|  |  |
| --- | --- |
| SYED SHaMAIL AHMAD0315-3743584, 0305-5468920 |  |

|  |  |
| --- | --- |
| Objective | To fill a challenging position in an organization with a diligent environment to utilize my knowledge, experience and skill to ascend myself further towards growth. |
| EDUCATION | * BA, From **the University of Azad Jammu & Kashmir**
 |
| COMPUTER  | * Short Course from **ADBP** AJK.
* 6 Month Course IBM Muzafarabad.
 |
| LANGUAGE | * Communicate in Hindko, Urdu and English.
 |
| experience | 07 JULY 2022 till date Hashoo Foundation IslamabadSenior Officer Procurement * Ensure that all activities relating to the procurement of materials/ services to support client projects are managed in an effective and efficient manner.
* Ensure that Procurement processes must be considering the organizational policies and procedures and Donor requirements and ensure compliance of all procurement transactions.
* Prepare Comparative Statements and seek approvals from relevant authorities.
* Be responsible for ensuring that all purchase orders are placed, delivery dates agreed and ultimately met.
* Be able to source, price and return Material Costing Sheets to Business Development team at the required standard, within the agreed timeframes, working within the agreed purchasing Rota.
* Compile and manage BoM purchases for project materials.
* Manage procurement processes using MIS procurement module.
* Ensure that each procurement completed with agreed terms and conditions with vendors.
* Attend project meetings and provide input from the Procurement Department.
* Identify new suppliers or supply networks.
* Manage internal stock levels, through purchasing, liaising with the wider Supply Chain function where necessary.
* Manage external service providers, ensuring all documents, are correctly maintained, managed, and categorized, in line with the finance department's requirements.
* Monitor, report and manage supplier performance, ensuring the quality of goods and level of service is maintained at the required standard.
* Maintain procurement records of each project both electronically and manually.
* Establish and maintain a central procurement filing system.
* Provide support and cover to the Procurement Specialist ensuring all their tasks are completed daily.
* Complete any other duties as deemed necessary by the Supervisor and CD.

27 March 2019 to 16 July 2021 The Indus hospital**Senior Officer Administration Al-Ghazi campus Bhong Raheem Yar khan** * Manage departments, reception Housing, housekeeping, Security, and general administration.
* Develop Duty rosters of reception, Housekeeping and manage their leaves.
* Makes recommendations to improve service at reception end and ensure more efficient operation and visit campus facility on daily basis and maintain visitation data.
* Ensure all documentation with respect to admissions, discharges (including discharge summaries prepared by medical officers/residents) and services provided to patients are accurately maintained.
* Coordinates work activities among all clinical / non-clinical departments and supports managing administration for the implementation of policies.
* Coordinate with Maintenance, Housekeeping and Security regarding queries and complaints at reception and housing and housekeeping end.
* Arrange for ambulances to transport patients (if required); Coordinate with the Front Office accordingly.
* Responsible for all kinds of in/out campus accommodation facility management.
* Attend and participate in departmental meetings; discuss issues and concerns with Supervisor / Management.
* Develops administrative staff (reception, Housekeeping, Housing) by providing information, educational opportunities, and coaching.
* Resolves administrative problems by analyzing information, identifying and communicating solutions.
* Coordination with other support services for patient care.
* Ensure & assist in all hospital matters related to compliance of regulatory requirements are fulfilled.
* Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
* Accomplishes department and organization mission by completing related results as needed.
* Provides general support as the need arises, including the planning of program retreats, holiday events, etc.
* Problem-solving attitude for various departments to encourage a positive attitude of the staff and give them a sense of ownership of the organization.
* Coordinate to maintain interdepartmental relationships to encourage teamwork and achieve targets.
* Manage responsibilities of manager administration during his leaves.

1st July 2016 to September 2017 Save the children.**Procurement Officer Shikarpur (Sindh)*** Facilitate local and offshore procurements (Medicines/medical supplies/non-medical) in compliance with procurement policy and guidelines.
* Analyze Proposals/Bids against specifications and RFP/RFQs by technical evaluation, cost analysis and other terms and conditions with the support of the Procurement Committee.
* Prepare and issue Purchase Orders/contracts for the acquisition of goods and services after negotiating contractual terms and conditions with the contractors.
* Conduct regular follow-ups with vendors and contractors for timely delivery and installation of procured goods in accordance with the contract terms and conditions.
* Prepare payments and submit them to the finance department for payment to suppliers/contractors.
* Maintain a list of potential suppliers and services for future reference.
* Maintain records and documents of all procurements.
* Make sure that a copy of PO and approved samples are derived to warehouse staff prior to delivery.
* Coordinate with warehouse staff and medical supply chain officer for timely submission of GRNs against received consignments.
* Maintain and update the procurement tracker regularly.
* Meet deadlines ensuring quality procurement compliance.
* Participate in grant kick-off meetings and prepare a procurement plan in the light of a detailed implementation plan.

