

Ihtisham Asghar

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Main Street Shahid colony Near Jamia Majid Mehboob subahni, Sadiq Abad, District
Rahim Yar Khan

SUMMARY

I wish to work in highly professional and challenging environment, where I will not only improve my professional skills but also enjoy the “Greatest”. Pleasure of life as per the famous quote:

The Greatest pleasure in life is doing what can't done”

PERSONAL INFORMATION

Father Name: Muhammad Asghar

Date of Birth: 24-Aug-1995

Cnic: 31304-2948595-5

Domicile: Rahim Yar Khan

EDUCATION

Matric <i>BISE BWP</i>	— 2011
I.com <i>BISE Bwp</i>	— 2013
B.com <i>Islamia University Bahawalpur</i>	— 2015
MBA Finance <i>NUML Lahore</i>	— 2019

WORK EXPERIENCE

Human Appeal Feb-2023 — Present
Admin & Logistic Officer
With partner **UNICEF** Under WASH Project (Flood Emergency Response Sind) at Naseer Abad.

1.Fleet Supervision and Logistical Support:

1.1Ensure timely arrangements are made for staff travel, boarding, and lodging and facilitate official visits outside the project areas.

1.2Assist the concerned Manager and Operations department, in coordinating with the concerned department

for the workshops/ trainings, seminars, exhibitions, internal pre-announced meetings.

1.3 Assist in developing and implementing SOPs for procedures related to logistics

1.4 Supervise the fleet ensuring that the drivers are assigned to maintain official/rental vehicles maintenance, and log sheets are correctly filled, and completed.

1.5 Produce vehicle consumption and maintenance report on a periodic basis and submit to supervisor and Operations department.

1.6 Ensure that inventory is properly tagged, and update the asset/inventory record according to the policies and procedures outlined in the "Property Management Manual". This will include all HUMAN APPEAL assets in field office;

1.7 Update inventory register/database whenever there is a new purchase, asset movement, asset issuance, receiving and disposal;

1.8 Establish a check-out/check-in system for property items that are used by multiple employees (for example, cameras, laptops etc.);

1.9 Supervise maintenance vehicles as per schedule and that repairs are carried out in an effective and timely manner in coordination with technical staff and outsourced company for timely response to reduce downtime;

1.10 Compile monthly reports of activities and ensure that all assets and properties are covered against losses/damages. This needs to be submit to concerned Manager and operations department on regular basis;

1.11 Keep record of warranties and plan maintenance accordingly;

1.12 Arrange transport services for movement of goods for projects/staff and during emergency response through frame agreements with vendors.

2. Stock Keeping & Petty Cash Management:

2.1 Supervise the tracking of Stationery stock; prepare and share regular reports with the supervisor;

2.2 Track and update consumable office supplies (Tea arrangements, toiletries and others);

2.3 Manage the office petty cash and ensure that proper documentation is completed for reconciliation.

3. Supervision of office support staff:

3.1 Supervise Admin staff (i.e. Office boy, Security Guards, Warehouse staff, etc.)

3.2 Monitor performance of the staff and give regular feedback to the staff members and document corrective actions;

3.3 Prepare monthly, quarterly bi annual and annual leave plan

3.4 Carry out regular mentoring and coaching of admin staff.

4. Office Management:

4.1 Supervise office management, and ensure overall office maintenance, including electronics, furniture and fixtures;

4.2 Ensure that all utility bills are deposited within due date and submit a utility and communications report to operations department, updating progress;

4.3 Keep track of activities of concerned sections and field office with regards to cost effective management of resources and their maintenance and operational costs, such as lease, utility and security affairs etc.;

4.4 Review, negotiate and authorize all service contracts;

4.5 Coordinate and follow up for timely adjustment of payments to vendors related to admin, logistics, fleet and

other operations related activities;

4.6 Initiate, coordinate and review all Admin requirements as per program budgets and in accordance with donor requirements

Human Appeal

July-22 — Jan-23

Admin & Logistic Officer

With partner **World Food Program** Under General Food Distribution Project (Flood Emergency Response Sind) at District kambar. Approx. 40000 Family Benefit from this Program. Each Family receive 3 Time Food from This Program.

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Human Appeal

Feb-2020 — June-22

Finance & Admin officer

Based At Field Office Rahim Yar Khan.

Finance Support:

- Advance Request, Adjustment Against Advance, MR Generate.
- Maintain and handle petty cash accounts in accordance with financial requirements, including cash advances, invoices, payment vouchers, cheques acknowledgement receipts.

Administration Support:

- Prepare purchase requisitions, obtain quotations, prepare comparative canvass sheet and receive purchase order receipts from CO and serve to supplier. Purchase material.
- Ensure the Proper management of equipment, facilities and logistical support for field activities.
- Ensure the timely and cost-effective vehicle use & staff mobility. Process vehicles running reports timely.
- Maintains records of all incoming and outgoing communication. Receive and transfer calls and coordinate outgoing calls and faxes. Ensure that all official incoming mail.
- Ensure that all visitors and community representatives are cordially received and dealt with in a professional manner.
- Supervise office attendant, and drivers to ensure efficient service delivery.
- Keep computer, photocopiers, telephones, vehicles, LAN, telephone exchange and other valuable equipment/supplies under control and ensure their authorized used.
- Manage the store(s) and project's materials properly.

Data Management:

- Maintenance of hard data files.
- Maintain record of staff leave.
- Collect staff quarterly requirements of office stationary and prepare a consolidated requisition for the procurement for by country Office.

- Digitalize the data and maintain scan documents relates to activity Documents.
- Error free data entry in DMS, correction & update.

REFERENCES

References available upon request.