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|  | **Abdur Rahman**  **Location: Bajaur**  **Email:** [arahman.utk@gmail.com](mailto:arahman.utk@gmail.com) **• Cell:** +92-344-2625505  **Personal Details**  12th  March 1983 • Male • Married • Pakistani |  |

**Livelihood/mobilization/education/Logistics/Supply Chain/Warehouse/Project Management Expert**

*Performance-driven professional offering 10+ years of experience and exceptional ability to build community-based social mobilization programs and lead multi-functional teams to identify logistic and supply chain capabilities, monitor and track logistic and supply chain programs, assess inventory resources and collaborate with personnel ensuring logistic operations are delivered on time and within the scope of the budget.*

Experienced in building and optimizing logistic/supply chain processes, logistic measurement systems, CBDRM, and arrangements to maximize results in logistic operations worldwide; designing the framework of the logistic execution system and ensuring effective execution; developing strategies and proposals for logistic operations expansions. An Engaging mobilization specialist is known for distilling complex intransigent challenges & problems into a set of solvable blocks, proven skills in leading change, and leveraging innovation in the drive for better profits and increased shareholder value. Extensive knowledge of logistic data analysis techniques to identify the potential impacts and outcomes of different supply chain strategies. Able to make recommendations for relevant logistic training and learning opportunities to improve the supply chain process. Being a master trainer of DDR can design a special training manual for Basic DRR awareness (structural and Non-structural)

***---------------------------------------------* Areas of Expertise*----------------------------------------------***

Project Management |CBDRM| Warehousing | Logistic & supply chain management |Procurement| Social Mobilization

| Monitoring | Risk Management | Communication | Report Writing | Stakeholder Management | Project Planning & Controlling | Team Building & Leadership | Reporting & Documentation | Problem Resolution| DRR

***---------------------------------------------* Career Highlights*----------------------------------------------***

* Established a participatory food distribution mechanism by organizing local elders Jirga with community elders to minimize hazard and security threats and facilitated about 47000 TDPs monthly.
* Established numerous village development committees while facilitating three districts in Orakzai in UN-WFP funded projects of DRR in food base transfers
* Constructed 3 NFIs schemes in Orakzai while working with the village development committees.
* Raised the number of staff capacity developmental training during UN-WFP funded project “standard logistic and warehouse management “for executing the effective implementation of the project activities.
* Succeeded in completing 3 numbers of projects in three districts for the WFP program by assisting internally displaced peoples of Bajaur, Orakzai, and South Waziristan.
* Socially coherent community of Kurram, Orakzai, and Upper Dir through community participatory DRR and FFW/CFW approach through UN-WFP funded project and raised the concept of “Ashar” on the community level.
* As a social motivational speaker aware of the war-effected communities of Bajaur through the Mine Risk Education project funded by the Swiss Foundation of Mine Action (FSD) and implemented by BEST-Pak.
* Spread and practically implement the slogan of UN-WFP “Zero Hunger “by facilitating thousands of TDPs in war-torn areas of merged districts of KPK.
* Facilitated 478 schools and 41 health facilities in the tribal district Orakzai through food for education and nutrition projects through their doorsteps to attain zero hunger policy and reduction of stunted growth and pregnant and lactating mothers’ needs.

**Professional Experience**

**Muslim Hands Pakistan (UNHCR Peshawar) Mar 2023– Cont...**

**Logistic Associate:**

To facilitate the Afghan Refugees and Asylum Seekers' improved access to renewable energy, Afghan Refugees and Asylum Seekers have access to solar items at a domestic and communal level along with capacity building for O&M of these solar items in 43 Refugees Villages located in 13 districts of KP, funded by UNHCR.

**Key Accomplishments**

* Demonstrated to ensure all products are properly stored, organized, and always accounted for, updated, and maintained up-to-date knowledge of warehouse inventory, including quantities, locations, and types of products.
* The field staff's supplies and equipment put together and distributed as needed.
* Coordinated with the UNHCR Field Office and vendors to make arrangements for the pickup and delivery of Solar-related supplies and equipment from the warehouse to the field.
* Verified that the goods and equipment being returned meet all applicable specifications and quality standards.
* To lessen the danger of deterioration or damage, made sure the things are stored properly.
* Offered assistance or support with logistics and product purchases as needed.
* Ensured that the stocks and supplies are appropriately recorded using standard inventory formats, assist with administrative chores.
* By connecting inventory data to real counts, assisted with the rolling stock take before distribution and the monthly stock take.
* Gave access to appropriate database systems for inventory control and record-keeping that follow specific/standard formats to UNHCR focal Person.
* Sent in regular reports to get a current picture of the supply chain's operations, including volumes, values, arriving commodities, warehouse stocks, and distribution.
* Took part in the warehouse's routine physical inventory counts and submit inventory reports as a result.
* Worked with the implementing partners to ensure the field database of staff recruits who are active and retired.
* Performed any additional reasonable assignments ordered by regional coordinator.
* Effectively monitored stock levels, order new supplies as needed to maintain optimal levels, and strong networking with vendors to ensure timely delivery of inventory.
* Executed training and supervised warehouse employees on properly handling and storing inventories.
* Devised daily, weekly, and monthly plans and reports on inventory levels and trends, Performed regular audits of existing inventories.
* Expedited coordination with CAR, DAs, RVAs, and MHI officials for smooth progress.

