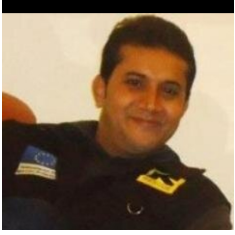


Ahmed Tofique



Experience 9 years 2 mons
Current salary 140000
Created at 15th February, 2012
Last modified 4th April, 2023

I have been working since 2012 in the Development sector in different Programs, including Administrative and Logistics positions, my core responsibility in those Organisations were administration, Logistics especially Procurement, Fleet, Inventory management, Warehouse management, Reverse Logistics, Focal person of Security and HR in WASH, EFSL, EMERGENCY, EARLY RECOVERY, EYE HEALTH, and EDUCATION Projects of USAID, AUSAID, OFDA, CIDA, ECHO, ADB, UNICEF, WHO GERMAN AND FRENCH FUNDED, GOVT OF PAKISTAN MINISTRY OF HEALTH. Meanwhile, I have done B.B.A Hons 4 years (Equivalent to MBA) in Human Resource Development and Marketing, MA Economics, Diploma in Logistics Supply Chain Management, Diploma in Computer Business Management. Proficient in advanced Microsoft Office tools. Currently, I am working with the International Committee of the Red Cross as a Logistician based in Karachi.

Personal Information

Email	tofique_ahmed76@yahoo.com	Date of birth	4th February, 1986
Contact No#	03337577630 , +92302-8558456	Gender	Male
CNIC #	45304-6337312-3	Domicile City	Naushahro Feroze
Country	Pakistan	City	Karachi
Address	Office no 805, 8th floor, Fortune Center, PECHS block-6 Shahr-e-Faisal Karachi Pakistan +92 (0) 302-8558456		

Education

PAKISTAN INSTITUTE OF MODERN SCIENCES
DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT (80.00%)
2012 - 2013

Supply chain Management
Logistics
Procurement
Inventory Management
Fleet Management
Warehouse Management

UNIVERSITY OF SINDH, JAMSHORO
BBA HONS (EQUIVALENT TO MBA) (71.00%)
Human Resource Development - Marketing - Economics
2007 - 2011

Human Resource Development

SINDH BOARD OF TECHNICAL EDUCATION, KARACHI
DIPLOMA IN COMPUTER AND BUSINESS MANAGEMENT (850/1000)
Drafting , Computer , MS Office , SAP , SPSS
2006 - 2006

Business Drafting
MS Office
SAP
SPSS
C++

GOVT DEGREE COLLEGE
HSC (72.00%)
2001 - 2004

Commerce, Business Drafting, Communication

GOVT HIGH SCHOOL

Experience

INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)

BASE LOGISTICIAN

2022 - Currently Working

GENERAL DUTIES:

Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement.

Understands and adheres to the ICRC Code of Conduct.

Understands the roles of the components of the International Red Cross and Red Crescent Movement.

Respect and observes staff regulations and security rules at all times.

Represents the ICRC in a professional manner at all times

Develops and maintains a pleasant and conducive working environment with colleagues and line managers.

Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC.

May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary.

Draft reports related to Protection activities based on requests received and working procedures.

Provides translation upon request, from Bahasa Indonesia to English and vice-versa.

Participates in professional meetings when convened to.

ACCOUNTABILITIES AND RESPONSIBILITIES:

Sets priorities, objectives, strategies, and delegation guidelines for logistics in line with the delegation's overall strategy and priorities.

Coordinates activities with the Logistics Desk Manager in Geneva or with regional logisticians and ensures that their recommendations are implemented.

Is responsible for maintaining an efficient supply chain within the country and adapting infrastructure and assets to meet needs.

Is responsible for implementing procedures in compliance with financial, logistical, and safety procedures.

Maintains and ensures proper use of general and specialized logistics IT tools, including monitoring the integrity of transaction data.

Ensures that partnerships involving logistics activities comply with the ICRC's framework.

Where applicable, ensures collaborative demand planning is in place as per the standard operating procedures (SOPs) and that information is shared with the delegation and stakeholders.

Plans and oversees procurement activities and quality management.

Where applicable, sets up, operates, and manages warehouse and stock inventory.

Oversee fleet management, transport, and distribution activities.

Follows up on the supply pipeline with the delegation, the Logistics Support Centre, and/or headquarters, including for import-export activities.

Is in charge of all capacity-building and HR-related matters for logistics.

Is responsible for managing finances for the cost center (s) under their responsibility.

Ensures that risks are mitigated by performing the controls assigned to his/her role as described in the Logistics Risk and Control Matrix.

Oversee overall logistics/procurement/fleet activities of ICRC in Karachi.

