



Abdul Salam

Base Logistics Procurement & Security officer sindh

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Hyderabad, Pakistan

Summary

I have more than seven years of expertise in procurement management, supply chain management, warehouse management, and logistics. I've worked with a number of international NGO's in supply chain management, logistics procurement, and fleet management where I managed the fleet, logistics operation management, and procurement. worked on a number of emergency projects to stop things from taking too long. I am extremely eager to work with Un Organization for a long period in order to expand my professional experience and provide my energy to the organization's value for the timely completion of projects.

Skills

Work Well Under Pressure | the ability to work calmly under pressure. | The ability to motivate and lead a team | Team Player | Team Management | Sensitive About The Local Cultural | Self-motivated & ability to work on multiple | Reporting Skills | Reasrch and Development | Quality Control of Production | Proficiency in English and Urdu. | Presentation Skills | PR Campaign Management | Polished Communications Skills | Monitoring & Evaluation | MAIL SORTING | Loss Prevention | Leave and Attendance Management | Knowledge of public health evaluation theories | Initiative and enthusiasm | Gritting Skills | good planning and organisational skills. | Good organizing and prioritizing | Good Negotiation Skills | Good attention to detail | Good Analytical and Troubleshooting Skills | Generate Trend Analysis | Fluent In English | Excellent Sales And Negotiation Skills | Email | Demonstrated knowledge of information technology | Computer Proficient | Communicating Skills | Admistrative Assistance | Accounts'Administration | Ability to develop new area | SLTS | data monitoring | CLTS

Experience

Jun 2022 - Present

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Secours islamique france (SIF), Mithi, Pakistan

- Receive and review Purchase Request (PR) in accordance with the plan, TORs including specifications and budget
- In consultation with the relevant technical staff of the organization, coordinate the preparation of Terms of Reference (TORs), technical specifications using standard documentation, and participate in evaluation of bids, pre-qualification of suppliers, etc.,
- Prepare Request for Quotations (RFQs) and circulate to vendors, advertise where required. In cases of tendering, follow the standard tendering process.
- Prepare bid analysis for quantity, quality, price, delivery time etc in consultation with supervisor.
- Issue purchase orders (PO)/develop contracts in accordance with the procurement policy and as per the PR and specifications.
- Conduct the pre-qualification of suppliers as provided in the procurement policy
- Ensure the accuracy of procurement documents, integrity of the procurement process and maintaining required documents, reports, meeting minutes, obtain approvals and remain focal point for communication with vendors.
- Maintain vendor database including an up-to-date vendor list of classified

suppliers (E.g. Stationary, food, furniture, equipment etc.) and make it available on request. Ensure list is updated on regular intervals to ensure a good vendor base is available.

- Conduct periodic market survey/assessment and develop tools related to market research
- Manage vendor relationships, contacts, and pre-qualifications lists
- Ensure that all procurement files are accurately maintained with both physical copies and soft.
- Ensure full compliance of the organizations Procurement Manual, financial regulations and national procurement regulations
- Coordinate with the procurement committee and facilitate with all procurement evaluations for each solicitation.
- Oversee fleet concerns that includes coordinating with the suppliers/service providers for the delivery and transportation of the goods /supplies for the program with observance of safety & security protocols.
- Understand and comply with organizations policies and procedures.
- Review all RFPs, RFQs, MPAs, MSAs and Simple Contracts, procurement process documents at field level and forward to Country Office for obtaining approvals.
- Share Procurement tracker/status report with sector lead on daily basis.
- Review and process error free payments documents, keep track of all the payments submitted to Finance, minimize delays in submission of invoices to finance.
- Timely submission of documents for the monthly supply chain reports (SC section), donor required reports/matrix to SC Manager emergency response for further review and submission.
- prepare monthly logistics and fleet report
- manage fleet and logistics activity of organization

Dec 2020 - Mar 2021

Logistics and security Assistant

ACF International | Action Against Hunger, Hyderabad, Pakistan

- Undertake site assessment and regular visits of ACF project districts and assets, report on findings and advise necessary improvements.
- Ensure mechanism of security check of project vehicles in line with transport contracts, clearance of travel requests, tracking day-to-day field movements and compliance of ACF security protocols.
- Orientation and capacity building of project staff including drivers and security guards on ACF security policies and procedures and give project security briefing to national/international visitors visiting project areas.
- Ensure regular assessment of security situation and communicate accurate, up-to-date information in appropriate local language(s) to all project staff through sms, whatsapp or email.
- Share input to Humanitarian access and security manager Sindh for preparing monthly security reports with analysis and report ACF specific security incidents in areas of operations (SIRO)
- Responsible for proper opening and closing of office premises and ensure all electrical appliances required to be switched off when the office is closed.
- Meet and greet office visitors/guests and guide them to the related staff.
- Assist in making arrangements for meetings and official events.
- Provide tea/coffee/refreshments/lunch to the staff and guests.
- Assist in the minor maintenance/repair of office premises.
- Responsible of office equipment/assets and maintain inventory.
- Assist in filling, record keeping, such as stationery record and distribution of mail.
- Provide support occasional for outdoor work in the absence of chauffeur.