Feb 2015 To 30 June 2016 Save The Children   **Procurement Assistant EU Wins Shikarpur ( Sindh)** Ensure that all procurements are in compliance with the policy and procedures of SC.* Assist in the Collection of quotations and bills/invoices from vendors.
* Carry out assigned procurement jobs and maintain required documents.
* Assist in the Performance of regular market pricing survey for routine supplies
* Send out quotation requests and tender documents, prepare bid-analysis and purchase orders.
* Prepare daily and monthly procurement reports and submit them to the logistics coordinator.
* Ensure appropriate maintenance of office machinery i.e., photocopiers, fax machines, telephone switchboards, air conditioners, refrigerators, and generators through keeping a record of warranties/guarantees and after-sale services.
* Arrange procurement committee meetings for approval/selection of suppliers/service providers.
* Prepare official contracts and correspondence with suppliers/contractors.

  Feb 2014 Feb 2015 Save The Children  **Supply chain Assistant (Jacobabad)*** Prepare monthly drug and supplies distribution plans and execute distribution to SC assigned health facilities in the district.
* Warehouse administration and effective management of medicines and program supplies in the district
* Regular documentation and reporting of nutrition supplies chain management activities.
* Assist in preparation of IPR and project documents.
* Ensure availability of necessary space and logistics arrangements for receiving bulk supply in the district; conduct physical and quality verification and prepare GRN.
* Assist supervisor in supply chain management and ensure that medicines and supplies are available at health facilities throughout the program duration.
* Support program dispensers in preparation of monthly drug and supplies dispensing and consumption records covering all program activities.
* Compile and report to supervisor monthly consumption figures, generate quality reports on drug management, realistic projections and stock reports
* Ensure recommended drug management SOPs are displayed at all facilities and followed by dispensers and technicians.
* Ensure quality of all aspects of drug management, including procurement, storage (at warehouse and facility level) and distribution to support nutrition sites.
* Assist supervisor in generating consumption-based quarterly procurement requests and support logistics and field teams to ensure unrestricted supply to all SC supported health facilities.
* Conduct field visits to support health facilities for quality assurance and monitoring effective drug management.

17th September 2011 to 31 December 2013 Save The Children **Warehouse Officer (Medicine / Food / NFI):-Lower Sind*** Acknowledge reception of goods in good order and condition.
* Inspect the quality and check for damage.
* Count and record the quantity, Cross-check quantities in accordance with the delivery form.
* Proper installation of commodities in shelves or pallets.
* Organization of the items in category
* Keep the store clean and monitor the temperature ensuring air conditioning is maintained and the fridge maintains the correct temperature for cold storage drugs.
* Daily management of the staff working in the store for cleaning or stocking
* Daily monitoring of stock levels
* Daily monitoring for expiry dates and quality problems
* Daily update of movements of goods in/out of the store
* Enter all data into stock and bin cards
* Preparation of monthly consumption report
* Preparation of CRR & CSR
* Conduct of cyclic counts and inventories in accordance to project schedule
* Planning of the needs and requisition of re-supplies.

**Fleet Officer (additional Charge):-Lower Sindh*** Supervise the Drivers, including making sure there are cars available when required (Travel board, weekly planning/booking of transport requirements), and completing logbooks (mileage, petrol purchases, and consumption).
* Prepare daily duty schedule for drivers and allocation of vehicles.
* Inspect and prepare vehicle fitness reports and ensure the cleanliness of all vehicles in consultation.

with concerned driver.* Ensure timely and proper repair and maintenance of all vehicles including proper documentation.
* Ensure all logbooks are maintained properly in an updated manner and timely preparation of monthly vehicle reports.
* Prepare and submit timesheets and overtime records of all the drivers.
* Provide transport facility to staff as and when required.
* Arrange for vehicle maintenance when required, and ensure cars are roadworthy daily.
* Identify suitable mechanics for vehicle maintenance.
* Check Driver logbooks weekly, mileage, petrol purchases and consumption.

