

*Curriculum Vitae***Muhammad Imad****Cell:** +92-345-9353009**Email:** imad.firdos@gmail.com**Address:** Muhallah Rawani, Village & PO
Takkar, Tehsil Takht Bhai, District Mardan**PERSONAL INFORMATION**

Father's Name	Muhammad Firdos
Nationality	Pakistani
Domicile	Mardan
Religion	Islam
Date of Birth	Mar.01-1988

OBJECTIVE

To become a dynamic & energetic member of an established organization & thereby contribute to the organization goals with best usage of my abilities.

EDUCATION

Degree/ Certificate	University / Board	Year	Grade
C.T (Certificate of Teaching)	Allama Iqbal Open University	2016-17	1st Division
M. ED (Masters of Education)	Allama Iqbal Open University	2014-15	1st Division
B. ED (Bachelors of Education)	Allama Iqbal Open University	2012-13	1st Division
M.A Islamoat	University of Peshawar	2021-22	1st Division
B.A Sociology / Law	Post Graduate College Mardan.	2005-06	2 nd Division
F.A	Board of Intermediate & Secondary Education Mardan	2003-04	2 nd Division

EXPERIENCE

Position	Organization
Deputy Project Coordinator	STATE DEVELOPMENT ORGANIZATION Location: AJK (Muzaffarabad, Hattian, Neelum, Haveli, Bagh, Mirpur) Duration: Jan, 2020 to Mar, 2020
<p>Lead the staff involved in implementing project activities.</p> <p>Identify and Assessment of the vulnerable peoples for distribution of winterized kits.</p> <p>Assigned each staff their duties and responsibilities.</p> <p>Monitor and ensure that assessment and distribution of winterized kits are being carried out in accordance with agreed procedures and selection criteria, are orderly and well implemented..</p>	

Periodically review progress in implementation of proposed project activities, highlight areas of concern and make recommendations to the Project Coordinator and CEO to ensure continued effectiveness of project activities.

Work closely with District Government for updating Assessments and distribution locations.

Maintain up-to-date context analysis through local contacts.

Work collaboratively with the Project Coordinator and CEO to make recommendations on project implementation and mitigation measures.

Ensure all paper work is accurate and correctly stored.

Keep updated records of assessments in soft..

Assist with any and all reporting for project.

EXPERIENCE

Position	Organization
Accounts Associate	CITRO PAK LIMITED (FRUITIEN JUICE) Location: Peshawar- KP Head Office Duration: April, 2018 to Aug, 2019
<ul style="list-style-type: none"> · Collect cash for daily sale and recoveries. · Perform Bank Accounts reconciliation: download bank statements, clarify variances are correct differences accurately and on time; · Process Manual Journal requests and prepare accurate and timely account reconciliation and other reports. · Identify and investigate unreconciled balances, differences in balances of various source and subsidiary ledgers and/or reports; · Verify and update/ manage daily expense. · Cash management. · Preparing Credit List. · Credit Bills receiving/ Issuance and Pursuing for recovery. · Prepare monthly payroll through biometric data for staff salaries. · Induction of newly hired staff regarding HR, Accounts policies and procedures. 	

EXPERIENCE

Position	Organization
Admin, HR & Logistics Officer	Relief Pakistan Location: Bannu/ North Waziristan Project: Nutrition Duration: September, 2014 to May, 2017
<p><u>Office Administration:</u></p> <p>To assist in administrating the office, by managing in-box and out-box letters, answering the phone, collecting mail, and ensuring a proper maintenance of the office.</p> <p>Petty Cash administering and submission of monthly liquidation to finance every month.</p>	

To ensure availability and procurement of stationary and required supplies in the office.

Payment of all office utility bills.

To prepare, file and follow up contracts with suppliers of services.

Travel/ accommodation arrangements for employees when required.

Administering staff attendance and ensure timely attendance and share the attendance sheet with Head Office.

Human Resources:

To assist the HR/Admin Officer in the recruitment process of staff including advertising posts, short listing, interviewing, recruiting and briefing.

To advertise ToRs in a range of forums and short list applicants as requested.

To prepare, file and follow up all contracts of employment for the staff.

To organize, file and update all the human resources documentation such as staff lists, job descriptions, CVs, contracts of employment, leave requests, attendance lists and any other documents related to the HR management.

Keeping proper record and report monthly of staff leave and attendance sheets.

Assisting with the day-to-day efficient operation of the HR office.

Preparing Payroll for salary processing on monthly basis and submit to Head office timely.

