

# Zahid Sarfaraz Sarfaraz

Admin And Supply Chain Specialist

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Rawal Town,  
Islamabad,  
Pakistan

## Summary

Adaptable and well-organized Admin and Procurement Manager with wide-ranging exposure to organizing storage and distribution of goods within a busy work environment. Excellent communication and interpersonal skills, with a great ability to get along with people from various walks of life. Administration, facility management & Documented success in effectively managing stock levels, delivery times and transport costs through well-placed logistic programs Proficient efficiently devising methods of cost control and closely monitoring warehouse managing activities. Deeply familiar with reviewing budget requirements of logistics activities and directing consolidation of logistics budgets.

## Skills

Business Development | Staff Management | Accounts'Administration | Admin Assistantce | Administration Knowledge | Administration Skills | Administrative Assistance | Administrative Procedures | Administrative Processes Command | Administrative Tasks Handling | Administrative Tasks Management | Advocacy skills | Analytical Skills | Appointments Scheduling | Archives management | Asset Management | Attention To Detail | Microsoft Office | Basic Accounting and Financial Planning | Behavior Change Communication | Business Coordination | Capacity Building | Client Correspondence | Client Dealing | Client Relationship | Client Relationship Management | Collaboration | Communication and Presentation Skills | Communication Skills | Computer Proficient | Computer Skills | Contract Management | Coordination Skills | Cost Allocation | Creative Desing Skills | Critical Thinking | Customer Relations Management | Customer Service Skills | Data Administration | Data Analysis | Data Collection | Data Entry | Data Management | Data Review | Database & MIS Management | Database Impact | Database Management | Distribution Logistics | Donor Funded Projects | Drafting

## Experience

Mar 2022 - Present **Admin And Supply Chain Specialist**  
iDocuPro, Islamabad, Pakistan

Day to day adminstration tasks, Optimizing the supply chain process through strategic procurement, inventory management, and logistics.

Overseeing administrative operations such as facilities management, office operations, and vendor management.

Establishing and maintaining robust data management systems for organizing, securing, and analyzing company data.

Providing leadership and guidance to the operations, admin, supply chain, and data

management teams.

Sep 2021 - Mar 2022

✘ **Assistant Manager Admin & Procurement**  
Telecom Foundation (TF), Islamabad, Pakistan

- **Policies and Procedures Drafting**

- Responsibilities:

1. Facility Management:

- Oversaw the maintenance and operation of office facilities.
- Managed vendor relationships and negotiated contracts for facility services.
- Implemented cost-saving measures to optimize facility operations.

2. Procurement:

- Managed the procurement process for office supplies and equipment.
- Developed and maintained relationships with suppliers.
- Negotiated favorable terms and pricing agreements.

Support Staff Supervision: **Team of 30 members**

- Supervised and provided guidance to support staff members.
- Conducted performance evaluations and identified training needs.
- Ensured efficient allocation of resources and work assignments.

3. Transport Management: **Fleet of 30 Vehicles**

- Coordinated transportation logistics for staff and visitors.
- Ensured efficient allocation of vehicles and drivers.
- Developed and implemented transportation policies and procedures.

4. Security Management: **28 Security Personal Team**

- Implemented security protocols and monitored access control systems.
- Conducted risk assessments and developed contingency plans.
- Managed relationships with security service providers.

5. Inventory Management:

- Oversaw inventory control systems and processes.
- Monitored stock levels and ensured timely replenishment.
- Conducted regular audits to minimize discrepancies and losses.

6. Warehousing:

- Managed warehouse operations and optimized storage space.

- Implemented inventory tracking systems for efficient stock management.
  - Oversaw the loading and unloading of goods.
7. Document Management:
- Developed and implemented document control procedures.
  - Ensured compliance with record-keeping regulations.
  - Established efficient filing and archiving systems.

Jul 2017 - Aug 2021

✘ **Procurement & Logistic Assistant**  
ACTED Pakistan, Islamabad, Pakistan

1. Procurement:
  - Conducted market surveys and research to identify potential suppliers.
  - Assisted in drafting tender documents and managing the bidding process.
  - Maintained a vendor database and evaluated supplier performance.
  - Drafted contracts and negotiated favorable terms and conditions.
  - Managed the vendor payment process and resolved any billing discrepancies.
2. Warehousing:
  - Oversaw goods receiving and issuance processes, ensuring accuracy and efficiency.
  - Implemented inventory management systems to track stock levels and minimize discrepancies.
  - Organized and optimized storage space for effective warehousing operations.
3. Document Management:
  - Established and maintained document control procedures.
  - Managed documentation related to procurement, warehousing, and logistics.
  - Ensured compliance with record-keeping regulations and data confidentiality.
4. Fleet Management:
  - Coordinated and managed the company's fleet of vehicles.
  - Monitored vehicle usage, fuel consumption, and maintenance schedules.
  - Oversaw the scheduling and allocation of vehicles for transportation needs.
  - Developed and implemented policies and procedures for fleet management.