 **Supply Chain Officer (additional Charge): - Lower Sindh*** Responsible for the management of the supply chain related to nutrition programs in line with the drugs management policy.
* Ensure that correct and complete accounting, reporting and internal control mechanisms are in place and that all relevant records are properly maintained.
* Ensure that staff deployed to deal with the supplies is accountable for any sort of discrepancies.
* Make sure that the required temperature is maintained and generators are ready to use in case of electricity breakdowns.
* Assess availability of space and prepare stacking/storage plans prior to consignments.
* Ensure that inspections are carried out prior to receiving any consignment using GRN.
* Identify short expiries and disseminate this to the relevant program lead and logistics coordinator for necessary action.
* Ensure that minimum and maximum level of stocks is maintained with the close coordination of the sector head.
* Forward request for supplies to the nutrition coordinator on the basis of monthly consumption reports.
* Monitor quantity and expiry dates of medicines stored both at warehouse and consumption points.
* Generate field visit reports and share them with the line supervisor for necessary action.
* Carry out regular physical warehouse checks to verify the accuracy of warehouse information against the physical balances.
* Produce regular daily and monthly medicines/equipment reports.
* Assist independent committee to verify medicines/equipment held available in balances.
* Assist program focal point in preparing monthly medicines supplies/distribution plans.
* Facilitate program point person in the preparation of monthly medicines and supplies dispense /consumption reports.
* Conduct field visits to support nutrition staff based at facilities for quality assurance and effective management of nutrition supplies.
 |
|  |  |
|  | 2007–2010 Marcy corps (international) Bagh AJK**Assistant Procurement / Logistics** * Managing all procurement for the office as well as any procurement from field bases, according to established procurement procedures and guidelines.
* Receiving PRs with complete specifications and guidance.
* Preparing and issuing RFQs with adequate information.
* Analyze bids against specifications and RFQs by technical evaluation, cost analysis and other terms and conditions with the support of the Procurement Committee.
* Preparing and issuing Purchase Orders/contracts for the acquisition of goods and services after negotiation of contractual terms and conditions with the contractors/vendors.
* Timely submission of payment to finance department for payment to suppliers/contractors.
* Conducting frequent market surveys and updating a list of potential suppliers and services for future reference.
* Maintain records and documents of all procurements, in hard copy and in soft as well.
* Maintain and update the procurement tracker regularly.
* Manage the supply chain from Procurement to delivery of supplies in the field, ensuring timely and cost-effective transportation and distribution.
* Supervise the Drivers, including making sure there are cars available when required (Travel board, weekly planning/booking of transport requirements), and completing logbooks (mileage, petrol purchases, and consumption).
* Prepare daily duty schedule for drivers and allocation of vehicles.
* Ensure timely and proper repair and maintenance of all vehicles including proper documentation.
* Ensure all logbooks are maintained properly in an updated manner and timely preparation of monthly vehicle reports.
* Prepare and submit timesheets and overtime records of all the drivers.
* Provide transport facility to staff as and when required.
* Ensure that the procurements made in the field are all properly documented;
* Maintain and update a list detailing the costs of the most common items procured in the field.
* Prepares tables, graphs or other statistical data for technical review/monitoring purposes.
* Monitors the flow of supply and non-supply assistance to local authorities.
* All other activities to ensure a smooth logistics operation.
 |
|  |  |
| PERSONAL | Father Name Syed Zia-Ullah-ZiaDate of Birth February 01, 1983Place of Birth Bagh (AJK)Domicile Bagh (AJK)CNIC No. 82101-8930628-7Nationality PakistaniReligion IslamEmail address shamailg@gmail.com, Shamail.ahmed@tih.org.pkPermanent Address Syed Shamail Ahmed Satellite Town Rawalpindi  |
|  |  |

Reference

 **Adnan Muhammad Baber Manager Operations 03028110428**

**Syed Kazim Ali Manage Administration Raheem yar khan 0305-8821459**

**Mujahid Hassan; Logistics Coordinator Upper Sindh 0321-2239515**

**Sardar Asad Shahzad; Logistics Coordinator Lower Sindh 03455286438**

**Syed Skhawat Hussain Naqvi; Senior Logistics Coordinator Lower Sindh 03335266950**