

# Muhammad Farhan Shahzad

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## Summary

I am MBA graduate and having years of professional progressive experience with different humanitarian, Corporate, university and research organizations at different position like; District coordinator, project coordinator, operations, administration, finance and logistics Officer.

Passion about making the right things happen in the right way at the right time in spite of potential barriers discipline in operational excellence.

I am committed to my work, meet deadlines, am a multitasker, and I am a quick learner with the capacity to operate independently and with senior management. I am familiar with the company's culture, ethics, processes, and procedures.

## Education

Master's in Business Administration (Finance) Institute of Management Studies Peshawar

## Professional Experience



**Duty Station:** Mardan, KPK  
**Report to Implementations Lead**  
**About Project**

**Designation:** District Coordinator  
**Tenure:** 5th July 2021 till 30<sup>th</sup> June 2023

In collaboration with the Khyber Pakhtunkhwa Elementary and Secondary Education Department (KPE&SED) and the World Bank, the Centre for Economic Research in Pakistan (CERP) is launching a large-scale pilot of the post-COVID-19 Targeted Instruction Program in 1250 primary schools in Peshawar and Mardan. The specially designed technology-supported program aims to support existing school teachers in helping primary students, who are behind, to catch up to their grade level by mastering foundational skills in Urdu, Maths and English. Acquisition of these skills is crucial for understanding other subjects and subsequent learning.

- Plan, Coordinate & Implement specified project activities like manage events, communications with stake holders, Travel arrangement, & logistics.
- Coordinate with internal (Implementation, Data & Design Team) and external (Education department) stakeholders to ensure smooth flow of information and timely completion of tasks.
- Make all logistical arrangements for trainings/meetings/seminars and events. Like Organizing large training sessions for Master Trainers, primary school teachers, and mentors.
- Visit project sample schools on regularly basis for monitoring and generating important field insights and sharing with internal stakeholders in weekly Team Calls.
- Managing field team hiring, training and coordination.
  - Assign team leads for the specified data entry operators to ensure the proper workload distribution, collect and compile data received by field.
  - Inform data support center's focal person if there is any delay in data receiving
- Passion about making the right things happen in the right way at the right time in spite of potential barriers Discipline in operational excellence.
- Managing and monitoring field staff and reporting daily progress to the Implementation Lead.
- Preparing the activity base / monthly work plans, frequent spot checking in different events / Activities in district Mardan Like, PST training venue, Data collected at school level, Diagnostic Test, Time tabling activity & Summative testing at school level.
- Successfully completed other tasked assigned by Implementation lead & Program Manager.

**Duty Station:** Lahore  
**Report to** CEO

**Designation:** Operational Manager  
**Tenure:** April 2019 to 2nd Oct 2019 & September 2020 to 2nd July 2021

- In complaint management I Identify areas where the service to clients could be improved and/or expanded.
- To ensures that customers are satisfied with the services offered bythe company and minimizes the number of complaints.
- Assist CEO with daily operational functions.
- Prepare operational and strategic reports highlighting the performance and achievements of the office.
- In complaint management I Identify areas where the service to clients could be improved and/or expanded.
- To ensures that customers are satisfied with the services offered bythe company and minimizes the number of complaints.



**Duty Station :** Lahore  
**Report to** Head of Project

**Designation :** Project coordinator  
**Tenure :** 3rd October 2019 to June 2020

- Maintained project schedules by managing deadlines and adjustingworkflow as needed.
- Coordination with Stakeholders like QAED provincial, district office, DCs & Field Team in four districts, for ensure each activity is implemented as per plan.
- To ensure projects run smoothly by controlling workflow, schedulingassignments, evaluating the course of the project and reporting its status to the management
- Making logistical plan for whole project.
- Conduct meeting to process the decisions for the new activity
- Analyzed data (qualitative and quantitative methods)
- Determined project schedules and maintained timeline with proactive adjustments to workflow.



**Duty Station :** Peshawar  
**Report to** Head of Project

**Designation :** Admin / finance Manager  
**Tenure:** July 2015 to Dec 2018

- Implemented new team onboarding program, reducing trainingtime from 4 weeks to 2.
- Analyzed data (Qualitative and Quantitative methods)
- Planning and coordinating administrative procedures and systemsand ways to streamline processes.
- Generating proposals for funds to support the academic programs(Vocational Program)
- Provide financial management advice on revisions of budgets, preparing periodical forecasts and any amendments needed.



**Duty Station:** Islamabad, Country office  
**Reported to:** Head of Project

**Designation:** Admin & Finance Assistant (G5)  
**Tenure:** 23rd December 2013 till March 2015

**Project nature:** Government & Humanitarian official trainings on “disaster preparedness and response” comprised of 5 days. The module was designed by NDMA and facilitated by the members of Inter Agency Agencies.

