## **Khan Wazir**

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**E-mail:** Wazir143@gmail.com

## **EDUCATION:**

**MBA FUUAST Islamabad 2012**

**BBA Hons University of Malakand 2009**

**DIT BTE Peshawar 2008**

## **JOB EXPERIENCE:**

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| Position: Admin, Logistic and Procurement Assistant May 2021 till date |
| **Organization:** Prime Foundation Pakistan, Mother and Child care project (MCCP) |
| **Donor:** Agha Khan and Peshawar Medical colleges |

**Responsibilities:**

* Looking after all inventory/Store operation and Procurement
* Maintain inventory sheet by keeping close eye on all stock-in & stock-out
* Maintain physical count and safe keeping
* Maintain proper record of all warranty/repair & faulty items
* Assist in local purchase of all material/equipment
* Delivery of store to clients, project sites and collection of sample equipment
* Dispatching & collection of equipment by courier/Daewoo
* Perform works of miscellaneous nature as and when required
* Must have valid motorbike driving license, car driving license would be an added advantage
* Candidate having experience of security cameras and LED lights inventory/store will be given preference
* Preparing/drafting of correspondence to respond to inquiries regarding relevant administrative activities
* Supervising the workflow and general services management like, records maintenance, travel, transport/rent a car, security services, courier, vehicle maintenance, maintaining of equipment/buildings, preparing and follow up on these contracts and its review as and when required.
* Maintains files/records related to the functions and provides required information for reports, correspondence, technical papers and other reference documents (Transfer, posting , Correspondence , filing , drafting)
* Provision of administrative and logistic support for meetings, workshops and conferences;
* Ensure proper use and maintenance of physical assets and office, including vehicles, equipment, furniture, and office building
* Maintaining project petty expenses and ensures entries in petty cash register, maintaining general ledger to keep record of project accounts
* Drafts routine correspondence, faxes from oral instructions, previous correspondence and other available information.
* Raises PRQs for payments.
* Maintain daily/weekly rosters for vehicles and keep track on movement of vehicles and necessary arrangements for timely repair and maintenance of vehicles to ensure the optimum usage of fleet and ensure that all the vehicles are fully functional.

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| Position: Union Council Polio Officer (UCPO) February 2022 to March 2021 |
| **Organization: Chip Training and Consulting,**  |
| **Program: EPI, PEI program KP-TD (WHO Funded)** |

**Responsibilities and Achievements:**

**1.** Training and Capacity building of UCMOs, AICs, SM, TTM and mobile teams in health facilities

**2. Coordination and Leadership**

* Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
* Monitor and supervise vaccinators and ensure adherence to vaccination protocols and quality service delivery during Measles and Rubella and Deworming program
* Liaise and collaborate with DHMT (District Health Management Team), DPCR (District Program Coordinating Committee), and other partners to coordinate vaccination efforts and address challenges.
* Provided technical support to the union council Polio eradication committee on poliomyelitis eradication
* Worked closely with govt and partners to ensure coordination of different stakeholders in the assigned area
* Ensured the functioning of the UPEC in the assigned areas
* Supported the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the UC level

**3. Supplemental Polio Vaccination Campaigns (SIA)**

* Monitored the Union Council on ensuring all the agreed SIA timelines are followed and implemented
* Carried out assigned planning meetings including micro plan preparations at the Union Council
* Monitored the timely distribution of logistics in the assigned Union Councils, and ensure all necessary steps are taken to ensure no delays or stock-outs of logistics at the assigned areas.
* Monitored the effective utilization of mobile, fixed, and transit teams in the assigned area, and immediately reported misuse to the high ups to formulated an appropriate plan for coverage of missed children
* Worked closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation, and generate demand for polio vaccination
* Mobilized religious, tribal, political leaders and influential in the assigned area to support polio eradication
* Ensured all reported missed and poorly covered areas are investigated and re-vaccination/sweeps are done
* Carried out a post-campaign analysis of data and share with the UPEC and supervisors

**4. AFP Surveillance**

* Supported community surveillance by ensuring mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
* Participated in detailed epidemiological investigations as determined by the immediate supervisor
* Assisted in ensuring the inclusion of all high-risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
* Supported timely submission of “Zero Report” from assigned Union Councils
* **5. Routine Immunization**
* Supported the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization
* Supported the UPEC in engaging and mobilizing communities Routine Immunization demand creation and building the trust of communities in vaccine uptake
* Identified zero dose and under-immunized children in the assigned UCs and refer them for immunization

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| Position: Young Professional Officer Admin and Finance 3rd May 2016 to 31 December 2019 |
| **Organization:** United Nation Development Program (UNDP) |
| **Program:** FATA Transition and Recovery Program |

**Responsibilities and Achievements:**

* Assisted Management of all logistical requirements including request hotel bookings, conference room arrangements, activity event planning and travel support, etc. Coordinated with Country Office, when required
* Processed logistics requests from program and ensured follow-up action completed
* Collected distribution records from programs and reconciled with the release documents
* Checked all invoices for logistics services against service requests made from the logistics office. Verified, summarized and submitted invoice package to the supply/logistics officer for certification.
* Monitor the status of incoming international supplies, status monitoring and correspondence with the country office.
* Supervised the day to day activities of the organization-appointed clearing agent. Keeps them informed of all inbound shipments and ensured that all documentation necessary for clearing is provided to the forwarder. Follow up with the central supply office for provision of exemption requests.
* Monitor and summarized all expenditure and provided activity report to the Manager Administration.

