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| **Masud Ur Rahman** |
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***Career objectives:***

I am master in Business Administration having seven years experience with World Health Organization as Team Assistant in District Mardan with following Job Descriptions as below   
1. Administration   
2. Coordination with all supporting agencies (Govt and Non Govt)   
3. Ensuring District Logistics   
4. Data Management of Campaign   
5. Ensure campaign activities of districts   
6. Procurement   
7. Event Management (conducting training for Campaigns and AFP surveillance)   
8. Maintaining AFP case files   
Eight year experience in administration with National NGO and one year Banking Experience.

**Team Assistant/ UCPO District Mardan**

**World Health Organization**

**From December 2014 to Feb 2021**

**Procurement management:**

* Requisition
* Financial budget for purchases
* Approval from management
* Quotations
* Comparative statement
* Selection of vendor
* Good received note (GRN)
* Payments of bills

**Security Clearance:**

* Security clearance of supervisors for out of districts visits through UNDDS web site
* Stay arrangement in approved hotels
* Ensure approved vehicles and driver.

**Record Keeping**

* Prepare and maintain employee personal file in hard and soft
* Maintaining all staff leave statement
* Maintaining all health documents
* Record all the fixed assets
* Supervision of all support staff
* Purchases of office supplies and training material
* Ensure office decorum
* Maintain premises, ensure clean safe and comfortable working environment
* Maintain all vehicles for daily field activities.

**Event Management:**

* Requisition
* Venue arrangement
* Stationary
* Banner
* Camera
* Multimedia
* Attendance and T.A Sheet

**Reporting all union council before polio campaign to Provencal office:**

* Reporting union council readiness report for polio campaign.
* Reporting union council field validation for campaign.
* Reporting disc validation for campaign.
* Ensure vaccine and logistics for coming campaign.

**Reporting all Union council during campaign to Provencal office:**

* Reporting of morning report of all 79 union council before 10:00 am during the campaign.
* Reporting of evening report of all 79 union council before 5:00 pm during the campaign.
* Reporting of cluster report of all 79 union council before 5:00 pm during the campaign.
* Reporting of IDPs report of district before 5:00 pm during the campaign.

**Post campaign Reports:**

* Reporting market survey report.
* Reporting post campaign cluster report.
* Reporting of out of district cluster reports.

**Admin Officer  
Human Development Foundation North America   
(From Jan 2008 to November 2014)**

**Office coordination:**

* Report collection of different section on weekly bases and monthly bases.
* Compiling the reports of different section for region and national office
* Coordination among different sections for office activities.
* Coordination between office staff and field staff for daily activities

**HR Administration management:**

* Prepare and maintain employee personal file in hard and soft
* Ensure and maintain all staff contacts
* Maintaining all staff leave statement
* Maintaining all health documents and file of staff
* Advertise all the new position on newspapers and web site
* Maintain all staff attendance record in hard and soft
* Record all the fixed assets in soft and hard
* Supervision of all support staff
* Purchases of office supplies and training material
* All type of correspondence with national office and with regions
* Ensure office decorum
* Maintain premises, ensure clean safe and comfortable working environment
* Maintain all vehicles for daily field activities.

**Event Management:**

* Requisition
* Venue arrangement
* Stationary
* Banner
* Camera
* Multimedia
* Attendance and T.A Sheet

**Procurement management:**

* Requisition
* Financial budget for purchases
* Approval from management
* Quotations
* Comparative statement
* Selection of vendor
* Good received note (GRN)
* Payments of bills

**Cash Management/imprest fund:**

* Preparing cash request on weekly bases
* Maintain petty cash record on daily bases
* Reconciliation of cash record with accounts section
* Clear all the pervious petty cash figure before new cash request
* All the cash advance requests are properly approved by the manager
* All the purchases under five thousand are deal on cash

**Fleet/vehicles management:**

* Vehicle haring
* Requisition
* Call for quotation
* Quotation
* Comparative statement
* Approval bills
* Log book to be maintain

**Accountancy:**

* Preparing voucher on daily bases
* Maintain the record in excel sheet of daily expense
* Reconciliation of cash statement with accounts section before every cash advance
* Submit vouchers to Account section.

