## MOULABUKHSH BHUTTOIMG_20190119_223617

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## Career Objective

## To work with organization prosperity, which utilizes efficiency and offering career advancement& development opportunities where experience can leveraged/ professional skills and competencies can be enhanced.

## Professional Experience

**Work as Administration Supervisor in KNSTEL (Pvt.) Ltd.** 

 **From June 2012 to December 2020**

* The employee will be developing, reviewing and improving administrative systems, policies and procedures and ensuring that the office is stocked with necessary supplies and all equipment is working and properly maintained.
* Supervising the third-party vendor staff including janitorial, security, office administrative and maintenance staff, and completing preventive maintenance requirements.
* Dealing with various types of vendors based on any requirements, obtaining quotations, and finalizing the contracts.
* Support in procurement related activities to other departments and advising cost effective solutions to meet the requirements.
* Help in organizing events, including ordering materials, catering, and requisitioning meeting spaces.
* The Administration supervisor will be working with the accounting and management team to set budgets of utilities, daily consumables, office supplies and manpower as well as monitor expenses.
* Supervising the third-party fleet management, ensuring proper maintenance of vehicles by the third-party vendor, productive utilization of vehicle, fuel management as per the mileage, proper record keeping of vehicles registration and monthly reporting of vehicles utilization and invoice payment.
* Coordinate with office administration related Government bodies and liaison with relevant concern department for regulatory compliance.

## Work as Data Enumerator Support In http://www.asf.org.pk/images/logo.gif

## Agri Business Support Program From 09-2012 up to 10-2012

## Survey Visit and Assist of Horticulture and Livestock on GPS.

## Ensure Focus Group discussion, need/ requirement basis development.

## Work as Community Mobilization from 09-2010

## Up to 05-2012 advocacy in World Vision International Pakistan

## Responsible/ integrated to interact with communities for the project intervention.

## Development of health CP, WASH, Commodities, Education, humanitarian rights Social mobilization, in coordination with Advocacy officer and Government linkages.

## Facilities the Communities FGDs discussion PRA tools of area identification for the project implementation.

## Monitoring and Supervision of volunteers / Activists committees in targeted villages and UCs level activities.

## Orientation of community members on HAP project activates objectives, outcomes and implementation methlodgy.

## Responsible for identification and verification of project beneficiaries’ for different activities and training capacity buildup in the Targeted UCs.

## Responsible for distribution (NFI/ Commodities) and other projects input, monitoring to the beneficiaries in close coordination and guideline given by supervisor.

## Lision with communities and other stake holders and dealing with the issue raising the communities.

## CNIC/BR registration and rights awareness planning, meetings, sessions and seminars conduction, supervision and coordination meetings local organizers and Government official’s intervention.

## Prepare reports daily, weekly, monthly and work progress reports, to National Manager, close working log frame work, ATT/ITT.

## Child rights CRC-UN-54 articles implantation and conduct sessions.

## Work as Store In charge in Ittehad Builders C:\Users\AEDB\Pictures\3D.jpg

## Engineering & Contractor Mirpur Mathelo Sindh. From 04-2002 up to 04-2009

## Checking the documents of procedure items according rules and regulations.

## Updating the current inventory position in the ledgers.

## Showering the procured items according to the establishment pattern.

## Issuing the demanded items and maintaining the issue recorded and ledgers.

## Assessing the consumption pattern of items for the last two years and preparing

## Demanded for the future requirement.

## Ensuring Safety measures in the stowing of items.

## Dealing with office correspondence using computer.

## Filling of letters and maintenance of file.

## Academic Education

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No: | Degree | Passing Year | Total Marks | Marks Obtain: | % age | Div: | Institute |
| 01. | M.A(Economics) | 2007 | 548 | 1000 | 54.8 | 2nd | S.A.LU.Khairpur |
| 02. | B.A(Pol.Science) | 2004 | 491 | 1000 | 49.1 | 2nd | S.A.LU.Khairpur |
| 03. | HSC(Pre.Engg.) | 1999 | 775 | 1100 | 70.4 | 1st | B.I.S.E.Sukkur |
| 04. | SSC(Science) | 1997 | 653 | 850 | 76.8 | 1st | B.I.S.E.Sukkur |

## Technical Qualification

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| --- | --- | --- | --- | --- | --- |
| Sr.No: | No. of (Y/M) | Year | Trade | Position | Name of Organization. |
| 01. | 03 Years Diploma Course | 2002 | Telecom: Electronics | Technician | TIP Haripur Hazara |
| 02 | 01 Year | 2008 | Electronics | Student | TTC Sukkur |
| 02. | 03 Months | 2005 | M.S Office | Trainee | WCC Wah Cantt |

## Training Courses

## Three months MS- Office Course from POF WCC Wah Cantt.

## 09 days master training in Solar Photovoltaic Systems in TTC Kotri.

## 04 days UNICEF and UNCHR IDPS.

## 02 days world vision DRR.

## 04 days IOM security awareness.

## 04 days role of advocacy o ToT.

## 03 days world vision CVA.

## 02 days world vision Conflict resolution.

## 02 days world vision SM/ CMO.

## 04 days training successful Multiple Projects Effective Program and Portfolio Management in the institute of PIM Karachi Pakistan.

##  Languages

##  Fluent in English, Urdu and some local languages of Pakistan

## Personal Information

## Father’s Name: late Noor Illahi Bhutto

## N.I.C No: 45501-1877506-9

## Date of Birth: 01-06-1981

## Marital Status: Married.

## Domicile: Sukkur Sindh

## Nationality: Pakistani

##

## References

## Will be furnished on request