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| SYED SHaMAIL AHMAD  0315-3743584, 0305-5468920 |  |

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| 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 Islamabad  Senior 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. |
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|  | 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. |
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| PERSONAL | Father Name Syed Zia-Ullah-Zia  Date of Birth February 01, 1983  Place of Birth Bagh (AJK)  Domicile Bagh (AJK)  CNIC No. 82101-8930628-7  Nationality Pakistani  Religion Islam  Email address [shamailg@gmail.com](mailto:shamailg@gmail.com), [Shamail.ahmed@tih.org.pk](mailto:Shamail.ahmed@tih.org.pk)  Permanent Address Syed Shamail Ahmed Satellite Town Rawalpindi |
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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**