

SUMMARY

Seeking a position in a dynamic organization where I can utilize my skills and knowledge and contribute to the achievement of the organizational goal effectively and economically.

Work History

(PAKISTAN POVERTY ALLEVIATION FUND)

June,2005 to till 31May,2023

**Management Executive:
Administration Unit**

➤ **Logistics**

- Responsible for reservations of air tickets for PPAF employees.
- Responsible to arrange boarding and lodging of staff.
- Liaison with hotels regarding reservations of rooms and halls for events.
- Liaison with rent a car company to provide transportation facilities to employees for conducting field visits.
- Arrangements of boarding and lodging facilities for BoDs and General Body members during annual, BoDs, and general body meetings.
- Responsible for coordination with other departments to facilitate admin-related work.

➤ **SAP and Store Management**

- Working exclusively for implementation of Material Management module of SAP
- Hands-on experience on SAP – MM module for entire P2P Cycle.
- Worked with store team for record keeping of item details in SAP – MM

➤ **Event Management**

- Provide support to organize functions, meetings, seminars, and other events.
- Managing events in office immersion visits of staff, and delegations visits to organizations and field
- Oversee event in the prime minister's office and Governor House Karachi

➤ **Invoice/Vendor Management**

- Keeping a record of the activities
- Verifications of vendors' bills/invoices for payments.
- Negotiations with vendors

➤ **General Office Work**

- Ensure office-filing systems and records are properly maintained and updated in accordance with an existing framework for easy retrieval.
- Management of petty cash for daily routine.
- Purchasing of office items.
- Coordinated summer internship program.
- Responsible for any task assigned by the management.
- Carry out administrative activities of establishment
- Assist policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

➤ Finance & Accounts

- Experienced in financial data management and supporting internal audits Proficient in SAP - MM module, managing P2P cycle, and maintaining item records.
- Successful in negotiating with vendors, verifying Receivable, Payable and managing Petty cash, budgets, deposit cash/ cheque.
- Reconciling the Accounts and payments of vendor.
- Manage the Fixed Asset tagging. Demonstrated ability to maintain efficient filing systems and supervise staff.
- Worked on review of expenditures and disbursement partner organizations categorized as donor.
- Managing and saving the finance data of these partner organizations.
- Provided support in managing documents and maintained the documents library in soft form as PDF after scanning these documents.
- Handle correspondence (Internal & External), Facilitate internal auditors during review & audit.
- A reliable team player with a strong commitment to excellence in Accounts, audit and administrative tasks.

- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, Vehicle maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Education

➤ Master's in Business Administration

- Federal Urdu University, Islamabad
- Finance 2017 (3.5)

➤ Bachelor's in Commerce

- Allama Iqbal Open University
- Commerce 2014 (2.0)

➤ Fundamentals of Arts

- Allama Iqbal Open University 2011

Trainings & Certifications

- My English workplace course by British Council
- Crisis and Disaster Management & Occupational Health safety by DAS Pakistan
- Improving Personal Effectiveness by PIM
- Report writing by MDI
- Time and Stress Management by KML Solution
- Finance and Accounts for Non-Financial Managers
- Communication Skills by MDI
- Stress Management by NUST
- Professional Driving Course by ITP
- Etiquette and manners by Astute Associates.
- Long services Award by PPAF

Computer Skills

- MS Office
- E-mail correspondence
- Microsoft Excel
- Microsoft word
- SAP Material Management module (P2P)



Pakistan Poverty Alleviation Fund

A Company set up under section 42 of the Companies Act, 2017



May 31, 2023

TO WHOM IT MAY CONCERN

"Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in the country. PPAF was registered in February 1997 under Section 42 of the Companies Ordinance 1984 (now Companies Act 2017) as a not-for profit company. PPAF's mission is to transform the lives of the poor to create a more equitable and prosperous Pakistan. It has outreach in 147 districts across all four provinces and regions of the country, supporting communities to access improved infrastructure, energy, health, education, livelihoods, finance, and develop resilience to disasters. It serves the poorest and most marginalized rural households and communities across the country providing them with an array of financial and non-financial services. PPAF aims to ensure that its core values of social inclusion, participation, accountability, transparency, and stewardship are built into all processes and programmes. For a complete profile, please visit our website at <http://ppaf.org.pk>"

This is to certify that Muhammad Shakoor s/o Mr. Mahroof Hussain was employed with Pakistan Poverty Alleviation Fund from June 07, 2005 till May 31, 2023. At the time of leaving the organization he was working as a Management Executive. During the employment at PPAF he worked in multiple positions. In his last assignment, he worked in the Administration department.

We wish him all the best in his future endeavors.