PEOPLE MANAGEMENT RESPONSIBILITIES:

Understands and supervises the Performance Management & Development (PMD) activities for employees under their supervision and makes sure that deadlines for the PMD cycle and roundtable discussions are met;

Engages in ongoing and continuous feedback and support, particularly for employees under his/her supervision, but also for other staff members;

Organizes regular meetings within the team to ensure optimal coordination of the work and proper flow of information;

Ensures that job descriptions for employees under his/her supervision are up to date; seeks feedback and support from the HR Department if needed;

Plans and coordinates the annual leave of the employees under his/her supervision ensuring continuity of the operations throughout the year and making sure that there are no outstanding holiday balances at the end of the year;

Coordinates and supports the employees under his/her supervision in their personal development by coaching and advising them on internal and external training and development possibilities.

SECOURS ISLAMIQUE FRANCE- SIF FRANCE

LOGISTICS AND SECURITY OFFICER

2022 - 2022

Procurement, Fleet management, Warehouse management, Inventory management, Day to Day Administration, Distribution management, Reverse Logistics, Safety and security of Staff and Assets of Organisation, Maintenance of equipments, supervision of Support staff, staff rosters, staff appraisals, staff capacity building and reporting.

Manage the chain of supplies.

Arrange & set procurement planning with programme staff before starting of the projects.

Procurement of goods/services as per SIF policy.

Timely delivery of items to the requester.

Receive the supplies ordered and keep their follow-up up to date;

Ensure that all purchase procedures are followed any discrepancies to be reported to the concerned.

To keep records and maintain list of suppliers and local repair/maintenance shops, and to conduct price comparisons among them, in order to get the best deals.

- Keep the different departments informed of the treatment given to their orders;
- Check the supplies (quality, price, procedure);
- Follow the management of stocks (storage conditions, report, expiry date);
- Check delivery to the departments;
- Supervise allocation and use of equipment;
- Ensure installation, maintenance and repairs of the equipment;
- Supervise the management of the pool of vehicles: maintenance, daily planning.
- Supervise. Monitor and train the drivers.
- Monitor regular consumption of vehicles.
- Monitor regular checks of vehicles by driver and all equipment placements in the vehicle.
- Design weekly vehicle allocation plan for staff members.
- Assist CLM for the security assessment of premises (Warehouse, Office, guesthouse etc)
- Assist CLM to design country security plan in country level context.
- Share security updates and meeting minutes with CLM.
- Attend regular security forum meetings and share updates.
- Provide roaster to Security Guard in the beginning of every month.
- Supervise and monitor security guards.
- Provide training on Personal & travel safety and security to staff members
- Monthly reporting and incident reporting.
- Process expat travel NOC for project area visits.
- Write a logistics report: narrative of activities, stock reports, reports on donations in kind, list of car prices, equipment list, logistics organization chart (if relevant);
- Write minutes of meetings ;
- Write reports on incidents ;
- Security updates and reporting.

**SINDH INSTITUTE OF OPHTHALMOLOGY AND VISUAL SCIENCES HYDERABAD- SIOVS CBM INTERNATIONAL
LOGISTICS COORDINATOR (PROJECT OFFICER)
2019 - 2022**

People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

- Communication Skills: Well, developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of the Organization. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to Organization's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has the capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.
- Work style: Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.
- Knowledge and skills: knowledge of Organizational policies and procedures, Sphere, and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management, and telecommunication skills and proficiency in information technology/ computer skills

**PLAN INTERNATIONAL- UNITED KINGDOM
ADMIN OFFICER
2016 - 2018**

Ensure Procurement at all level as per Plan SOPs. Prequalification of potential Suppliers in Plan Sindh Region. Timely and Effectively Procurement on said deadlines. Participation in Procurement Bid evaluation. Maintain Suppliers Database in SAP & Excel sheet as well. Ensure timely payments of Suppliers submitted to Finance. Ensure Supply of procurement as per PO. Maintain PO, PRF, RFQ, Bid Analysis sheet files separately. Maintain Soft Data of Procurement Cycle. Ensure Vehicles maintenance and availability on Time. Ensure Drivers roasters on monthly basis. Vehicle usage as per Plan SOPs. Conduct Drivers meetings and Test drive when applicable. Ensure safety and security of Plan Vehicles. Ensure first aid, firefighting trainings of Drivers. Maintain separate files of Rental and Plan Vehicles. Ensure Weekly Vehicle Movements Plan of all Staff. Ensure Staff Air Travel, Ticketing, Pick & Drop and Payment of all Fleet. Tagging of all PU Inventories as per Plan SOPs. Assign and follow-up of inventories. Maintain SAP Asset System. Maintain file in hard for all equipment issue and return. Quarterly or yearly Reconciliation of PU Assets. Physical reconcile and maintain master sheet of Plan Region Sindh. Ensure inventories safety and security at Warehouse of PU Thatta. Stacking and proper arrangements of Warehouse tools. Ensure Warehouse Protocols. Ensure all Administrative work compile with SAP and generated as well. Processing expenses sheets and invoices to Finance for payments. Monitoring stationary levels and ordering office supplies. Provide information to internal colleagues or external enquirers. Develop and update administrative systems to make them more efficient. Coordinating repairs to office equipment. Ensure Office Cleaning and beauty. Lead a team (Support Staff) coordinate all efforts and liaise with senior staff. Be responsible for the presentation, circulation, filing and archiving of administrative documents.

