



### **PERSONAL INFORMATION:**

**Name:** Muhammad Abid Saleem  
**Father Name:** Muhammad Saleem  
**Marital Status:** Married  
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**Mailing Address:** M. Abid Saleem, H# 644, Street# 07,  
Sector F- 8, Phase-6, Hayatabad,  
Peshawar.

### **SUMMARY OF EXPERIENCES:**

**Total Practical Experience more than 17 Years from July-04 to Present.**

#### **January 01<sup>st</sup>, 2020 to Present:**

Working as “**Project Coordinator**” with GSK ENGINEERZ (Consultant Company) Peshawar.

#### **Duties & Responsibilities:**

- **Proposal Writing.**
  - Review & identify Request for Proposals (RFPs) by conduction regular NEWS papers researches to explore RFPs & funding opportunities.
  - Gathers proposal information by identifying sources of information, coordinating submissions & collections associated with proposals.
  - Maintains internal proposal database.
- **Administration & HR Work.**
  - Coordinating appointments, meetings & managing staff calendars and schedules.
  - Purchasing office supplies, equipment & maintaining proper stock levels.
  - Producing reports & drafting new contracts.

#### **January 01<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2019:**

Worked as “**Senior Manager Administration**” with EA (Engineering Architecture Consultants) (Pvt) Ltd. Peshawar, in “Defence Housing Authority” at DHA field office Nasir Bagh Road Peshawar.

#### **Duties & Responsibilities:**

- Assist Managing Director & Resident Engineer in all aspects of field unit.
- Oversee HR related procedures such as recruitment, salary negotiation, transfers, etc. Responsible for preparing employee personal files & update them.

- Responsible to arrange meetings with project based staff & observe their performance, receive feedback & resolve conflicts if it has arisen during the project phase.
- Manage the repair & maintenance of computer, office equipments & vehicles managing & routing office communications, letters & documents.
- Review & approve all purchase orders related to office equipment & supplies.
- Responsible to make Daily, Weekly & Monthly report & share with Head & Field Offices.

**July 01<sup>st</sup>, 2014 to November 30<sup>th</sup>, 2016:**

Worked as “**Project Coordinator**” with International Rescue Group (IRG) in **USAID** Power Distribution Program (PDP), Peshawar providing assistance to the Government owned Power Distribution Companies of Pakistan (DISCOs), with the aim to curtail losses, enhance revenues and have a well regulated power distribution system in Pakistan. The program is being implemented by the International Resources Group (IRG) for **USAID** since September 2010.

**Duties & Responsibilities:**

- Responsible to assist the programme team leader for over all implementation of the program from administration and monitoring aspects.
- Manage a team of approximately 60 employees (IRG & Vendors Staff) in a busy work environment. Supervise staff, monitor, manage and improve the efficiency of support services such as HR, Accounts and Finance.
- Facilitate coordination and communication between support functions. Responsible for preparing employee personal files and update them regularly.
- Negotiating services agreements with vendors, consultants, and ensure close collaboration/coordination for the required delivery in the specified time.
- Develop and follow up work schedules of vendors and consultants
- Undertake regular site visits to provide support to the field team and ensure quality of the field activities
- Identify and minimize the day to day challenges for the field staff by creative solutions in field.
- Ensure field data feeding in MIS of the project on regular bases.
- Organize recruitment and placement of required staff. Develop plan of the field staff to achieve the project targets. .
- Ensure submission of field staff daily/weekly/monthly reports to the team leader.
- Management of office vehicles & maintaining their log books.
- Assist in the development of strategic plans for operational activity.
- Coordinate with security agencies to ensure safe and secure working environment in the office and field level.
- Maintenance of attendance registers in office and also confirms staff attendance level in the field. Responsible for the office equipment procurement.

**May 07<sup>th</sup>, 2012 to 30<sup>th</sup> June 2014:**

Worked as “**Focal Person for Integrated Disease Surveillance and Response System (IDSRs)**” with Expanded Programme on Immunization (EPI), Health Department Peshawar.

**Duties & Responsibilities:**

- To provide technical & strategic support to strengthen provincial capacity to protect all people at risk against vaccine-preventable diseases through advocacy, partnership, preparedness for emerging disease threats, and formulation of evidence-based strategies for vaccination policy, immunization strategies.
- Prepare and coordinate training programs in the operational & administrative aspects of immunization programs and surveillance activities for vaccine-preventable diseases, Provide technical support to the districts.
- Assure a line list of VPDs/IDSRs cases is maintained by each district and an updated list is sent to the province each week, and that a computerized line list of all cases

from each district is maintained in the province and provided to the Federal level weekly.