Logistics:

1. Coordinate with logistician based at head office.
2. Prepare payment cases on monthly bases and dispatch to head office for payments (Fuel, Vehicles, Office/ Warehouse Rent).
3. Prepare PRs from filed i.e. forward to Head Office for further approval.
4. Assist Logistics Manager in procurement of goods and services.
5. Manage Office inventories and tagging.
6. Keep track record of lease agreements of all offices and warehouses and make their extensions as needed.
7. Keeping proper record of approved PRs, POs and agreements in hard and soft.
8. Organizing Trainings/ Workshops and other arrangements.

Fleet Management:

9. Contract with Vendor for provision of vehicles.
10. Fueling to the office vehicles.
 11. Manage office's vehicles and drivers, and assist the maintenance of vehicles well on time.
 12. Manage drivers for Pick/ drop of the staff.
13. Preparing monthly fuel consumption report.

14. Preparing of payment cases for the vehicles on monthly basis and submit to finance at head office level.

Warehousing:

15. Conducting the smooth functions relating to requisition, receipt, stacking, and dispatch of goods and supplies to the field on proper documents.

16. Maintain Warehouse record i.e. stock register, bin cards and record in soft.

17. Instruct the warehouse staff for the warehousing procedures.

18. Organizing the systematic storage of material

19. Maintaining inventory of all supplies and making note of damaged goods etc.

20. Coordination with transporters and suppliers for the dispatch and procurement of goods.

21. Supervising the maintenance of warehouse tools.

22. Following proper documentation and safety procedures of all warehouse functions.

23. Supervising and overseeing the functioning of all subordinates.

EXPERIENCE

Position

Organization

Store Keeper

**Handicap International
Location: Kohat
Duration: August, 2013 to July, 2014.**

Stock Management (Receive & Issue)

Follow the HI standard forms & procedure while receiving / issuing the material

Manage the reception & issuance of the material

Reception check the quantity, quality and condition of material and report any discrepancy

Make sure before dispatch that quantities has compliance with Item Request form

Manage loading & unloading of material, hire required number of labors after consultation with supervisor

Make sure the stock issued has authorized by base coordinator and requested by program staff

Coordinate with Islamabad office / supplier regarding all deliveries

Conduct the physical inventories at the end of each month & report any discrepancy to supervisor with investigation.

Stock Management (Record Keeping)

Fill the all format according to the HI procedures

Archive delivery note, reception certificate, stock cards and item request form in proper and clean filing.

Fill properly / regularly the stock card whenever required

Make delivery note for sending material to other location

Able to produce any type of report (stock balance, stock issuance, stock reception) when required by supervisor

Stock Management (Safety & Security)

Make sure that stock has been secure from any type of threat
 Make sure that warehouse has sufficient fire fighting equipments
 Conduct all fumigation to control rodent/ pest/ insects
 Make sure that all locks / doors/ windows of warehouse are in good working condition
 Make sure that all material is secured from rain or any type of water leakage.

Reporting

Stock report
 Any other report related to stock / warehouse

Other

Follow the all HI policies & procedures (Work, Financial, Security & Logistics etc)
 Help in selection of suitable warehouse
 Attend the all meetings whenever required
 Participate effectively in collective activities of organization

Maintained the good working relationship with HI staff & external stakeholders (suppliers, HI partners)

Other Assigned Duties:

1. Fleet and Transport

Collect and ensure the reconciliation of all documents regarding fuel consumption (fuel voucher, logbook, petrol station details invoice)

Collect and ensure the reconciliation of all document regarding movement plan, primary and secondary

Ensure the adequate filling of all documents, specially logbook

Archiving of fleet files in a proper way

Supervise the drivers and ensure there adherence to the fleet management procedure and policies, make sure they have all the documents required in the vehicles.

Fueling to HI Vehicles.

Updating of Monthly Vehicle Database.

Updating Monthly Fuel Expense Sheet.

2. Repair & Maintenance

Remain available by Phone for emergency and liaise with external technicians (mechanics, electricians) to arrange repair and maintenance tasks

Supervise all reparations, maintenance and services on the mechanical equipments and buildings in office Premises.

Manage a small stock containing toolbox, oil, ropes and similar items.

3. Procurement:

Prepare small Requests whenever Requested, ensure the Purchasing Procedures are followed and documents are Properly filled

Collect quotations and make small purchases when requested by Line Manger

Ensure reception of small material, water cans, etc, and Prepare the adequate documentation.

