

***CAREER SUMMARY:***

# Gul Naz

***D/O***

## *Maqsood Khan*

***Contact:***

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### *D.O.B: 26/06/1984*

***Religion:*** *Islam*

***Nationality:*** *Pakistani*

***Marital Status:*** *Single*

***Location: Peshawar Cantt***

*I graduated in Information Technology (IT), Post-Graduation/MS in Gender and Women Studies and Postgraduate Diploma in HRM (Human Resource Management).*

*I’m having nearly Nine (09) years of diversified experience in National organization as well as International NGOs.*

***ACADEMIC QUALIFICATION:***

*2018-2019**Post Graduate Diploma in* ***HRM*** *from* ***AIOU*** *( Allama Iqbal Open University)*

*2014-2017 MS. Gender and Women Studies ( Allama Iqbal Open University)*

*2002-2006 BSIT (Hons) CECOS University of IT & Emerging Sciences (CGPA 3.5)*

*2000-2001 BISE Peshawar: F.SC/Pre-Medical*

*1999 BISE Peshawar: S.S.C/Science*

***FINAL YEAR PROJECT: Completed in 2008***

*Local Area Network and Mobile Adhoc Network****.***

***Professional Trainings:***

* *Procurement & Logistic Training*
* *Admin/Finance/HR & Logistic Procurement Training*
* *PSAIT*
* *Fire Awareness Training*
* *Women Awareness Training*
* *Google Docs*
* *First Aid Training*

***CLUBS AND SOCIETIES:***

* *Member of Ladies Club*

***LANGUAGES:***

*Command over spoken English, Urdu, and Pashto.*

***INTERNSHIP EXPERIENCE:***

*Crescent Standard Investment Bank Peshawar (3 Months).*

***COMPUTER SKILLS:***

*Experience utilizing computer including word processing, Office Automation, Data Base Management, Computer Hardware, Google Docs, Networking and other software packages.*

***PROFESSI***

***PROFESSIONAL EXPERIENCES:***

**Currently working in UNIOM MEDICAL HEALTH ASSESSMENT CENTER as an call center agent Islamabad.**

· We receive daily calls from applicants and give them appointments

· We do different countries health assessment like, Canada, Australia, UK and newzealand.

· On daily basis our work is give medical appointments to the applicants who have plan to visit UK, CANADA, Australia an New Zealand.

· We give appointments over the phone calls an email when requested by applicants

· Applicants calls to ask about their medical result, status, report, further medical and health related queries.

· There is refugee funded program where we do medical health assessment of refugees.

· Different migrants health related queries and problems we solved over the phone calls.

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*Worked in* ***FATA SECRETARIAT PROGRAM/PTI/OTI USAid****(IOM- International Organization Migration) Duration: 18th March 2013 to 30th June 2019*

***DUTIES AND RESPONSIBILITIES***

*Project Name: Pakistan Transition Initiatives (PTI)*

*Duty Station: Peshawar*

*Position Title:* ***Admin and Finance Assistant***

***GENERAL FUNCTIONS***

*Under the overall supervision of the Programme Manager, the Admin & Finance Assistant will be directly supporting and reporting to the Team Leader (TL) and facilitating the support departments at Islamabad office and provide overall Finance, Administrative and HR support in the day-to-day management and functioning of the Program:*

***ADMINISTRATION:*** *Update and maintain all; Google docs, Spread Sheets and Staff related records in the dada-base on daily bases.*

* *Maintain consolidated staff data including; emails/home address, CNIC numbers, Health card numbers, Employee card Numbers and contacts, contact numbers and office extensions.*
* *Process and maintain complete records of medical claims and leave requests.*
* *Maintaining employee’s personal files and Updating accordingly*

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***HUMAN RESOURCE:*** *Inform the Security unit for security clearance of selected candidates and also inform head office about the joining of the new staff member.*

