

Furqan Ullah Khan

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Summary; *Dedicated humanitarian delegate professional with a history of meeting company/organization goals utilizing consistent and organized practices. Managed and reviewed, daily maintenance reports; providing financial expertise and guidance to subordinate units; briefing Support Operations Officer in Charge on cost analysis daily. Skilled in working under pressure and adapting to new situations and challenges to enhance the organizations by monitoring day to day activities. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Developed as well as managed materials planning function for the product of the organization. Provided a variety of clerical, administrative and technical duties in support of logistic operation.*

Experience

Nov, 2023 to Jan, 2023

Supervisor

Ernst Young Ford Rhodes

Third Party Assist

Location: Lakki Marwat

- Ernst Young Ford Rhodes has been engaged as a Third-Party Assessor (TPA) for Insecticide Treated Nets (ITNs) Mass Distribution Campaign 2023 by the Indus Hospital and Health Network (IHHN).
- EYFR is required to conduct the assessment in multiple district of Khyber Pakhton khawa.
- The scope of work for this assessment includes the data validation visits for Household Registration, Social & Behavior change communication and ITNs Distribution carried out by the Monitoring partner, Medical Emergency Resilience Foundation (MERF).
- The Enumerator will perform all the duties laid down in the TORs or as specified during the training and assign duties by the field supervisor / survey expert.
 - Collection quantitative data collection through CAPI application
 - Questionnaire cleaning on daily basis by sitting with supervisors, particularly in each evening
 - If necessary, call the respondent for making clarification or necessary correction in the response
 - Upload the daily progress into the excel file and share with the supervisor and survey expert.
- The Enumerator will fulfill all duties assigned by supervisor or assignment in charge.
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Highlights

- Results-oriented
- Collections and analysis of all logistics reports of the project
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Facilitate field team by providing logistic and finance support
- Monitoring & Evaluation
- Resistance to stress •
Good manners

Education

- **Master of Business Administration:** Gomal University DI Khan.
- **Master of Science (M. Sc) in Health & Physical Education:**
Gomal University DI Khan.
- **Master of Arts (MA) in Islamiat:**
University of Science & Technology Bannu

Personal Information

- DOB; 14th August, 1986
- Nationality; Pakistani
- CNIC; 22101-9890875-5
- Address; Village Aramatala Guli
Khel, Sarai Gambila, Lakki Marwat.

- The Enumerator will refrain from any conduct that would adversely reflect on the contractor and will not engage in any activity which is incompatible with the aims and objectives of the assignment.
- The Enumerator will keep confidential any and all unpublished information made known to him by the contractor during the course of the service that ought to have known has not been made public, and except with the explicit authorization of the contractor.
- The Enumerator will provide the contractor with a copy of all materials prepared during his service and contractor will have ownership/copyright of the work.
- The Enumerator agrees to all policies of contractor including Safeguarding and Child Protection.

Aug, 2023 – Sep, 2023

Admin & Logistic Officer

Foundation for Rural Development (FRD)

Emergency in education FLOOD EFFICTED AREA

Location; DIKHAN

- Keep financial records and perform financial procedures (e.g., receipts, payments, requests, and petty cash).
- Preparing and disbursing monthly payroll of FRD staff as per rules.
- Processing payments of all service providers as per agreed contract and rules.
- Preparing timely bank reconciliations and maintaining all bank files as per rules
- Assist the organization and management of internal and external audits.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Ensure all procurement processes are in compliance with FRD and donor regulations.

June, 2021 –July, 2023

Admin & Logistic Officer

Foundation for Rural Development (FRD)

WFP-FRD-FFA Livelihood Project

Location; DISTRICT KURRAM

- Keep financial records and perform financial procedures (e.g., receipts, payments, requests, and petty cash).
- Preparing and disbursing monthly payroll of FRD staff as per rules.
- Processing payments of all service providers as per agreed contract and rules.
- Preparing timely bank reconciliations and maintaining all bank files as per rules
- Assist the organization and management of internal and external audits.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Ensure all procurement processes are in compliance with FRD and donor regulations.

07/2019 to 04/2021

Logistic Assistant

Peshawar and DI Khan

APEX Consulting Pakistan

- Responsible for monitoring material transported and delivered for timeliness and legality.
- Assist in loading/unloading, sorting, and stocking, and packaging merchandise and orders.
- Responsible for the review, verification, and reconciliation of shipping documents.
Carry out clerical work, including typing, proofreading, and editing documents, correspondence, and reports for the logistics department or assigned.
- Support with developing and preparing complex databases, reports, and/or presentation material for the logistics unit. Responsible for preparing shipping documents such as Commercial Invoice, Packing Lists, and Shipyard Material Receivers, etc., for ongoing shipments and projects.

09/2017 to 07/2019

Internal Field Monitor (IFM)

Lakki Marwat, FR Lakki, FR Bannu, and North Waziristan

APEX Consulting Pakistan

- Participate in all relevant training sessions being conducted during PCM round, and as notified by the Training section.
- Conduct field monitoring visits as per given target by the Internal Field Section.
- Monitor, observe, document and report field activities without interfering in work of field teams.
 - Ensure accurate recording of pictorial evidence of monitored activities as Means of Verifications (MOVs).
- Ensure accurate reporting of progress of activities to provincial coordinator on daily basis.
- Ensure that accurate and fair data collection is being carried out during field activities.
- Ensure provision of regular and relevant feedback after successful completion of each assignment.
- Ensure complete confidentiality is observed during entire course of validation exercise.
- Ensure regular and proper maintenance of daily field expenses and financial closing through expense booklets.
- Perform any other assignment delegated in reference to PCM activities, as and when assigned by the Project Management Unit (PMU).

05/2016 to 06/2017

Community Outreach Worker

DI Khan

Prime Foundation Pakistan

- Area Mapping / Area Profiling
- Community Mobilization and Formation of Nutrition Support Groups
- Camp Management, (Identification of Comp Location, Camping Date, Camping time, Prior information to focal person regarding comp etc.).
- Stock Management of Comp Level
- Tracing the fallow up patient in the community.
- Documentation related to mobilization.
- Screening reports daily, weekly and monthly.
- Coordination with male health staff at health facility level.
- Provide security to female staff in the field.