**IT Responsibilities:**

* Installing and maintaining Local and wide area networking in Office
* Installing windows to new computers
* Debugging all types of problems of office computers
* Updates and install all new software
* Maintaining all types of hard wears
* Fully command on MS office

**Livelihood officer  
Human Development Foundation North America**

**(From April 2005 to Dec 2007)**

**Credit MIS:**

* Entering all the disbursement and recoveries
* Generate daily, weekly and monthly reports
* Generate reports for analysis and quarter presentation

**Joint Ventures with the community (livestock):**

* Disbursement of livestock cases to the community in a form of animals
* Formation of purchase and sale schedule for the community partner.
* Maintain all the record of purchases and sale on office level
* Monitoring of all joint venture cases on field level
* Monitoring all the disease of animals.
* Linkages with veternity Doctors and Livestock Department
* Reconcile the profit and loss statement with finance section on monthly bases.
* Prepare monthly progress report of micro Credit in excel sheets
* Write Case Studies on Quarterly Bases.

**Joint Ventures (Small Enterprise):**

* + Responsible for the production of cement block factory in the community  
    Ensuring labor and daily production.
  + Purchases of all the raw materials for the cement block factory
  + Maintain all the production records on daily bases.
  + Maintain all the records of sale of blocks on daily bases
  + Monitoring solving any type of problem on ground.
  + Reconcile the profit and loss statement with finance section on monthly bases.
  + Prepare monthly progress report of purchase, sale and loss in excel sheets.

**Micro Finance:**

* Disburse Micro Credit Cases through cheques
* .Maintain all the records of Micro Credit Cases in soft and in hard.
* Maintain the recovery record on daily bases.
* Reconcile the disbursement and recovery with the finance section on monthly bases.
* Monitoring of Credit cases on field level on monthly bases.
* Maintain Management Information system of micro Credit
* Prepare monthly progress report of micro Credit in excel sheets
* write Case Studies on Quarterly Bases.

**Officer Assets   
Askari Commercial Bank LTD  
(From Feb. 2004 to March 2005)**

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| **Officer Assets:** |
| * Marketing for Personal Finance   Mortgage Finance and Car finance to all Forces and other organization   * Reporting the Credit Report to the Head Office on Monthly Bases. * Prepare the sanction Report for the Loan. * Introducing New programs of Askari bank |
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| **Training/ Courses attended:**   * **Ten days security and safety training Attended**   Three days Social Mobilization training Attended   * **Three days Good selling skill of marketing training attended** * **Three days training attended on Micro finance** * **One week training on Data Base attending** |
| |  |  | | --- | --- | | **Education:**  Degree Name | MBA(IT/MIS) | | Level Attained | Master Degree | | CGPA | 3.40 /4.00 | | Institute | NWFP Agriculture University Peshawar | | Address | Peshawar, Pakistan | | Session | 2001 - 2003 | | Majors | Management Information System, Accounting, Monitoring and evaluation Organization Behavior, Project Management | |  | | | Degree Name | BSc | | Level Attained | Bachelor’s Degree (2-3 Years) | | Aggregate % | 56.00 | | Institute | University of Peshawar | | Address | Mardan, Pakistan | | Session | 1999 - 2000 | | Majors | Maths A Maths B Stats | |  | | | Degree Name | Fsc | | Level Attained | High School / A Levels (12 Years) | | Aggregate % | 51.00 | | Institute | NisarShaheed College Risalpur | | Address | Risalpur, Pakistan | | Session | 1997 - 1998 | | Majors | English Urdu Pakistan Studies Islamic Education Mathematics Physics Chemistry | |  | | | Degree Name | Metric | | Level Attained | Matriculation / O levels | | Aggregate % | 69.00 | | Institute | The Mardan Model School Mardan | | Address | Mardan, Pakistan | | Session | 1995 - 1996 | | Majors | English, Urdu, Islamyat, Pakistan Studies, Mathematics Physics, Chemistry and Biology. | |
| **References:**   * Dr. Muhammad Humayun Area Coordinator Mardan Division World Health OrganizationMardan Cell # +92-3009176468 * Dr. Jehangir Khan M&E Officer World Health Organization +923419864443 * Muhammad IshaqRegional Program Manager Human Development Foundation Cell: +92-3429192364 |
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