CURRICULUM VITAE

 **HASNAIN UR REHMAN**

Father name: Habib Ur Rehman

Date of Birth: 5th July 1995

Domicile: KP (Ex-FATA)

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Nationality: Pakistani

Marital Status: Married

**CAREER OBJECTIVE**

To work for a professional organization, which offers challenging opportunities, to utilize my professional and technical knowledge, enabling me to improve my abilities, and improve the organization plans and work Procedures.

**EDUCATION HISTORY**

Session 2020-2021 Diploma in Supply Chain and Logistics Management

 Advance Professional Assessment Council

 81%

Session 2018-2020 M.Phil./MS Management Science

 Qurtuba University of Science & IT Peshawar.

 CGPA 3.85/4.00

Session 2013-2017 BBA (HONS)

Qurtuba University of Science & IT Peshawar,

CGPA 3.78 /4.00

Session 2011-2013 HSSC (Pre Medical).

University College for Boys Peshawar

Board of Intermediate & secondary Education Peshawar

Session 2010-2011 SSC SCIENCE.

 Peshawar Children Academy Hayatabad Peshawar

 Board of Intermediate & secondary Education Peshawar

**EXPERIENCE**.

* Worked as a **FINANCE AND ADMIN OFFICER** at **SAIF ASSOCIATES** Peshawar LTD.PVT from 1st March 2016 to 20th July 2020.

**RESPONSIBILITIES:**

* Create and implement financial policies to guarantee operational efficiency.
* Oversee the preparation and planning of budgets.
* Maintain records and receipts for all daily transactions.
* Ensure financial records are kept up-to-date with the latest transactions and changes.
* Contribute to financial audits.
* Monitor all bank deposits and payments.
* Perform periodic financial analysis to detect and resolve problems.
* Prepare balance sheets and invoices.
* Maintain the stationary record and fulfilling the request of staff regarding stationary demand.
* Maintain attendance and leave records and control. Share attendance records on monthly basis with the Head Office.
* Perform such other duties as may be assigned.
* Decision Making
* Conduct meetings of stakeholders on every week
* Arrangements of documentation of HR.
* Managing incoming calls and other communications.
* Managing filing System.
* Creating, Maintaining and entering information into database.
* Worked as a **DISTRICT SUPPLY CHAIN /LOGISTICS OFFICER-PMU GLOBAL FUND GRANT** at **IVMP-Merged Area** from 27th July, 2020 to 30th May 2024.

**RESPONSIBILITIES:**

* Prepare monthly petty cash report, cash certificate and submit to head office along with supporting documents for replenishment of funds.
* Prepare and submit requests for advances to head office and responsible for submission of liquidations for office and grants expenses.
* Prepare vouchers for financial transactions office and other program related Payments, ensuring all supporting documents and approvals are obtained.
* Verify invoices and ascertain that the goods and/or services were duly received before requesting for payment.
* Verify all grants payments in terms of budget, contracts, PO and PR before sending to head office for processing.
* Advice on travel authorizations and allowances for staff members leaving on duty travel. Ensure security clearance is requested and received when applicable.
* Maintain attendance and leave records and control. Share attendance records on monthly basis with the Head Office.
* In coordination with HR Head office, conduct induction/orientation session with newly recruited staff
* Organize and/or tracking the local procurements of goods and Services made in the field. Coordinate local procurements with the program unit and procurement unit in Head office
* Assist with the advertisement Tender Notice and float RFP/RFQ to qualified vendors/contractors and distribution of bid documents locally. Assist with Bid opening process as required
* Maintain/update inventory of assets and control stock of consumables.
* Conduct market survey, and vendor evaluations. Create and maintain a database of reliable vendors.
* Check vehicle logbook on daily basis in the field.
* Check on the vehicles condition on daily basis and coordinate with logistics in head office in case of any repair/Maintenance.
* Maintain the stationary record and fulfilling the request of staff regarding stationary demand.
* Perform such other duties as may be assigned.
* Making Way Bill of stock Receiving
* Maintain/Update Bin Cards for stock in store
* Warehouse Management
* Creating, Maintaining and entering information into database.
* Also, know about GRN, GDN, RFQ, PO, and RFP.

**SKILLS**

* **Computer Skills:**
* Microsoft XP applications (Word, Excel, PowerPoint)
* QuickBooks
* Composing (English and Urdu inpage)
* Knowledge of administrative support procedures
* Good communication and Computer Skills
* Professional personal presentation
* Organizing and planning
* Strong Follow up skills
* Good in negotiation.
* Good in Coordination
* **Language Skills:**
* Verbal and written communication skills in English, Pashto and Urdu.
* **Project Managing:**
* Can lead as a team leader, able to communicate effectively with people of all ages and back ground to work collaboratively to resolve problems, and to motivate team member to achieveobjectives

**CERTIFICATES**

* New product development ideas at Qurtuba University of Science & IT.
* Online Certificates from **Great Learning** on "**LOGISTICS MANAGEMNTS**"
* Online Certificates from **Great Learning** on "**SUPPLY CHAIN MANAGEMENT**"
* Online Certificates from **Great Learning** on "**FINANCIAL ACCOUNTING**"

**INTERESTS AND ACTIVITIES**

* Playing Cricket.
* Reading Newspaper
* Travelling