* *Assist newly-arrived Local staff with administrative formalities related to their accreditations, security passes, submission of completed forms and related documents to head office.*
* *Collect documents (ID card attested copies, Updated CV, Signed Job Description, recruitment kit, experience letters and etc.) and file the all original documents of the employee for the record facilitates recruitment and selection processes and send the documents to HR head office department.*
* *Reviews and facilitates processing of staff movements such as paternity leaves, Maternity leaves, and special leave without pay, field office assignments, and return to Head office. Provides support to supervisor(s) case management.*
* *Advise HR department and staff on the interpretation of HR policies, procedures and initiatives. Reviews policies and procedures and recommends changes as needed.*
* *Give orientation to the selected candidate about the HR policies.*
* *Advise staff members on their right****s, obligations, benefits, and entitlements, and assist them in interpreting organization rules and regulation.***
* ***Respond to queries of staff related to HR, about their contracts, salary, tax certificate, benefits, leaves, TA-DAs and any pertinent information.***
* *Give contracts to the local recruited/hired staff and take receiving on them.*
* *To follow up the expired date of the contracts of organization staff, clear all the assets given to staff before leaving the organization, take back all issued official documents i.e. Health cards, service cards, and process clearance form for separation from services of departed staff.*
* *Receive HR documents and proper distribution of those documents (Opening of Bank Account, experience letters, Income tax Letters, & Final Settlements) after receiving send back to HO.*
* *Keeps a record of all official correspondence including daily reports sends to TL’s and Security Assistant. Send Leave Requests to HR for approvals, in case of any outstation meetings, send Travel authorization form and Travel Security clearance form to HR for approval and clearance.*
* *Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.*
* *Maintain staff leaves record daily, weekly or monthly in Google DOCs.*
* *Assist in staff training need assessment, prepare participants list and informing the staff.*
* *Every quarter/six months; assist in annuls staff performance Appraisal & Evaluation and tracking of forms.*
* *Maintain records and facilitate staff in their health, EOBI, and staff ID Cards and if there is any query regarding these cards is also addressed and inventory items of office time to time.*
* *Ensure timely dispatching of all documents to the Islamabad office.*
* *Reviews and verifies data entries in the HR systems to ensure that staff personnel actions, personal data(Promotion, demotion, joining and all relevant data) and salary adjustments are accurate and according to contract.*
* *Supervise drivers and cleaners*
* *Maintain electronic and hard copies filing system of the HR unit*
* *Close out the program*

***TRAVEL****:* *Process travel expense claims, in accordance with the organization’s rules and policies*

* *Provide travel assistance to staff on a day to day basis for travel arrangements and entitlements based on the organization’s rules and policies*
* *Assist the staff to arrange their travel in coordination with the logistics section to process their Travel authorization form (TA) and Travel Security clearance form (TSCF)*
* *Assign vehicle and driver for all official travels when requested by staff for field visits*
* *Take all necessary travel approval before commencing the journey( for team leaders, seniors and drivers , for monthly implementation meeting or any meeting)*
* *To fill in overtime form if any activity is on weekends or after office timings, timings can be verified by checking the log books.*
* *Process travel advance request to HR and advance payment request to the Finance head office.*
* *Ensure staff overtime and its timely submission to the head office including drivers.*
* *Receive, check and process all DSA claims of staff members including drivers and submit to Head office.*
* *If any staff members want to travel in a personal vehicle, it is must to take approval from PM and can claim the fuel and toll tax after submitting to H.O.*
* *Ensure proper filing system and maintain Travel authorization form List in Hard or Soft or clear them according to DSA Payments or attached documents like Guest house invoice, Petrol invoice, Toll plaza receipt and etc.).*
* *Verify invoices received from hotels/guest houses and ensure payments are made in a timely manner in collaboration with Head office finance unit.*

***GENERATOR:*** *Raise purchase requisition (PR) for fuel and keeping record.*

* *Necessary approvals need to be taken from the Program Manager for generators fuel along with purchase request form (PR).*
* *Produce monthly fuel consumption report and submit PR against the invoices received.*
* *Monthly data entry for fuel receipts in excel, repair and maintenance receipt along with the invoice and approved email in hard.*