**ACTION AGAINST HUNGER-ACF-USA
LOGISTICIAN
2015 - 2016**

Objective 1

Review and prepare all documentation during the procurement process

Tasks & responsibilities

- Review and confirm all procurement requests before processing;

- Coordinate with Base log, HoB and project managers during request preparation;
- Ensure that PR includes all required specifications and supporting documents;
- Facilitate Program department in making Procurement request;
- Prepare request for quotation , prepare assessment table and get approval according to ACF standard procedures ;
- Prepare purchase contract or PO, collect approval and send out to supplier with the support of Base log.

Objective 2

Facilitate the procurement of all goods/supplies/services (including works) for base.

- Facilitate the purchase and delivery of all necessary supplies to the base, including regular travel to other cities (if required) for procurement of supplies.
- Prepare purchase dossier paperwork (compile PR, quotes, SPO, contract etc)
- Ensure payment is made, either by cash advance or in cheque, or by invited supplier to office to receive payment direct, as per Head of Base instruction.
- Inspect quantity and quality of deliveries, involving technical staff when appropriate. Prepare Reception/Delivery Note. Transfer goods to Store Manager or to requester as required.
- Direct Purchases: Items must be delivered to the requestor within 5 working days of receiving final, approved PR with final technical specifications (if any).

Objective 3

Fleet Management

Tasks & responsibilities

- Update the Base Fleet Plan in collaboration with Base Finance and submit to Base LOG/ HoB by 5th of each month (to review & go with accountancy to ISB).
- Compile weekly movement plan based on inputs from program departments and support departments. Disseminate on Friday afternoons by email. Arrange short notice movements as approved by HoB (or FC/CD depending on security level).
- Disseminate details of drivers for weekend movements to expatriates and other concerned staff on Friday afternoons.
- Manage the placement of the car in the ACF compound with allocation of each car.
- Manage the key box with all the drivers (to check that all the key are in place during the week end).
- To communicate with all the PM log Expatriate Field coordinator, Administrator the status of the fleet in Thatta.
- Assure that all the drivers know the location where the vehicles are supposed to go.
- Verify (by spot check) on a weekly basis that log books are being properly completed.
- To provide according to the log book the fuel ticket to the driver after checking, inform immediately the Base LOG / Head of Base in case of high consumption.

Objective 4

Liaison & Tracking-Fleet

Tasks & responsibilities

- Liaise with head driver from vehicle supplier and keep up to date on any concerns from the drivers. Ensure these are well-documented and reported to Base LOG.
- Report immediately to Base LOG & Head of Base any anomalies concerning driver or passenger behaviour (reckless driving, not wearing seatbelts, passengers pressuring drivers, unauthorised non-ACF passengers etc).
- Liaise with Vehicle supplier focal point in their respective Base for minor concerns, including when a vehicle needs replacing. For ongoing or major issues, Head of Base and Base LOG can step in to support.
- Liaise with Log Assistant at all other ACF base for exchange movements within the bases.
- Track all vehicles on a daily basis by ensuring all Team Leaders or Drivers reports in at main points during

INTERNATIONAL RESCUE COMMITTEE

SUPPLY CHAIN OFFICER

2012 - 2015

Maintain the office's general administrative files including but not limited to: internal and external correspondence, facilities, contracts, personnel, and appropriate subject files.

Provide and supervise transport and logistics services. Supervise all warehouses of project surroundings and maintain all inventory and logistics facilities at the warehouse.

Handle Procurement, Warehouse management, inventory management, fleet management & planning with program staff in order to ensure all the above-mentioned components of logistics and supply chain management.

Visits to warehouses in order to ensure consignments of supplies from Vendor to the warehouse.