**Secourse Islamique France (Un-WFP Dir-Upper) March 2022– Dec 2022**

**Warehouse Officer**

The project aims to restore livelihood opportunities of flood-effected communities of district Upper Dir through a food-for-work project by UN-WFP. The project’s main aim was to bring social cohesion and harmony by providing food assistance to the local communities through the FFA modality.

**Key Accomplishments**

* Itemised that FIFO, LIFO & FEFO methodologies are used, and maintained transport information for reporting purposes.
* Ensured effective commodity management and quality control. Ensured SIF warehouses were managed following SIF & UN-WFP guidelines.
* Scrutinized all warehouse inventories are recorded accurately and regularly. Provided field Logistics Teams with technical support concerning appropriate processes for ordering, receiving, distributing stocking, and updating of all warehouse inventories.
* Fulfilled all the reporting requirements from the Country/base level. Presented all consolidated monthly reports, and plans as required according to SIF guidelines.
* Supervised all the security procedures, and manage all types of contracts with suppliers and service providers. Meet any ad-hoc donor requirements in a timely and complete way.

**Foundation for Rural Development, UN-WFP Kurram Dec 2021 – Mar 2022**

**District Warehouse in charge**

The project was designed for restoring livelihood opportunities for conflict-affected communities of district Kurram through the Food for Work project by UN-WFP. The project’s main aim was to bring social cohesion and harmony by providing food assistance to the local communities through the FFA project.

**Key Accomplishments**

* Showcased stock control on the self-assured receipt, storage, retrieval, and timely delivery of goods shipment loading & transferring document recording and data entry into the system.
* Effectively warranted that workplace health and safety requirements are met and take responsibility for the security of the building and stock.
* Certified and issued all types of reports related to stock and inventory to the Logistics Manager.
* Incorporated LIFO, FIFO, and FEFO methodologies during stock/commodities in Out in the warehouse/store.
* Reconciled quantities received match the endorsed documents.

**Best-Pak/UN-WFP- PESHAWAR, Kohat & Khyber Jul 2019 –Aug 2021**

**Team Leader, General, and FFW Food Distribution Project**

The Federally Administered Tribal Areas (FATA) of Pakistan have recently seen several rounds of displacement due to ongoing security operations. This was the biggest displacement when the War on Terror reached its peak in 2014. In response to the large displacement of the population of the NMD the United Nations World Food Program initiated Food Assistance projects for IDPs Basic Education and Employable Skills Training (BEST) has been the implementing partner of WFP from the onset of the Food Distribution Operation to the affected populations from the above-mentioned areas both in Camp, Off Camp as well as to the returnee IDPs and locally displaced persons in their respective agencies.

**Key Accomplishments**

* Corresponded with the WFP office, relevant stakeholders, staff members, and Head office for smooth implementation of food distribution activities.
* Inspected updating record of food Distribution, compared and tallied food commodities distributed to IDPs with the stock received from WFP on a daily/weekly/monthly basis and maintain it in a proper register.
* Outperformed, and re-organized 75 Community-Based Organizations (VDCs) male/female
* Developed Village mapping/profiling through different PRA tools (i.e., BBCMs, Mapping/profile, conflict resolution wealth ranking, etc.
* Efficiently ensured and effective implementation of Food Security, Livelihoods, and WASH-related interventions at the community level, Oversaw food distribution activities with field staff at the EDP.

**Foundation for Rural Development, Kurram Dec 2021 – Mar 2022**

**District Warehouse in charge**

Before 2012, UN-WFP never delegated its logistic-based operations to any IPs because they have the best global logistical unit in existence. For the first time, UN-WFP took action in 2012 to transmit their logistical know-how to regional NGOs. They gave BEST-PAK standard logistics, warehouse management, and transportation handling projects for FFW, FFE, and CMAM programs in the former FATA.

