

MR. SAQIB YAQOOB

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Housing Society, Rawalpindi



Area of Expertise

- Supply Chain Management
- Procurement
- Data Analysis
- Capacity Building & Mentoring
- Accounts & Finance
- Auditing
- Coordination

Academic Qualification

Degree	University
• Masters in Commerce - 2013	Federal Urdu University of Arts, Science & Technology, Islamabad
• Bachelors in Commerce - 2011	Indus Group of Colleges 6th Road Campus, Rawalpindi Punjab
• Intermediate in Commerce - 2008	Board of Intermediate and Secondary Education, Mirpur AJK
• Matriculation in Science - 2006	Board of Intermediate and Secondary Education, Mirpur AJK

Professional Experience

1. Ministry of National Health Services, Regulations and Coordination (NHSR&C), (Procurement & Supply Chain Officer) through World Health Organization

March, 2022 – June, 2023

- Liaise, coordinate and consult with government, its departments/ organizations and partners for acquisition of data to be used for procurement & supply chain analyses and strategy
- Lead the supply chain related data acquisition from federal, provincial/area health department, vertical programmes and other entities as required
- Develop reports on Supply Chain & Logistics in Pakistan and monitor the situation regularly
- Contribute in Supplies planning, forecasting and quantification, Supplies handling and storage, Supplies transportation and LMIS (Logistics Management Information System)
- Contributing to the required health logistics system analyses
- Facilitate Procurement & Supply Chain TWG and core committee consultations
- Contribute to the deliberations organized by HPISU, UHC Unit DoH and the Ministry
- Contribute in different reports produced by the DoH and the Ministry
- Actively participate, maintain and update the data required to assess procurement & supply chain, cost-effectiveness and budget impact of the UHC BP of Pakistan

- Put in contribution in the write up related to UHC benefit package of Pakistan
- Contribute to the implementation of the monitoring and evaluation framework and implementation interventions for the UHC BP of Pakistan
- Contribute in the district planning activity for UHC
- Presentations, briefs, concept notes, talking points, minutes of meeting, workshop reports etc.
- Coordination and liaison for meetings/workshops conducted by DoH with support of development partners and participate in planning and organizing relevant meetings, seminars and conferences

**2. Ministry of National Health Services, Regulations and Coordination (NHSR&C), (Procurement & Supply Chain Officer) through Chemonics International
July, 2021 – September, 2022**

- Liaise, coordinate and consult with government, its departments/ organizations and partners for acquisition of data to be used for procurement & supply chain analyses and strategy
- Assist in data acquisition from federal, provincial/area health department, vertical programmes and other entities as required
- Develop reports on Supply Chain & Logistics in Pakistan and monitor the situation regularly
- Provided data analysis support in COVID19 pandemic related activities including Resource mobilization for vaccine procurement and supply chain management (vaccine, PPEs and diagnostics projections)
- Update, review and maintain data repositories and provision of updated statistical facts and figures as required
- Contributing to the required health logistics system analyses
- Health Procurement & Supply Chain TWG and core committee consultations
- Contribute to the deliberations organised by HPISU, DoH and the Ministry
- Contribute in different reports produced by the Government and the Ministry
- Actively participate, maintain and update the data required to assess procurement & supply chain, cost-effectiveness and budget impact of the UHC BP of Pakistan
- Put in contribution in the write up related to UHC benefit package of Pakistan
- Contribute to the development and implementation of the monitoring and evaluation framework for the UHC BP of Pakistan

**3. MicroMerger Pvt. Limited under Data Support Center, Islamabad (Team Lead+ Data Analyst)
August 2020 – June 2021**

Being the team lead of UNICEF funded project seconded by MicroMerger, I am involved in review of the program data for pre, intra and post campaign for Polio Eradication in order to highlight programme gaps and challenges on real time basis and also involved in data quality assurance of COVID19 reporting and vaccine management. Following are my responsibilities

- Guide team efforts towards successful project delivery
- Provide technical leadership to teammates through coaching and mentorship
- Identify and encourage areas for growth and improvement within the team
- Distribute and collect the data from team members on accuracy bases
- Keep close communication with the district coordinator
- Assist in the collection and documentation of team member's requirements, and estimates work plans.
- Analyze and resolve technical and application problems
- Provide third level support to team members
- Provide assistance to DEOs in case of any error in the tally sheet
- All task and duties of DEO/ DVA may be assigned to Team Lead as well.
- Any Other Task Assigned by District Coordinators related to Data Compilation to distribute the workload

4. HPSIU, Ministry of National Health Services, Regulations & Coordination, Islamabad (Data Analyst Procurement & Supply Chain)