Executed additional administration tasks at the request of the Manager Administration.

* Provided goods status reports to concerned program and to the logistics unit at country level
* Performed other duties, as needed or requested.

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| Position: Admin and Logistics Associate 24th September 2014 to 30th April 2016 |
| **Organization:** Coffey International Development Ltd DFID funded |
| **Program:** Aitebaar Program (Peace Building Support to the Post-Crisis Needs Assessment) |

**Responsibilities and Achievements:**

* Responsible to understand, implement and maintain standard inventory management policies and procedures.
* Managing and documenting the receipt, handling, storage, and release and reporting of goods through the warehouse.
* Maintaining the Warehouse Register recording all outgoing and incoming receipts and activities.
* Checking quality, quantity and condition of goods delivered to warehouse, producing relevant Goods Delivery Report.
* Advise the Field Coordinator and Sr. Logistics Manager of potential inventory shortages
* Keeping an accurate and up-to-date record of the store contents in stock cards and prepare monthly inventory reports.
* Carry out spot checks and physical inventory count on monthly basis per rules and regulations
* Ensure the maintenance of warehouse building, fittings and equipment.
* Advise the Field Coordinator and Sr. Logistics Manager of warehouse-specific issues or improvements
* Any other duties or tasked delegated by the Field Coordinator and Sr. Logistics Manager
* Maintain and update Asset Register, including details of asset transfer, asset repairs, asset disposals, breakdowns and purchase of new assets creating files for them
* Ensure all assets are tagged and relevant forms are signed before issued to staff members
* Compile monthly asset reports and submit to Field Coordinator and Sr. Logistics Manager

Advise on and manage assets and furniture disposal, when needed

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## **TRAININGS ATTENDED:**

* Two days training on **Cash Transfer Programming-CTP** Organized by **Community Restoration Cluster** and **Food Security Cluster KP/FATA** held from 26th July to 27th July, 2016 in PC Hotel Peshawar
* Two days training on M&E **“Monitoring and Evaluation course”** From 21st to 22nd September 2015 held by Coffey International Development Under the Aitebaar Program.
* Five days training on **“Peace building and Non- violent conflict resolution”** Organized by Aware Girls with the peace direct and United States Institute of peace from 30th December 3013 to 3rd January 2014 for the youth of FATA.
* Six days Training on CMAM **“Community Based Management of Acute Malnutrition”** From 21st to 26th August 2013 Organized by **Relief Pakistan** and conducted by **UNICEF**.
* Five days Training on **“Community based disaster Risk Management (CBDRM)”** Organized by **Provincial Disaster Management Authority (PDMA)** from 20th to 24th May 2013.
* Two days Training on **“First aid Training”** Organized by Pakistan Red Crescent Society FATA (PRCS) from 5th to 6th July 2012.
* Five days Training on **“TOT, Community Based Disaster Risk Management (CBDRM)”** Organized by **Disaster Management Department**, **University of Peshawar** (March 2012)
* Three days Training on **“Democratic Governance Program”** basic concepts Organized by **FAFEN** (May 2010)
* Three days Training on **“PEVER”** (Political and Electoral Violence Education and Resolution) Organized by **FAFEN** (Nov.2010)
* Two days Training on “**Teaching Methodologies for School Children IDP’S**” Organized by **IRC** in Jalisa **COMPUTER SKILLS:**
* Diploma in Information Technology
* SPSS, Data entry, data cleaning and data analysis
* Working command on Microsoft Office packages like MS Word, MS Excel, MS PowerPoint
* Working knowledge of Internet Surfing

## **COMPUTER SKILLS:**

* Diploma in Information Technology
* SPSS, Data entry, data cleaning, verification, validation and data analysis
* Working command on Microsoft Office packages like MS Word, MS Excel, MS PowerPoint
* Working knowledge of Internet Surfing

## **CERTIFICATES:**

* Cash Transfer Programming-CTP
* Monitoring and Evaluation course
* Peace building and Non- violent conflict resolution
* UN advance Security in the Field
* UN Basic Security in the Field
* Ethics and Integrity at the UNDP
* Certificate of Legal Framework
* Certificate of Sexual Harassment
* Certificate of the gender Journey- Think Outside of the box

## **REFERENCES:**

Name Organization Contacts

Ahtesham Gul Coffey International Development 03219080859/ahtesham.gul@gmail.com

Shukria Sayed UNDP, Peshawar 03455685656/ shukria.syed@undp.org

Sajid Mehmood Prime Foundation Pakistan 03459237157/ sajidmohd544@gmail.com