

|  |
| --- |
| **PERSONAL INFORMATION** |

**Name Muhammad Nouman**

**Father’s Name**  **Ghulam Daud**

**Date of Birth** 21-12-1991

**Nationality** Pakistani

**NIC No** 12101-4979314-1

**Postal Address** Village Gourakka shah Hussain Post office Ghaznikhel Distric

 Lakki Marwat

**Contact No.** 0311-6355970

**E-mail**  nomikhan.kust@gmail.com

|  |
| --- |
| **OBJECTIVE** |

I am a young Business graduate, self-motivated and value added person, have an objective to excel in my field through sheer hard work. So I wish to join a well-reputed organization for continuous improvement of my Professional Knowledge, exposure and Skills**.**

|  |
| --- |
| **WORK EXPERIENCE** |

**(Fatima Sugar Mills Limited (A Fatima Group Company)**

I was a part of Fatima Sugar Mills Limited as a Assistant store from (2nd January 2012 to 17 January 2015) as an assistant store/Procurement for three years.

**(Sui Northern Gas Pipelines Ltd. (SNGPL):**

I was a part of SNGPL field store from 1st February 2015 as an assistant store/Procurement for two years. Then there was a partition of the department into two separate departments, Store department and procurement department. However, I was shifted to the store and there I gained a lot of experience (2016-2022) as an assistant store, deal all documents of store related, issuing of materials, receiving of materials (in short, huge experience in supply chain), stock taking to name a few.

**Frontier Primary Health Care (FPHC):**

In short period of time I have gained such a fantastic experience in FPHC warehouse Bannu working on a malaria control program (MCP). We have just single product (LLINS) bed nets receiving and distributing as per requirements in a recent distribution of LLINS to PPS Supervisor/Store keeper as per distribution plan to FR Lakki Marwat and FR Bannu. There were no complaints received after the LLINS distribution from the aforementioned sites and the distribution completed successfully. In this project, it was a golden chance for me to work under coordinator of supply chain.

And recent distribution of LLINS in (Nov & DEC 2023) To (Bannu/Lakki/Karak/Dikhan) to PPS Supervisor/Store keeper as per distribution plan.

**Frontier Primary Health Care (FPHC):**

I have five months of experience working as a Logistic Officer at the Lakki Marwat Office At the district level, ensure adherence to logistical SOPs and donor regulations. Maintain proper warehouse stock storage. Record and file stock using standard tools, follow FEFO/FIFO procedures for management. Monitor and report stock issues, verify monthly reports, and reconcile balances. Conduct follow-ups with health facility focal persons, rotate short expiry items, and prevent expiries.

Facilitate timely supply provision, record warehouse temperature, and prepare various reports. Conduct M&E visits, maintain inventory records, and ensure safe use. Update Fixed Asset Register, prepare expense estimates, and close monthly operations. Procure office refreshments, assess facility rehabilitation needs, and manage fueling and maintenance.

Participate in coordination meetings, supervise safety, cleanliness, and support distribution efforts. Arrange logistics for trainings and meetings, prepare duty rosters, and build rapport with stakeholders. Represent the organization in the District Coordinator's absence and handle assigned tasks promptly

Currently I am working in Regional Warehouse (Bannu) FPHC office as an Assistant warehouse Officer from March-2022 up to date.

|  |
| --- |
| **EDUCATION**  |

* **SSC** From (Board of Intermediate & Secondary Education Bannu)
* **FA** From (Board of Intermediate & Secondary Education Bannu)
* **BA** From (University of Science and Technology Bannu)
* **MA** (**Urdu**) From (University of Science and Technology Bannu)
* **MA** (**Islamiyat)** From (University of Science and Technology Bannu)
* **B.ED** From ( Sarhad University of Information and Technology Peshawar)
* **C.T** From (Allama Iqbal Open University Islamabad)
* **PTC** From(Allama Iqbal Open University Islamabad)

**COMPUTER SKILLS**

* MS-Office
* Internet search and E-mail, Browsing.2 month Typing Course
* 01 Year (DIT) Diploma

**LANGUAGE PROFICIENCY**

* English
* Urdu
* Pashto
* Fluent-Wide Knowledge of national language Urdu and good command over internationally accepted, English language.

|  |
| --- |
| **EXTRACURRICULAR ACTIVITIES** |

* Cricket.
* Freelance
* Writing
* Gardening

 **REFERENCES**

 It will be provided on Demand.