- Any other task as and when assigned by the supervisor

Admin logistics & security Assistant

Palladium, Karachi, Pakistan

- Assist logistics & operations coordinator in arranging logistics for smooth implementation of the programme in the selected districts.
- Ensure the travel and logistics arrangements are made as per requested by the programme team and as per Policies of the Programme
- Assist logistics & operations coordinator in compliance checks on the payments of DSAs and M&IE made for travel of meeting participants and Programme team
- Assistance in due diligence of the claims for M&IE, Lodging and Travel are authentic
- Answer telephone calls, screen and direct to the relevant person.
- Take and Communicate messages.
- Supervises, leads guides and supports the cleaner/Helper and cook.
- Prepare time sheets for support staff.

- Maintain received and sent mail records.
- Greet persons entering office.
- Direct visitor to correct destination.
- Deal with queries and direct to the relevant official.
- Ensures knowledge of staff movements in and out of organization.
- General administrative support.
- Support to Admin for record keeping and filing.
- Maintain records of Supplies/consumables.
- Keep track of the consumption report of Vehicles and Generators
- Support in preparation of letters and documents.
- Responsible to maintain records of incoming and outgoing mail.
- Responsible to receive and sort mail and deliver to relevant Staff/department.
- Schedule appointments and meeting hall reservations.
- Responsible to maintain telephone diary either manually or electronically.
- Support to organize meetings, workshops and conferences.
- Supervise support staff in keeping office and reception area tidy.
- Any other tasks assigned by the ma
- Maintain record of NOC, MoUs updated all the times for timely submission to district authorities & LEAs in consultation with Senior Liaison Coordinator.
- Conduct periodic security risk assessment and analysis (including spot checks) of the areas of operations, propose mitigation measures and ensure implementation to enable effective security and safety management.
- Ensure regular assessment of security situation and communicate accurate, up-to-date information in appropriate local language(s) to all project staff through sms, whatsapp or email
- Facilitate living staff & clients to accommodate suitable space at the center following the code of conduct for both categories.
- Generate demands based on the needs of the center.
- Check stock registers & Make sure that all the documents be updated on daily basis.
- Carry out a periodic physical inventory of all items at the center.
- Oversee staff pick & drop, purchase & procurements, vehicle log book including vehicle maintenance.
- Maintaining Petty cash.
- Maintaining Leave Record attendance Register
- Maintaining H.R Documents and personal files of employees.
- Maintaining bills of Vendors making purchase Requisitions and Ledgers

- Ensure a smooth system of communication with the PR Office.
- Make sure the bank accounts of all Employees are functional
- Ensure smooth sailing of the system by keeping office management intact. Be responsible for fulfilling all requirements of core staff working at the office.
- Ensure timely supply of quality food for staff and clients at the center during prescribed food hours.
- Assign responsibilities for preparing and serving staff food at the center & receiving client food from the designated restaurant.
- Monitor the quality of services for the clients
- Processing of Vehicle Insurance Claims and Record-Keeping
- Staff Health Insurance Claims Processing and Record-Keeping.
- Maintaining the Updated record of Assets.

Jan 2019 - Dec 2019

Logistic Officer

Nari Development Organization, Dadu, Pakistan

Plan for all project procurement with relevant project manager and Coordination;

Manage and coordinate the entire procurement and supply chain

Ensure information flow with other departments and sub office for effective service delivery thus securing the successful conclusion of the programs,

Account for all program and non-program inventories in the office and sub base Ensure the maintenance and repairs of assets and property;

- Keep the assets file updated with all necessary documents (vouchers, technical manuals, repair docs)
- Account for the overall compliance with assets, property and premises management procedures.
- Chairing the Community Meetings
- Ensure record-keeping and reporting in terms of completeness, and quality of reports.
- Ensure that client is served at best for the following services:
 - Medical services and referrals
 - Food & Nutrition Services to Clients
 - Monitoring of HouseKeeping Services
 - Monitoring of Hygiene services
- Troubleshoot any crisis situation at the center including staff and/or client issues.
- Arrange & facilitate visitors at the center including families of clients and others.
- Performance management of staff at AAU by providing feedback to the concerned staff through HR.