Jan 2016 - Jul 2017

✘ **Document Controller/Archives Incharge**  
ACTED Pakistan, Islamabad, Pakistan

Set-up a proper archive (Record centre) in ISB For Past 10 Years Data(as per ACTED



Policy) . Stored electronic files in a restricted and trusted location, including regular back-up. Sanned Past 5 Years Fiancial and Projects Data and Created a Soft Archive Pattren.

Mar 2012 - Mar 2015

**Admin And procurement officer**  
NARC (Ministry of Food Security ), Islamabad, Pakistan

Receives, stores, and issues supplies and equipment and compiles records of Supplies. • Stores supplies and equipment in storerooms. • Issues supplies. • Compiles Report Of Expenditure. • Manage Calls IN/OUT. Transferring to Concern person • Department support • Flight tracking record • Mission Staff Support and communication with Bases for mission staff by Road / by Air • Manage time sheets, Arrange staff personal files • Air Ticket bookings, hotel reservations for mission staff, meeting Arrangements • Vehicle Movements IN/ OUT of City • Organize Courier IN/OUT • Making Order form / Purchase Orders • Expats ARRIVAL /DEPRATURE record • Filing HR / ADMIN departments

## Education

- 2026  **Sarhad University of Science & Information Technology**  
Bachelors in Business Administration , BBA  
Supply Chain  
Percentage: 70%
- 2017  **PSEC**  
Diploma , Supply chain Management  
Supply Chain and Logistics Management, Procurement, Warehouse Management  
Completed
- 2011  **Govt High School**  
Intermediate/A-Level  
Commerce
- 2011  **Johar Institute of Information & Technology (JIIT)**  
Diploma  
IT, Ms Office  
Incomplete
- 2008  **Mir Pur Board AJK**  
Matriculation/O-Level , matric  
Biology, Chemistry, Physics

## Projects

### Digital Transformation of Documents and Data in Zong

Development /refinement of organization level governing policy for the Physical File Archiving & Data Management Implementation and compliance of policies and procedures regarding document storage, retention period retrieval, sharing, transmission and disposal Department level policy development for the document retention and disposal for different type of documents Management of document disposal inline with departmental policies (As per law & regulations) Evaluates existing document management systems and procedures to determine current effectiveness and efficiency identifies and recommends improvements Collaborate with respective departments/ end users to identify problems in document storage and electronic storage System development and its management for the documentation archiving and indexing Ensures security of system and integrity of master documents by implementing document and system access rights Communicates and consults with other respective departments for assessing, acquiring, or deploying new electronic document management systems to ensure smooth transition and minimal disruption Storage place development and compliance with the policy Logistic management Movement and placement of historic documentation as per the policy and record keeping Alignment of team for Commercial, Technical & Support document collection and storage Document record room inspection and compliance check, rectification plans and implementation Training & awareness session about records/document management. Storage facility management In co-ordination with OAS as per the CMCC 8 Defense Mechanism Management



## CPEC Fiber Optic Project by Telecom Foundation

<http://cpec.gov.pk/map-single/3>

- Building administration (4 Commercial Buildings with Each 125000 SQFT Office Space )
- Vehicle Management ( Fleet of 120 Transport and Carriage Vehicles )
- Security Management ( Supervise More than 40 Security guards and 4 supervisors )
- Procurement ( Head of Dept)

## USAID Funded - POST Covid Response with Health Sector

<https://www.acted.org/en/projects/cash-assistance-and-restoration-of-livelihoods-in-sindh-province-pakistan/>

Procurement. • Market Visit For Quotations. • Covert Data In Soft Copies. • Data Entry Experince. • Stock record monitoring stationary , office supply .

## DFID Funded Project LNGB

<https://www.acted.org/en/projects/closing-the-gap-educating-marginalised-girls-in-sindh-and-fata/>

Female Education Project Funded by DFID (British high Commission)

## UKAID Funded Project BDRap

Building Disaster Resilience Program Funded By DFID(UKAID)

## WFP Emergency Response In Umerkot And mirpur Khas

<https://www.acted.org/en/projects/unconditional-cash-assistance-under-wfps-covid-19-response-in-sindh-district-s-badin-and-jamshoro/>

Emergency Response Project Funded by WFP

## RADP Research Project

<http://www.parc.gov.pk/index.php/en/research-institutes-narc>

It Is Research Project In Agriculture Field With International Donors, My Duties Realted to Office Adminstration.

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## Languages

**Saraiki**  
Intermediate

**Punjabi**  
Expert

**Pashto**  
Intermediate

**Sindhi**  
Intermediate

**Urdu**  
Expert

**English**  
Expert