- To, regularly, communicate and share the reports with all the members of the control/operations room.
- Compile surveillance indicators for each province for use in improving AFP, Measles and MNT surveillance.
- Analyse administrative and monitoring data & maintain database at the provincial level.
- Supervision of staff and program activities (TSVs & DSVs).
- Assisting the Project Director EPI regarding meetings, emails & replies.
- Record Keeping & report writing. Responsible to make Daily, Weekly & Monthly Surveillance Reports about vaccine-preventable disease (VPDs/IDSRS) throughout the province all the 25. districts of KPK.

#### **June 23<sup>rd</sup>, 2009 to May 05<sup>th</sup>, 2012:**

**Worked as “Office Manager” with Aries Pharmaceuticals (Pvt) Ltd Peshawar.**

#### **Duties & Responsibilities:**

- Administration work (Admin).
- Record keeping, report writing & time sheet preparations in Excel sheet.
- Prepare inventory of Raw, Packing & Finished Good Stores.
- Planning of meetings, receiving & processing all the correspondence including faxes, computer communication, sorting out meetings with bank managers & other officials.
- Purchasing from local & International market (Raw martial etc).
- Controlled all transport vehicles at office & maintaining their log books.

#### **May 6<sup>th</sup>, 2006 to June 20<sup>th</sup>, 2009.**

**Worked with Diamer Basha Consultants (DBC).**

**As “Office Manager” at Diamer Basha Dam Project, a joint venture of Lahmeyer International GmbH Germany (lead Consultant), NDC, PES & Barqaab at Site Office Chilas & Head Office Lahore.**

**A project of Water & Power Development Authority (WAPDA), Govt. of Pakistan.**

#### **Duties & Responsibilities:**

- Administration work (Admin).
- Record Keeping, report writing & time sheet preparations.
- Planning of meetings, receiving & processing all the correspondence including faxes, computer communications, sorting out meetings with secretaries & other deliberations.
- Maintained liaison with Law enforcing agencies and other GOS with firm's managements including meeting & timely get together on dinners at hotel/ office etc.
- Managed & administrated, more than 50 staff officers, as housekeeping, protocol officer, arrange all travels of principal office & visiting scholars.
- Store & maintain stock register & stocks, filling of the invoice of sale & purchase.
- Controlled all transport vehicles at office & maintaining their log books.

#### **July 01<sup>st</sup>, 2004 to May 04<sup>th</sup>, 2006.**

**Worked as “Admin Officer” with Harvester Services (pvt) Limited Peshawar Branch.**

#### **Duties & Responsibilities:**

- Administration work (Admin).
- Record keeping, time sheets preparations & report writing.
- Planning of meetings, receiving & processing all the correspondence including faxes, computer communication, sorting out meetings with bank managers & other Officials.
- Controlled all transport vehicles at office & maintaining their log books.

### **Work Shops & Trainings:**

- Attend one day work shop on “Management Development Program Customer Service Excellence” on December -14 at PC Peshawar.
- Attend two days training on “Vaccine Logistics Management Information System (vLMIS) from 21/03/14 to 22/03/14 at Sarina Hotel Islamabad.
- Attend two days training on “Out Break Investigation & Response” from 03/02/14 to 04/02/14 at DGHS Meeting Hall Peshawar.
- Attend two days training on “Out Break Investigation & Response” from 19/02/14 to 20/02/14 at DGHS Meeting Hall Peshawar.
- Attend three days training on “Disease Outbreak & Response” from 07/10/13 to 09/10/13, at Al- Pine Hotel Abbottabad.

### **SUMMARY OF EDUCATION:**

- BCS (Bachelor of Computer Sciences) from Al – Khair University AJK Session 2000.
- Intermediate (Computer Sciences) from Petroman Training Institute Peshawar Session 1998.
- SSC (Arts Subjects) from Comprehensive High School Tarbela Dam Project Session 1993.

### **COMPUTER SKILLS:**

- One year Diploma in Information Technology (DIT).  
Session 15-03-2010 to 15-03-2011.
- Ms- Office 2010 & 2013 Professional.
- Handling Internet & e-mail.
- Computer assembling all type of hardware.
- Installation all type of office application.

### **LANGUAGES:**

English, Urdu, Hindco,& Pashto.

### **REFERENCES:**

Furnish upon demand.