Skill

Master Trainer

Excellent

Last used 6th April, 2021

I have conducted 23 pieces of training on below capacity :

- 1) Training of Trainers - NFLP-Y
- 2) Training of User of Peek Software
- 3) Organized 1458 Awareness Session with Students on Financial Literacy all over the Country

Cost Planning

Excellent

Last used 21st April, 2021

I have used to manage cost planning and different grants of different projects under supervision of Manager

Communication Specialist

Excellent

Last used 24th March, 2021

I have received training from the Pakistan Institute of Management on (1)Developing Managerial Competencies (2)

Communication Skills

Report Writing

Excellent

Last used -

Fleet Management

Excellent

Last used -

Procurement Specialist

Excellent

Last used -

Leadership

Excellent

Last used -

Team Management

Excellent

Last used -

Project Management

Excellent

Last used 28th April, 2021

Project Management, Planning, Organizing and implementing Project activities with health stakeholders and Government.

Project Monitoring and evaluation.

Budget analysis and narrative reports of quarterly activities.

Project

Promoting Inclusive Comprehensive Eye care services by adopting Peek solutions in province of Sindh (SIOVS)

Logistics Coordinator

14th December, 2019 - 30th June, 2022

Ensured Logistics, Inventory, Fleet, Warehousing and Reverse Logistics components along with Security arrangements for the Country Office and Foreign delegations.

Ensure Procurement of Tebeder level items (Ophthalmic Equipment) and maintenance of bulk equipment.

Facilitated, organized, controlled and managed 87 Eye Camps in the Sindh region from service delivery to end evaluation.

PEFSA-V (Root Work Foundation)

Admin & Logistics Officer

1st June, 2014 - 1st April, 2015

With funding of ECHO and support of CARE International a final PEFSA in Sindh for Nutrition support in District Sanghar and Badin has given. Water purification and filter plants, Conditional Cash grants and WASH implemented to improve water and sanitation in highest GAM areas.

PEFSA-IV (International Rescue Committee)

Supply Chain Officer

1st April, 2013 - 1st February, 2014

ECHO funded project has been implemented in District Mirpurkhas to support Nutrition and WASH of flood affected people.

PEFSA-III (International Rescue Committee)

Supply Chain Officer

1st July, 2012 - 1st March, 2013

in PEFSA-III project IRC has implemented relief operations in Umerkot's desert areas, food vouchers, constructions and rehabilitation of water sources in district Umerkot flood affected people of heavy rains and flood 2010 in Pakistan has given.

Certification

Protection from Sexual Exploitation and Abuse (PSEA) From (SARA)

18082022 - 18th August, 2022

Sexual Exploitation and Abuse (SEA) represent grave breaches of the right to safety, security and dignity of persons of concern. UNHCR is committed to taking all necessary action to prevent, mitigate the risks of and respond to sexual misconduct and to put the protection, rights and dignity of victims at the forefront, in line with our policy on a Victim-Centered Approach in UNHCR's response to sexual misconduct.

Sexual exploitation is defined as any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. It includes sexual slavery, pornography, child abuse and sexual assault. All UN personnel and UN implementing partners have an obligation to report whenever they have concerns or suspicions that SEA has occurred by a fellow worker, whether in the same agency or not and whether or not within the United Nations system, and including potential misconduct by government and NGO partners.

PSEA policies and practices aim to reduce the risk of, prevent and respond to SEA by UN personnel, NGO partners, or other entities and persons involved in providing humanitarian or development assistance, including government staff, contractors, and refugee incentive workers, to ensure that allegations of SEA are reported and responded to in a timely and appropriate manner and that victims of SEA are referred to support and assistance needed in line with a victim centred approach.

Developing Managerial Competencies From (PIM)
568585 - 23rd February, 2021

Completed in CBM International

Master Trainer of Eye Health Inclusive Program From (Peek Vision Foundation -UK)
455525 - 7th September, 2020

Master Trainer on Public Health (Eye Health Inclusive Initiative) completed in SIOVS Peek Project

Basic Life Support and First Aid From (Shifa Foundation)
45656 - 6th November, 2017

Completed in Plan International

Basic Security in the Field From (UNDSS)
565645 - 24th August, 2017

Completed this certification in Plan International

Child Centred Community Development From (Plan International UK)
25545547 - 20th July, 2017

Completed Certification in Plan International

Advanced Security in the Field From (UNDSS)
584585 - 22nd February, 2017

Completed Certification in Plan International

Monitoring and Evaluation From (OXFAM)
5456661 - 24th October, 2013

Completed with Oxfam

Professional Communication Skills From (IRC USA)
20133755 - 23rd September, 2013

Completed in IRC USA

References

Maria Pathan
Monitoring Officer at Concern Worldwide International (6 years)
Professional
pathan.maria@yahoo.com
03138701703

Talal Anwaar
Program Specialist at Cbm International (3 years)
Professional
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03359142355