Nadir Gul Barech
Acting Chief Executive Officer





PAKISTAN

ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



Name

Muhammad Shakoor

محمد شکور



Father Name

Malik Mahroof Hussain

ملک معروف حسین



Gender

M

Country of Stay

Pakistan

Identity Number

37201-3622251-3

Date of Birth

17.12.1985

Date of Issue

13.11.2023

Date of Expiry

13.11.2033

Holder's Signature

Handwritten signature



51317

موجودہ پتہ: بلاک نمبر 9، فلیٹ نمبر 10، سیکٹر جی ایٹ
فور، اسلام آباد

37201-3622251-3



مستقل پتہ: چومار ڈاکخانہ جنڈالہ رائیگا، چکوال

505552461782
221-85-611284

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں



DRIVING LICENSE

ISLAMABAD - PAKISTAN

12 **246463**



1 **MUHAMMAD SHAKOOR**

2 **37201-3622251-3**

3 **02.12.1985 Islamabad**

4a **24.05.2008** 4c ITP

4b **23.05.2026**

5 **Flat 10, Block-9, G-8/4, Islamabad**



8

7 **A, B**



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7 **A, B**

S. No. 006017

Seat No. 12599

قومی زبان میں تعلیم



قومی ترانہ کا ذریعہ

وفاقی اردو یونیورسٹی

برائے فنون، سائنس اور ٹیکنالوجی

Federal Urdu University
of Arts, Sciences and Technology

FACULTY OF BUSINESS
Administration Commerce & Economics
Master of Business Administration

کلیدی نظمیات کاروبار، تجارت و معاشیات

ایم۔ بی۔ اے

ہر گاہ

Be it known that

Muhammad Shakoor

محمد شکور

No / No Mahroof Hussain

معروف حسین

ولد/ بنت

has pursued a course of study prescribed by this University for the Degree of Master of Business Administration in the Faculty of Business Administration, Commerce & Economics and has passed the requisite examination of 2017 held in 2017, having been placed in C+ class/grade.

نے کلیدی نظمیات کاروبار، تجارت و معاشیات کے تحت ایم۔ بی۔ اے کی سند کے لئے اس جامعہ کے منظور شدہ نصاب کی تکمیل کر لی ہے اور مطلوبہ امتحان ۲۰۱۷ء منعقدہ ۲۰۱۷ء میں کامیاب ہو کر سی + درجہ/ گریڈ حاصل کر لیا ہے۔ لہذا تصدیق کی جاتی ہے کہ انہیں اس جامعہ میں

It is hereby certified that he/she has been duly admitted to the degree of Master of Business Administration in this University.

ایم۔ بی۔ اے کے درجہ پر فائز کیا گیا۔

Registrar Vice Chancellor

شیخ الحدادی جامعہ مستجیل

Dated 20-03-2018 PAKISTAN

پاکستان ۲۰-۳-۲۰۱۸ بتاریخ

Note- Detailed transcripts of examination results have been issued separately

امتحان کے مضامین اور حاصل کردہ نصاب کی تصدیقات علیحدہ و علیحدہ جاری کی گئی ہیں۔

S. No. 006017

Seat No. 12599

قومی زبان میں تعلیم



قومی ترانہ کا ذریعہ

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Muhammad Shakoor

محمد شکور

No / No Mahroof Hussain

معروف حسین

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It is hereby certified that he/she has been duly admitted to the degree of Master of Business Administration in this University.

ایم۔ بی۔ اے کے درجہ پر فائز کیا گیا۔

Registrar

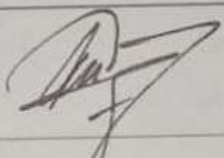
Vice Chancellor

Dated 20-03-2018 PAKISTAN

پاکستان ۲۰-۳-۲۰۱۸ بتاریخ

Note- Detailed transcripts of examination results have been issued separately

امتحان کے مضامین اور حاصل کردہ نصاب کی تفصیلات علیحدہ علیحدہ جاری کی گئی ہیں۔

CHECKED BY AUTHORIZED PERSON (D.S)	
PLACE OF ISSUE	KARACHI - (PAKISTAN)

Rs.1000



HIGHER EDUCATION COMMISSION
PAKISTAN

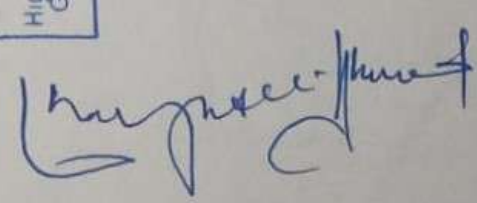


2446227

ATTESTED
ASIF IQBAL
Attestation Officer

14 OCT 2021

Higher Education Commission
Government of Pakistan
Islamabad



CONTROLLER OF EXAMINATION

Allama Iqbal Open University Islamabad



Serial No. 5776

Certified that Mr. / Ms. MUHAMMAD SHAKOOR

Son / Daughter of MAHROOF HUSSAIN

Registration No: 04 PCL 3465

Roll No: AM482263

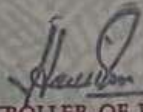
having successfully completed the prescribed requirements

in semester SPRING 2013

is awarded the degree of

Bachelor of Commerce

He/She has secured 60 *% marks and has been placed in* B *grade.*


CONTROLLER OF EXAMINATIONS




VICE-CHANCELLOR

Result declared on: February 03, 2014

Date of issue: March 07, 2014

NOTE: THIS DEGREE IS TO BE READ IN CONJUNCTION WITH THE TRANSCRIPT/PROVISIONAL CERTIFICATE ISSUED SEPARATELY

Rs.1000



HIGHER EDUCATION COMMISSION
PAKISTAN



3280011

[Handwritten signature]