Sep 2017 - Dec 2018

Admin and logistics officer

Hhelp, Dadu, Pakistan

1. Prepare monthly petty cash report, and cash certificate and submit to head office along with supporting documents for replenishment of funds.
2. Prepare and submit requests for advances to head office and responsible for submission of liquidations for office and grants expenses.
3. Prepare vouchers for financial transactions office and other program-related Payments, ensuring all supporting documents and approvals are obtained.
4. Verify invoices and ascertain that the goods and/or services were duly received before requesting payment.
5. Verify all grant payments in terms of budget, contracts, PO, and PR before

- 6. Advise on travel authorizations and allowances for staff members leaving on duty travel. Ensure security clearance is requested and received, when applicable.
- 7. Maintain attendance and leave records and control. Share attendance records on monthly basis with the Head Office in Islamabad
- 8. In coordination with the HR Head office, conduct induction/orientation sessions with newly recruited staff.
- 9. Organize and/or track the local procurements of goods and Services made in the field. Coordinate local procurements with the program unit and procurement unit in the Head office.
- 10. Assist with the advertisement Tender Notice and float RFP/RFQ to qualified vendors/contractors and distribution of bid documents locally. Assist with the Bid opening process as required.
- 11. Maintain/update the inventory of assets and control the stock of consumables.
- 12. Conduct market surveys, and vendor evaluations. Create and maintain a database of reliable vendors.
- 13. Check the vehicle logbook on daily basis in the field.
- 14. Check on the condition of the vehicle on daily basis and coordinate with logistics in the head office in case of any repair/Maintenance.
- 15. Maintain the stationary record and fulfilling the request of staff regarding stationary demand.
- 16. Perform such other duties as may be assigned.

Apr 2016 - Aug 2017

Team leader

Thardeep Rural Development Programme (TRDP), Dadu, Pakistan

Conducted baseline and household survey;

Conducted community mobilization activities of the project objectives in target areas;

Developed community action plan (CAP);

Formed village organization (VO), community organization (CO), and children wash clubs in the schools and community;

Provided training assistance to village organization, community organization, CRPs, LHW,s Local Govt Official, children wash clubs and communities; on the especially PATS/CLTS;

Provided training to school teachers, SMC and local government, on the especially PATS plus, CLTS and ODF process.

Jan 2013 - Dec 2013

Admin Assistant

village shadabad organization, Dadu, Pakistan

- Assist logistics & operations coordinator in arranging logistics for smooth implementation of the programme in the selected districts.
- Ensure the travel and logistics arrangements are made as per requested by the programme team and as per Policies of the Programme
- Assist logistics & operations coordinator in compliance checks on the payments of DSAs and M&IE made for travel of meeting participants and Programme team
- Assistance in due diligence of the claims for M&IE, Lodging and Travel are authentic
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- Support in preparation of letters and documents.
- Responsible to maintain records of incoming and outgoing mail.
- Responsible to receive and sort mail and deliver to relevant Staff/department.
- Schedule appointments and meeting hall reservations.
- Responsible to maintain telephone diary either manually or electronically.
- Support to organize meetings, workshops and conferences.
- Supervise support staff in keeping office and reception area tidy.
- Any other tasks assigned by the management.

Jan 2011 - May 2011

PROJECT SUPPORT TEAM LEADER

AHD ACTION FOR HUMANITARIAN DEVELOPMENT, Dadu, Pakistan

Regularly Conduct field visits at BHUs, government dispensaries, spots where sessions are planned & report timely,

Effective Co-Ordination with staff, Medical staff, DHO, government, Donor, NGOs & other stake holders,

Ensure effective implementation of immunization schedule at project hit areas & take efforts for eradication of diseases,

Supervise and monitor health, hygiene, and awareness sessions & give inputs regarding quality and effective delivering of sessions,

To provide technical guidance & arrange field plans for field teams & conflict resolution, project management & ensure quality & accountability of project activities,

To hold meetings with field teams & report regarding projects activities,

Arrange trainings & ensure capacity building of whole staff,

Verification & validations of field activities & records,

Daily, weekly, monthly & quarterly reporting to line supervisor,

Education

2018

University of Sindh

BS(Hons) Economics&Finance

Applied Econometrics,Business Economics,Development

Economics,English,International Economics, Trade and

Finance,Macroeconomics,Microeconomics,Pakistan Studies,Political Science

Grade: B+

2013

University of Sindh

social science

Pakistan Studies,Political Science,Sociology

Grade: B+

Languages

Balochi
Expert

Urdu
Expert

Saraiki
Expert

Sindhi
Expert