehicles.

Admin/Finance Assistant

Apr 2009 - Dec 2009

SHARP (Society for Human Rights & Prisoner Aid), Lahore

Key Accomplishments:

- Skillfully unified with Admin Officer on administrative, human resources, and financial matters including submission of petty cash journal statements duly endorsed by Field Manager.
- Capably handled incoming correspondences related to field activities and responded with appropriate actions. Adeptly maintained all admin/finance files for record purposes.
- Maintained appropriate record of staff entitlements for onward submission to administration for action. Managed office premises, electrical/gas appliances, furniture/fixtures, and office automated machines including supervision of receptionist/clerk, office boy, cleaners, guard, and gardener.
- Supervised transportation affairs in the field office including maintenance of vehicles and supervision of drivers. Diligently maintained petty cash journal and submitted to finance section for reconciliation and replenishment.
- Adroitly maintained, inspected, verified, and reconciled inventory records of all non-expendable property (NEP) assigned to the field.

Account Officer

Oct 2007 - Feb 2009

Sino Hydro Multipurpose Corporation Gomal Zam Dam, Kajori Kach (Tank)

Key Accomplishments:

- Proficiently prepared & disbursed Pakistani workers' salaries and maintained proper records. Developed procedure for payment and receipt vouchers on a required basis.
- Adeptly prepared resigned laborer's salaries and maintained their record; provided assistance in the preparation of contractor's Cheque (with Chinese in charge).
- Competently handled bank dealing, arranged rooms for distribution of salaries, prepared and submitted income tax returns, and performed routine operational duties.

SKILLS

Petty Cash Management, Financial Management, Soft Grants Advances Management, Procurement & Logistics, Fleet Management, Performance Management, Admin Services, Microsoft 365, Scanning, Printing.

LICENSES & CERTIFICATIONS

CRA-IOM - HR, Logistics, Procurement & Finance Workshop Training 2019
UN-International Organization for Migration–CRA

PTI – IOM-HR, Logistics, Procurement & Finance Workshop Training 2017
UN-International Organization for Migration–PTI (FDP-GC)

HONORS & AWARDS

Excellent Award Certificate 2009
SINOHYDRO CORPORATION Gomal Zam Dam Project