ATTESTED

Muhammad Jamal
Attestation Officer

28 DEC 2023

Higher Education Commission
Government of Pakistan
Islamabad

Ulama Iqbal Open University
Islamabad



Serial No 85754

Certified that *Mr/Ms* MUHAMMAD SHAKOOR
Son/Daughter of MAHROOF HUSSAIN
Registration No 04-PCL-3465 *Roll No* AC-387757
Semester AUTUMN 2010 *having met all the requirements under*
the semester system is this day awarded the


Higher Secondary School Certificate
Group - General

He/She has secured 57 *% marks*
and has been placed in C *grade*



Result declared on: August 16, 2011

Date of issue: October 12, 2011


Controller of Examinations

Note: This certificate is issued without alteration/verasure.
The detail of courses is overleaf.

The detail of courses passed is as under

53086

Course code	Title of the course	Percentage of Marks obtained
0387	COMPULSORY ENGLISH-II	61
0364	COMPULSORY URDU-II	56
0363	COMPULSORY URDU-I	51
0386	COMPULSORY ENGLISH-I	57
0316	COMPULSORY ISLAMIAT	61
0317	PAKISTAN STUDIES (C)	54
0301	DAFTRI URDU	58
0311	BOOK KEEPING & ACCOUNTANCY	72
0312	EDUCATION	47
0322	SECRETARIAL PRACTICS	51
0346	PRINCIPLES OF COMMERCE	55
0376	HUMAN RIGHTS	62



ATTESTED

WALI MUHAMMAD
Deputy Director (Attestation)
Inter Board Secondary Education Commission
Government of Pakistan
Ministry of Federal Education & Professional Training Islamabad
11 DEC 2023



[Signature]
14/11/2023
Superintendent
Degree/Certificate Verification
Department of Examinations
Allama Iqbal Open University
ISLAMABAD

Total credit hours: XXXX
Total credits AIOU: 8 Full Credits
First semester: Spring 2009

Obtained / Total marks: 685 / 1200
Cumulative grade point average: XXXX
Final semester: AUTUMN 2010

Grading Scheme

80% and above:	A+ grade
70% to 79%	A grade
60% to 69%	B grade
50% to 59%	C grade
40% to 49%	D grade
Below 40%	Fail

[Signature]
Controller of Examinations

Serial No 22154

Allama Iqbal Open University Islamabad



Certified that *Mr/Ms* **MUHAMMAD SHAKOOR**
Son/Daughter of **MAHROOF HUSSAIN**
Registration No **04-PCL-3465** *Roll No* **Q-223723**
Semester **SPRING 2008** *whose date of birth as per admission record*
is **17-12-1985** *(in words 17TH DECEMBER; NINETEEN, EIGHTY FIVE)*
having met all the requirements under the semester system is this day awarded the

Secondary School Certificate

GROUP-GENERAL

He/She has secured **58 %** *marks*
and has been placed in **C** *grade*



Result declared on: **February 16, 2009**

Date of issue: **July 21, 2010**

Controller of Examinations

The detail of courses passed is as under

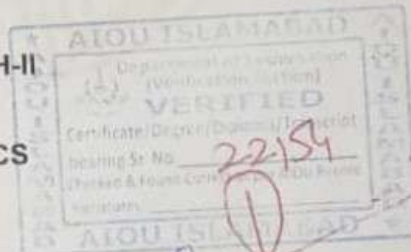
Course code	Title of the course	Percentage of Marks obtained
0201	ISLAMIAT (C)	60
0202	PAKISTAN STUDIES (C)	70
0203	GENERAL SCIENCE	46
0204	URDU FOR DAILY USE (C)	74
0206	FAMILY HEALTH & CARE	57
0207	COMPULSORY ENGLISH-I	56
0217	FOOD AND NUTRITION	67
0218	FIRST AID-I	53
0220	FIRST AID-II (E)	53
0221	COMPULSORY ENGLISH-II	47
0235	GENERAL MATHEMATICS	59



WALI MUHAMMAD
Deputy Director (Attestation)
Inter Boards Coordination Commission
Government of Pakistan
Ministry of Federal Education &
Professional Training Islamabad

11 DEC 2023

ATTESTED



[Signature]
14/11/2023
Superintendent

Director Certificate Verification
Department of Examinations
Allama Iqbal Open University
ISLAMABAD

Total credit hours: XXXX
Total credits AIOU: **8 Full Credits**
First semester: **AUTUMN 2004**

Obtained / Total marks: **642 / 1100**
Cumulative grade point average: XXXX
Final semester: **SPRING 2008**

Grading Scheme	
80% and above:	A+ grade
70% to 79%	A grade
60% to 69%	B grade
50% to 59%	C grade
40% to 49%	D grade
Below 40%	Fail

[Signature]
Controller of Examinations

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