A. Administration Role

- Event Management (Total 48 training administrate)
- Procurement (Did \$55000 procurement (Printing material, Branding, Electronic Items & Web Site making)

- Travel (Arrange Vehicle for each event (4 to 5 cars per training and also vehicle matrix roster)
- Coordination (Inter Agency coordination, WFP, UNFPA, UNHCR & UNICEF)
- B. Budget and Finance Role (Successfully handled budget of \$1million in Capacity Building project Funded by Royal Norwegian embassy)
- C. Coordination role
- D. Human Resources role



**Duty station:** Hyderabad & Sukkur – North Sindh office  
**Reported to :** Head office Hyderabad & Sukkur

**Designation:** Admin / Finance Assistant  
**Tenure:** 5-Mar12 till 21-Dec-13.

**Major Responsibilities**

- Finance :** scrutinize in a timely and well scheduled manner all financial claims (e.g. staff travel claims, utility payments, invoices, fuel and office supplies, private claims (on office services e.g. mobile, transport use),
- Petty Cash:** Custodian of Petty Cash monitors all cash requests
- Transport:** Responsible for Vehicle pool of UNWFP includes Office and field stations.
- Travel:** Arranges for staff travel (ticketing, visas, security clearance)
- Inventory:** Acts as Focal Person on the recording and monitoring of Non-Extendible Property (NEP) and conducts physical checks.



**Duty Station:** Multan Provincial office  
**Reported to :** Project Manager

**Designation:** Logistics Assistant  
**Tenure:** December 2010 to 31st October 2011

**Major Responsibilities**

- Responsible for the office fleet (Field and office as well) & to keep track of vehicle log book & Preparing of fuel consumption report.
- Proper arrangement of transportation of the shipments as required ware house. Shipping instructions to the agent with complete details of the consignee, complete address and contact person, number of pieces/weight or any other useful information for the smooth handling of the shipment. Physical inspection of all packages and record damages if any than inform supervisor on time.
- Prepare monthly reports for stock / Inventory / transportation detail for better control and verify for accurate IN/OUT records.
- To do the procurements locally for the field office and project locations within the limits of procurement procedures & to keep track of purchase order and requisitions.
- To educate vendors about the finance requirement.
- To collect & submit proper financial documents for payment to finance section.
- Establish and maintain supplier and vendor list.
- Establish and maintain proper receiving record from of each exit unit



**Duty Station:** Regional office Mardan  
**Reported to** Regional Officer

**Designation:** Finance & Administration Officer  
**Tenure:** February 2005 till 11th December 2010

**Major Finance & Administration Responsibilities**

- Prepared Financial Reports for APPNA SEHAT on monthly and quarterly basis which consist {Trial Balance, Financial Summary, Expenditure sheet, Bank reconciliation statements & Fund demand sheet}
  - Implemented financial policies & procedures.
  - Reconciliation of general ledger with each other.
  - To prepare quarterly, semi-annually & yearly budget & also analysis at the end of each quarter and financial year & Verify annual leave records & calculate and action deductions
  - Kept vehicle fleet available for field trips on time.

- Purchase field equipment's / stationary /office supplies / Office equipment



**Duty station:** NCHD – PHC ext. program - Sub Area Shamat Pur

**Reported to** Sub-Area Coordinator

**Designation:** Admin and Finance Assistant

**Tenure:** July 2004 to February 2005

***Major Administrative Responsibilities***

- Kept vehicle fleet available for field trips on time.
  - Purchase field equipments / stationary /office supplies / Office equipment
  - Kept track the inventory and assets of field office.
  - Assist responsible manager with the organization of internal and external events.
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**Achievements:**

- Successfully handled budget of \$1million in Capacity Building project Funded by Royal Norwegian embassy.
  - Did \$55000 procurement (Printing material, Branding, Electronic Items & Web Site making) on behalf of NIDM.
  - Completed the task of “Unverified Inventory Items (Kotri warehouse)” to be listed in the Assets Management Database (AMD) in a ten days before dead line
  - Manage largest fleet in WFP Pakistan (Operational and non operational fleet)
  - Meeting / Workshop arrangement for correlated organization.
  - Office shifting from Hyderabad and establishment of new office in Sukkur in a very short time (10 days)
  - Provided support to Logistic cluster operations in a week, arranging three rental vehicle in each district (Kashmore + Qambar Shadad kot + Jacobabad)
  - Promoted from field office to Regional office
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**Training & Certificates**

***CERTIFICATES***

- One year computer diploma – Certificate
- BISF (Basic Security In Field ) Part I & II – Certificate
- ASIF (Advance Security In Field ) Part I & II – Certificate
- SSAFE Training Course # 97
- AMD (Assets Management Data base) Training
- FMS (Fleet Management System) – Training
- Armored Vehicle Training.
- UN Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace – LMS-Online course

***ON LINE COURSE & TRAINING***

- Preparing for emergency – UNDSS – On line course
- Effective Communication – LMS – On line Course
- Accounting Software ( QUICK BOOK)
- Microsoft Lync & Communicator - Training
- ETMS (Electronic Travel Management System) – Training
- WFPTS ( World Food Program Tracing System) – Training

**Languages:**

- Pushto mother tongue
- School medium of language is Urdu
- University and office medium of language is English

**Skills**

- Coordination with Stakeholder
- Travel & Fleet Management
- Complaint management
- Team Management

- Budgeting & Invoice Verification Procurement
- Event Management
- Multi-Tasking

### **Computer literacy**

- MS office
- Survey CTO
- Online Google Sheets & Form

### **Reference**

- Maleeha Hameed, Program Manager, TIP, CERP Pakistan, [maleeha.hameed@cerp.org.pk](mailto:maleeha.hameed@cerp.org.pk) +92 333 4267064
- Aleem Bajwa, Team Implementation Lead, CERP Pakistan, [aleem.bajwa@yahoo.com](mailto:aleem.bajwa@yahoo.com) +92 300 8113783
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