***MEDICAL:*** *Assist the locally recruited staff about medical insurance plan and policy for (IPDS and OPDS). Provide administrative support to staff in case of Medical Emergencies. Inform HR in case of addition and deletion of any family member name from the health cards*

* *Maintain daily tracking Medical record of staff and families to provide accurate information to issue them new Health card.*
* *Maintain Medical Claim List In hard and soft and file them properly. Medical Cheque Receiving’s and sending back to Head office (to ensure the timely reimbursements).*
* *Thoroughly check the claims have all the required documents (including, consultation fee, prescription forms, medicines invoice, test receipts and test reports and etc.)before submitting to H.O*
* *Give Medical cheque to staff and send receiving to H.O.*

***FINANCE:*** *Liaison with Head Office on a daily basis regarding financial matters maintain proper accounting files & update organized filing system. Scrutinize of bills/claims/supporting documents.*

* *Review and checking Payments/Invoices requests are in accordance with PTI rules and procedures and Data entry of invoices in* *excel.*
* *Verify documentation for processing of payments and the verification and coding of all accounting documentation to ensure it is prepared according to the Organization's rules and procedures.*
* *Make sure that all vouchers have the required supportive documents (Purchase requests (PR), etc.), review invoices, reconcile with the records and identify errors.*
* *Organize appropriate filling system, maintain records and files in accordance with standard filling system. Maintain and update internal payment tracker.*
* *Assist in handling day to day operational activities.*
* *Receive Utility bills, Vouchers and courier slips. Take proper and necessary approvals of office utility bills (Electricity, Sui-gas, PTCL, Water bill, Diesel and etc.)* *Ensure all payments of utility bills for office are processed on time before the due date.*
* *Processing Petty cash payments and Maintain proper records of the office petty cash and supporting documents*
* *Prepares the monthly Imprest reports (IRV) and other relevant financial reports*
* *Support the implementation of financial policies and procedures and assist in setup and implementation of proper accounting procedures, systems and internal controls to manage the Petty cash properly, closing the operational advance, entering invoices on day to day expenses and monitor the daily cash position*.
* *Responsible for forwarding advance adjustments and petty cash reports to the main office and follow up on settlements/reimbursement.*
* *Receive Toll plaza and invoices for the payment.*
* *Field visits for* *Payments to beneficiaries and trainees related to different Grants.*
* *Support the Unit’s staff on all accounting, budget or financial queries*
* *Perform other duties related to personnel, administrative and financial issues of project as required*
* *Proper control of supporting documents of funds and activities.*
* *In case the absence of Finance officer perform all the finance duties (and also perform Procurement and logistic tasks in the absence of any logistic officer to arrange vehicles, Vehicle maintenance, scheduling, Check log book, Generator fuel consumption, Vendors Cheque, Purchase request, purchase Order PO and all related duties).*
* *Any other tasks as requested by Finance Unit ISB.*

***DUTIES AND RESPONSIBILITIES:*** *Provides support for the administration and implementation of program/operations strategies focusing on achievement of the following results:*