Position	Organization
Warehouse Officer	Save the Children Location: Sukkur, Jacobabad, Shikarpur Duration: November, 2010 to January, 2012
<p>1.) Assets protection and routine warehouse inspection:</p> <p>Ensure that the warehouse is kept clean at all times – clean from all dirt and dust that can attract or harbor rodents.</p> <p>Ensure that broken containers are immediately reconstituted, weighed, and re-bagged properly.</p> <p>Conduct daily inspections of the condition of the warehouse, looking for holes in and damage to the roof, windows, and/or doors. Requests and ensures immediate repair of any such defects detected during the daily inspection.</p> <p>Ensure that fencing and outside security lights are functioning at all times and immediately repaired in case of malfunctioning.</p> <p>Ensure that all necessary equipment such as scales, filing cabinets, torches, and materials such as cleaning materials, stationeries, rodent control materials, and office furniture are supplied to the warehouse.</p> <p>2.) Inventory Control and Record-keeping:</p> <p>Ensure that all incoming commodities are received against GRNs and proper remarks are made by stating any irregularity or discrepancy between the original condition of the commodities and their condition at the time of receipt.</p> <p>Ensure that commodity dispatches are based on pre-approved dispatch authorization memos from the Program Manager.</p> <p>Prepare waybills for all outgoing commodities and obtains signatures from truck drivers and/or other receiving authorities.</p> <p>Maintain an up-to-date assets stock ledger in which all daily inventories and transactions are accurately recorded.</p> <p>Maintain other necessary formats and records such as stack cards, damaged records, etc.</p> <p>Maintain proper filing system in which incoming and outgoing waybills and other correspondence are kept in numbered and retrievable order.</p> <p>3.) Warehouse personnel supervision:</p> <p>Ensure that warehouse assistant are trained in proper warehouse practices and conform to SC Asset management policies and procedures.</p> <p>4.) Reporting:</p> <p>Prepare and submit to the main office all necessary reports as per field office policies and procedures.</p>	

EXPERIENCE	
Position	Organization
Logistics Assistant	United Nations WORLD FOOD PROGRAM Location: Mardan, Mingora, Kohat Duration: June, 2009 to November, 2010
<p>Receive all the WFP food and non-food commodities;</p> <ul style="list-style-type: none"> - Report on the quality, quantity of the received commodities and ensure that quantities dispatched as per consignor's documents match with quantities received and endorse documents; - Maintain clean and pest-free storing conditions; - Ensure good warehousing practices; 	

- Supervise the off loading and stacking of the commodities, follow up tracking of the commodities in pipeline and report the same to the appropriate personnel;
- Maintain records and/or ensure that assistants assigned to the various stores keep records of the food stuff offloaded/loaded at the warehouses, adhering to the WFP systems;
- Control incoming goods both food and non-food commodities by such methods as physical counts, random weight checks, rejection of any spoiled commodity, reconditioning of underweight bags, etc;
- Sign waybills of received and dispatched cargo;
- Deliver goods on request against official and approved documentation;
- Keep updated records on stack cards, and/or computer inventory lists;
- Make periodic physical inventory checks;
- Liaise with field monitors and others on matters pertaining to logistics;
- Report on and, in consultation with others, take appropriate action for the disposal of spoilt commodities;
- Provide overall supervision and training of other staff.
- Perform other related duties as required.

EXPERIENCE

Position	Organization
Monitoring, Evaluation and Reporting Officer (MER)	Peoples Empowerment and Consulting Enterprise Location: Mardan Duration: April, 2009 to June, 2009
<p>Facilitation in Food Distribution to the IDPS' of Swat, Bajaur, Dir, Mahmand Agency & Buner moved to Mardan. Facilitation in data entry of IDP's. Assessment of IDP's for Non Food Items (NFI) Submission of Daily and Monthly progress report and planning.</p>	

Position	Organization
Internee	Integrated Regional Support Program, Location: Mardan Duration: January, 2006 to December, 2007
<ul style="list-style-type: none"> ➤ Worked in the Project of Community Lead Total Sanitation Program (CLTS) in different areas of the District. ➤ Attended Workshops / Meetings. ➤ Worked in Education Sector, for the Distribution of Scholarships to Poor students of Tehsil Lakaro, Prang-Ghar, Ghalanai & Shabqadar of Mohmand Agency. 	
Internee	Integrated Regional Support program (SURVEYS) 09 Jan to 21 Jan 2007
<ul style="list-style-type: none"> ➤ Attended visit to Allai THAKOT (Batagram) for survey purpose of damaged water channels / water supply schemes / bridges. 	

FIELD SKILLS

Knowledge of surveys and field works
Knowledge of data collection

LANGUAGES

Languages	Read	Write	Speak
English	Good	Good	Good
Urdu	Good	Good	Good
Pashto	Good	Good	Good

COMPUTER SKILLS

MS Office

Google Earth, Computer Hardware & Software

Microsoft Windows 9x / 2000 / NT / XP, Microsoft Office

EXTRA CULLICULAR ACTIVITIES

Participated in Sports Competitions at school level