



Kamal Ud din

PROJECT OFFICER

kamaluddinqarabash@gmail.com

kamaluddinqarabash@hotmail.com

+92 3465308144



Career Objective

To work in a competitive environment that effectively utilizes my analytical, interpersonal, Leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.



Educational Profile

DEGREE	YEAR OF PASSING	INSTITUTE /Board
BS in International Relations (16 Year of Education)	2016-2020	IQRA University Islamabad
HSSC	2013-2015	Federal Board of Intermediate and Secondary Education - FBISE Islamabad
SSC	2011-213	Federal Board of Intermediate and Secondary Education - FBISE Islamabad



Work Experience.

Project Officer

*Nestle Pakistan Project Yaraan Corporation Gilgit
01 August 2021 -28, February,2023*

- Primary and secondary Sale and purchase target tracking.
- Sale and Purchase report for Nestle and Yaraan
- Inspect and verify supplies received against invoices and packing slips
- Review incoming items and code them as per company's standards
- Coordinated with the sales team and ensured items reach to customers in time

- Submitted requisitions for items that are about to run short
- Update supply inventory into the system
- Maintain Sale, purchase ,claims and JVs on daily basis
- Bimonthly Physical stock taking and reporting.
- Ledger Reconciliation with Company and Sub Distributors
- Update Customer Remittance Advice on daily Basis and reconcile on monthly basis.
- Plan Payment and correspondence with SDs for purchase order and their performance.

Program Officer for UNESCO Project



***Mountain Institute for Education & Development (MIED),
01 August, 2019 to March 2021***

- Organizing outreach events including awareness sessions with the community.
- Assist the day-to-day implementation of project activities to achieve project goals and objectives including:
 - Beneficiary selection and verification
 - Regular communication and coordination with beneficiaries and partners in the implementation of livelihood activities.
 - Accountability for the project's overall objectives, implementation, monitoring, assessment, and reporting.
 - Use the online tools developed for the collection and protection of the data.
 - Provide information and feedback in a timely manner that assists project reporting.
 - Provide efficient coordination and specialized project management support to a range of specific and/or defined programs to ensure that the various activities are performed within the established targets
- Responsible for the procurement of the project activities.
- Ensure timely submission of daily/weekly/monthly/quarter reports of the district and provinces
- Participate in site visits to assess data quality assurance where and when required.
- Collect data from various sources such as paper documents, electronic entry systems, and the telephone.
- Identify discrepancies and errors on case reports or other forms and present to supervisor for resolution.
- Validate data by checking for missing, illegible, or invalid information

Programs & Operations Assistant

*World Learning Inc. Islamabad, Pakistan (USAID – PRP)
Dec -2018 To 31-July-19*

- Assist in maintaining electronic and hard copies of reports and project documents
- Provide administrative support for organizing team meetings and program events.
- Take/ prepare meeting note for circulation
- Send email invitations to follow up with regional teams for timely submission of project documents.
- Assist in managing and reviewing photo bank for teams"" use Track and update programs.



Technical Skills

- IT Smart
- Proactive and hard worker
- Excellent in time management
- Organized and analytical
- Flexible – people smart
- MS Excel , Word , PDF files
- Adjustability and collaborative skill



Personal Profile

Name: Kamal Ud Din Qarabash

Father's Name: Abdul Jahan Qarabash

Gender: Male

Nationality: Pakistani

CNIC #: 71501-9857573-7

Religion: Islam

Domicile: District Ghizer, Gilgit-Baltistan

Permanent Address: Village Dalomal, PO & Tehsil Phander, District Ghizer Gilgit-Baltistan

Current Address: Prince Villas Town, Member Road, UC Phulghran, Barakaho Islamabad

Email Address: kamaluddin qarabash@gmail.com

Contact No: 03465308144

Language: English, Urdu, Khowar, Shina



References

Eid Hussain

CFO and HR Manager
Cell: 03335286120
eid.hussain@mied.org

Imdad Ali Baloch

Team Lead, World learning Inc
Cell: 0333-2682402
imdad.baloch@consult4edudev.org

Muzaffar Karim

Project Manager
Nestle Pakistan GB
Cell: 03442054549
Email: yaraan2006@gmail.com