**Key Accomplishments**

* Controlled stock movement on self-assured receipt, storage, retrieval, and delivery of shipment document entry into UN-WFP MIS.
* Efficiently ensured security, workplace health, and safety requirements.
* Developed daily, weekly, and monthly, plans and reports related to stock and inventory for Logistics Manager.
* Used LIFO, FIF, O, and FEFO Methodologies during stock/commodities in Out in the warehouse/store.
* Quantity and quality QAQC ensuring quantities received match with the endorsed documents, and maintain clean and pest-free storing conditions.

**Poverty Alliance welfare trust (part), Orakzai (logistic project) Feb-2017 –Nov- 2017**

**District Logistic Officer**

Since they have the best logistical unit in the world spread around the globe, UN-WFP has never before given any IPs control of its operations based on logistics before 2012. In 2012, UN-WFP took the first move towards sharing its logistical knowledge with regional NGOs when it gave BEST-PAK the responsibility for handling standard logistics, warehouse management, and transportation projects for FFW, FFE, and CMAM programs in the f Ex-FATA which was later on handed over to PAWT.

**Key Accomplishment**

* Managed supply chain department in ensuring that high-quality medical supplies are provided at service delivery locations as well as warehouses.
* Safeguarding QAQC, plan for the distribution of vital medical supplies and medications to the healthcare facilities.
* Handled primary pharmacy, pharmaceutical inventory, and health facility stores with the PAWT drug management system.
* Ensured all purchase procedures are followed and any discrepancies were reported to the concerned.
* Produced records and maintain a list of suppliers and local repair/maintenance shops, and conduct price comparisons among them, to get the best deals. Tracking management of stocks (storage conditions, report, expiry date)

**Hujra (UN-WFP Project), Orakzai July 2016 – Jan 2017**

**District Logistic Officer**

Before 2012, UN-WFP has never handed over its logistic-based operations to any IPs as they have the world’s best logistic unit throughout the globe. In 2012 UN-WFP for the first time initiated a step to transfer their logistic expertise to local NGOs and handed over standard logistics, warehouse management & transportation handling projects to BEST-PAK for FFW, FFE, and CMAM programs in erstwhile FATA.

**Key Accomplishments**

* Managed stock control the self-assured receipt, storage, retrieval, and timely delivery of goods shipment loading & transferring into MIS.
* Ensured that workplace health and safety requirements are met and take responsibility for the security of the building and stock.  Maintain housekeeping of the warehouse and surrounding area.
* Orchestrated weekly and monthly plans and reports related to stock and inventory for Logistics Manager.
* Modernized the usage of LIFO, FIFO, and FEFO Methodologies during stock/commodities in Out in the warehouse/store.
* Updated stake and stock cards record, and periodically took physical checks. Liaise with field monitors and others on methods of logistics. Report and take appropriate actions for spoiled commodities.

**Best-Pak, Orakzai Agency Aug, 2015 – Jul,2016**

**District Logistic Manager**

Before 2012, UN-WFP has never handed over its logistic-based operations to any IPs as they have the world’s best logistic unit throughout the globe. In 2012, UN-WFP for the first time initiated a step to transfer their logistic expertise to local NGOs and handed over standard logistics, warehouse management & transportation handling projects to BEST-PAK for FFW, FFE, and CMAM programs in erstwhile FATA.

**Key Accomplishments**

* Managed stock control the self-assured receipt, storage, retrieval, and timely delivery of goods shipment loading & transferring into MIS.
* Ensured that workplace health and safety requirements are met and take responsibility for the security of the building and stock.  Maintain housekeeping of the warehouse and surrounding area.
* Developed weekly, and monthly plans and reports related to stock and inventory for Logistics Manager.
* Kept record of the foodstuff loading and unloading in the warehouse adhering to WFP systems, signed waybill of received and dispatched cargos, and delivered goods on request against approved documents.
* Made updated stake and stock cards record, and periodically took physical checks. Liaise with field monitors and others on methods of logistics. Report and take appropriate actions for spoiled commodities.

**Best-Pak, Dera Ismail Khan Jul 2014 – Jul 2015**

**Project Manager**

The newly merged districts of KPK have seen several rounds of displacement due to security operations. This was the biggest displacement when the War on Terror reached its peak in 2008-2009. It was the biggest IDP movement in the history of the country as well as in the history of the tribesmen. BEST with a determination to extend its services to the conflict-affected people on a humanitarian basis, made its intervention on January 01, 2013, as implementing partner of UN-WFP to extend food assistance to the IDPs of South Waziristan Agency residing off camp or with host families.