* *Full compliance with UN rules and regulations and other relevant policies on financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system*
* *Respond to the inquiries of callers or visitors and distribute mails and other correspondence*
* *Arranging and scheduling meetings, planning, and record handling plus providing Admin support in meetings.*
* *Check all the telephone lines, Connect calls.*
* *Manage and maintain files of the office and* ensure *confidentiality of sensitive files..*
* *Maintain record of courier receipts (incoming and outgoing courier slips).*
* *Ensure the travel and logistics arrangements are made as per requested by the program team and as per Policies of the Program*
* *Vehicle and driver management*
* *Ensure repairs and maintenance services for the office are managed well.*
* *Ensure office building is properly maintained.*
* *Office Management and ensure cleanliness of the office and all office equipment is in working condition and ensures that office equipment, air conditioners, and generators are kept in optimum working order, through correct usage and periodic maintenance*.
* *Undertake correspondence related to program issues to field staff.*
* *Coordination with HR and Admin Finance Unit in processing of the national staff TAs*
* *Assist in creating and maintaining timesheets and leave records, taking data from Biometric and updating records then on.*
* *Responsible for HR tasks (Attendance, overtime and being the first person to contact for all staff HR queries and provide guidance to the staff*
* *Assist the admin finance assistant in Peshawar in terms of Medical Claims and Health Insurance or any matters related to Admin, Finance and HR.*
* *Assist in arranging interviews and contacting the candidates for the interview schedules.*
* *Supervise the provision of services such as facilities management, travel, protocol and light vehicle management related, etc., reporting any discrepancies to the supervisor.*
* *Handling the Transportation Unit including the drivers, Fuel consumption, Maintenance, travel schedule and etc.*
* *Supervise support staff and allocate different tasks to other support staff*
* *Any other duty assigned by the Program manager or Team Leader*.



***(Agency for Technical Cooperation & Development)***

***Duration: 12th November 2012 to 15th March 2013.***

***Position: DATABASE ENTRY OPERATOR***

***Department: MIS***

***Location: Peshawar***

***JOB RESPONSIBILITIES:***

* *The employee must execute the tasks described in his/her Terms of references in accordance with ACTED’s internal independently and with competence.*
* *To develop distribution sheets for program teams.*
* *To ensure regular gathering of data collected by AMEU Monitors and of distribution sheets.*
* *To ensure accurate and timely entry of data into database.*
* *To ensure proper filing of data.*
* *To work according to the priorities set by the AMEU Coordinator and Senior Database operator.*
* *To report to the database operator at frequent and regular intervals on the progress of data entry and any outstanding inaccuracies and / or discrepancies.*



***STEPNEX SERVICES PVT LTD*** *as an OFFICE COORDINATOR (11th September to 10th November 2012.*

***JOB RESPONSIBILITIES****:*

* *Responsible for general administration including, office repair / maintenance.*
* *Maintenance of all relevant files and account books (Book Keeping)*
* *Prepare and maintain all Bills, receipts & vouchers.*
* *Responsible for petty cash management.*
* *Responsible for office stationery.*
* *Responsible for staff attendance and leave record*
* *Assist Manager Finance and Admin in all related Tasks.*



***TRUST INVESTMENT BANK LTD*** *as a CRO (Customer Relationship Officer) From June.4th, 2007 to Sep.10th, 2009.*

***JOB RESPONSIBILITIES****: Handling day to day financial activities, cash transactions along with the preparation of vouchers, bank transactions.*

* *Preparing daily statements and Posting of all the transaction in cash book only on daily basis.*
* *Reconciling cash at the end of each day/each month.*
* *Keeping a record of issuing payments for all the bills and stamping them as paid at the time of payment.*
* *Keeping a record of updating petty cash on a daily basis, Responsible for petty cash.*
* *Responsible for all financial and banking matters.*
* *Keep track of the correspondence of files and keeping them proper and updated manually and electronically.*
* *Keep track of correspondence of registers. i.e.:-cash register, cheque register, petty cash register, incoming mails register, outgoing register, incoming fax register, outgoing fax register, leave register, attendance register)and keeping them proper.*
* *Keeping record and follow-ups of all the advances issued for Expenditure*
* *Keeping an updated record of the leaves of all employees.*

***REFERENCES:***

* *Mr. Muhammad Shoaib: Chief of Party Community Resilience Activity DAI Pakistan*

*Official Email ID: Muhammad\_Shoaib@dai.com*

*Contact #: 0335-4951720*

* *Mr. Raza Ullah Khattak: Team Leader CRA Pakistan/UN-IOM*

*Contact # 0919216304, Ext 101*