June 2019 – July 2020

- Provided technical support in strengthening of supply chain & logistics management
- Liaison, coordination with government, its departments/ organizations and partners for acquisition of data to be used for procurement & supply chain analyses and strategy
- Assisted in data acquisition from federal, provincial/area health department, vertical programmes and other entities as required
- Developed reports on Supply Chain & Logistics in Pakistan and monitor the situation regularly
- Updated, reviewed and maintained data repositories and provision of updated statistical facts and figures as required
- Contributed to the required health logistics system analyses
- Provided data analysis support in COVID19 pandemic related activities including Resource mobilization for vaccine procurement and supply chain management (vaccine, PPEs and diagnostics projections)
- Health Procurement & Supply Chain TWG and core committee consultations
- Contributed to the deliberations organised by HPSIU, DoH and the Ministry
- Contributed in different reports produced by the Government and the Ministry
- Coordination and liaison for meetings/workshops conducted by M/o NHR&C with support of development partners and participate in planning and organizing relevant meetings, seminars and conferences
- Performed any other tasks given by the reporting supervisor

5. Entrepreneurship / Self-Food Business “Foodona”, Gulberg Greens Islamabad (CEO)

February 2019 – December 2019

- Owned and operated a food cafe named as “Foodona”;
- Designed menu, pamphlets and brochures;
- Hiring of staff;
- Capacity building and mentoring;
- Accounts management;
- Quality Control;
- Social Media Management;
- Customer Relationship;
- Coordination with suppliers;

6. Bukhari Travel Services (Pvt.), Ltd., Islamabad (Assistant Manager Finance)

January 2014 – January 2019

- Assisted in financial management and compliance including budget preparation, analysis and presentation;
- Managed and maintained accounts recovery of UN Agencies, Corporate clients, companies and public sector organizations/departments;
- Provided proper supervision, mentoring and guidance to ensure smooth financial management;
- Coordinated with UN Agencies mainly UNICEF, WHO, UNDP, UNODC & all, corporate clients, companies and public sector organizations;
- Coordinated and prepared all financial statements / reports to various organizations and relevant Managers to ensure compliance;

- Assisted in planning, coordination and supervision of all accounting procedures/financial activities for including facilitation for any internal audit;
- Assisted in the development and budgeting of project proposals and operational plans;
- Assisted in the development of technical and financial proposals ^ bids submission;
- Build capacity of the new staff on different accounting and financial methods & softwares;

7. Bukhari Travel Services (Pvt.), Ltd., Islamabad (Finance Officer)

May 2011 – December 2013

- Maintained finance and accounts utilization
 - Cash recovery from different organizations e.g., United Nations, Public Sector, International Organizations and Private Sector
 - General Administration, routine maintenance of office activities
 - Prepared cash receipts, counting cash, examined cheques and daily recovery report
 - Reconciled sales report
 - Prepared and maintained airlines payable reports
 - Prepared and maintained outstanding invoices
 - Maintained Bank Settlement Programme (BSP) link
 - Prepared and maintained tax return statement
 - Worked in E-Ticketing System
 - Prepared RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, tracked these documents status and negotiation of certain conditions of contracts
 - Maintained proper filing system of all financial documents
 - Skill development of the internees

8. United Nations Development Programme (Gender Justice Protection Unit), Islamabad (Intern)

September 2010 – February 2011

- Maintained finance and accounts utilization and petty cash
- Prepared the salary requisitions which are part of monthly payroll along with proper supporting document
- Maintained daily, yearly attendance record of staff GJP
- Provide support to admin finance assistant
- Made travel arrangement for GJP staff
- Maintained proper filing system and effectively managed all filing correspondence
- Coordinate effectively at all level within and outside the organization

9. National Bank of Pakistan, Blue Area Branch, Islamabad (Intern)

June 2010 – August 2010

- Provided help to customers with the questions of fund availability
- Provided education to customers about Bank products.
- Dispatched cheques, bank instructions with covering letters to bank/vendors/suppliers/partners
- Filing of financial documents
- Prepares cash receipts
- Enters incoming cheques/cash in the control register and prepares bank deposit slips for cheques and cash deposited into the bank

- Sold all financial bank products, such as insurance's, annuities, securities and bonds
- Responsible for receiving cash and cheque deposits
- Counted cash and examined cheques
- Responsible for confirming and examining the deposited cheques
- Provided secretarial support
- Organize appropriate filing system; maintain records and files

Projects

- Logistics Management Information System
- District Health Information System 2
- Resource Management Information System
- Polio Surveillance Information System
- Integrated Disease Surveillance Information Management System
- Supply Chain Management Project of Bukhari Travel and Services
- Administration and Management Project of Bukhari Travel and Services
- Human Resource Manuals Project of HBL Bank
- Change Management Project of Savour Foods
- Pre-Departure Training of Managers Project on Toyota Company (International Management)

Skills

- MS Word, MS Excel, MS Power Point, MS Outlook
- Use of databases, MIS & computer softwares
- SPSS and GIS softwares
- Good Communication Skills, Good Interpersonal Skills
- Knowledge of ETAS (Internal Accounting Software)
- Peech Tree

References

Will be provided on demand.