**Key Accomplishments**

* Executed Project plans and revised them; identified resources needed, and assign responsibilities to individuals.
* Visited project areas occasionally to observe the performance of Project staff.
* Carried out beneficiary identification through project implementation staff as per the identification criteria.
* Reviewed deliverables quarterly prepared by the teams before passing them to the Donor/Client.
* Kept close liaison with local administration and other stakeholders.
* Managed Project budget, ABC, and saw a strict vigil on the expenses and maintain financial transactions record.

**Best-Pak, Orakzai agency Best-WFP April, 2013 – Jun,2014**

**Project Coordinator (FFW-DRR project)**

The project aims to restore livelihood opportunities of flood-effected communities of district Upper Dir through a food-for-work project by UN-WFP. The project’s main aim was to bring social cohesion and harmony by providing food assistance to the local communities through the FFA and DRR-based modality and to mitigate the community for any future natural and man-made disasters by providing them with structural and non-structural activities.

**Key Accomplishments**

* Formed 68 village development committees (VDCs), 68 pieces of training for VDCs regarding their role in the said project
* Implemented DRR through CBDRM, a food-based intervention at the community level in 19000 households.
* Led the preparation of the 168 communities for DRR and mainstreaming in project activities, delivering effective knowledge-building and management.
* Conducted more than 150 training on Disaster Risk Reduction
* Initiated North Waziristan IDPs registration, registered more than 63000/ households.

**Best-Pak/UNHCR Nov 2011 – Mar 2012**

**Regional Warehouse Supervisor**

The EACI project was initiated by UNHCR for promoting education in Afghan Refugee Camps through the provision of food baskets, TLMs, stationery, school chairs, and tables.

**Key Accomplishments**

* Maintained up-to-date knowledge of warehouse inventory monitored stock levels, and order new supplies.
* Developed weekly, and monthly, plans and reports, and updated sheets of inventory in MIS.
* Educated and trained employees on handling & storage of inventory, Investigated and resolved any inventory discrepancies.

**Swiss Foundation For Mine Action, Bajaur Dec 2010 – Oct 2011**

**Team Leader**

After the 2009-2010 war against terror by the Pak Army in the tribal district of Bajaur Swiss Foundation for Mine Action(FSD) launched an awareness-related project in Bajaur. The main aim of the project was to aware the local community of Bajaur of the disastrous effects of ERWs (explosive remnant of war)

**Key Accomplishments**

* Developed weekly and monthly plans and reports to present project progress.
* Delivered training to staff and other organizations members on mine risk education.
* Conducted Awareness sessions on MRE (Mine Risk Education), distribution of promotional materials in the local community of Bajaur Agency,

**Best-Pak/Un-WFP, Bajaur May,2009 – Oct,2010**

**Team Leader**

Security activities have resulted in multiple waves of evictions in the newly combined districts of KPK. When the War on Terror was on peaked in 2008–2009, this displacement was the largest. In both the history of the nation and the tribesmen, it was the largest IDP movement. On April 1, 2013, BEST intervened as an UN-WFP implementing partner to provide food assistance to Bajaur Agency returnee IDPs as part of its commitment to providing humanitarian services to those affected by violence.

**Key Accomplishments**

* Oversaw food distribution activities with field staff at the EDP.
* Outlined close liaison with WFP officials, other stakeholders, team members, and the Head office for smooth implementation of food distribution activities.

**Additional Experience**

**Regional Warehouse Supervisor | Best-Pak/UNHCR Nov | 2011 – Mar 2012**

**Team Leader | Swiss Foundation For Mine Action, Bajaur | Dec 2010 – Oct 2011**

**Team Leader | Best-Pak/Un-WFP, Bajaur May | 2009 – Oct 2010**

**Master Trainer DRR** | BEST PAK KPK | 2013

**Supply Chain/Logistics/Warehousing Expert** | SIF/BEST/FRD/HUJRA/PAWT/MHI | 2015-2022

**Short-term Surveys**

**House Hold Carpet Survey: BISP (Benazir Income Support Program)** | 2019

**Wash survey (UN-OCHA)** | 2016

**VAM survey- UN-WFP** | 2014

**Education & Professional Background**

**Master in Political Science,** University of Malakand

**Bachelor in Science**, Government Post Graduate College Khar Bajaur

**Professional Training/Certifications**

Attended 07 days of Training on Warehouse Management & Record Keeping, WFP 2016

Attended 3 days of Training on Social Mobilization arranged by BEST-Pak in 2009

Attended 05 days of training on Conflict Resolution, DRR, and CBDRM organized by UN-WFP in 2014