



Mattiullah

Director Operation

+92.300.9029805/+92..3459890646

ayyangandapur@gmail.com, F-11/1 Islamabad, Pakistan

Summary

I have done my MBA in 2005 specialization in Finance, Have 17 year of experience in Finance, Administration, Procurement, Trainings Logistic inside outside from Pakistan in Social Public sector's.

Detail-oriented, efficient and organized professional with extensive experience in Logistic, Procurement, warehousing, accounting administrative systems.

Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.

Excellent written and verbal communication skills.

Highly trustworthy, discreet and ethical. /p

Resourceful in the completion of projects, effective at multi-tasking.

Experience

Jul 2023 - Present

Director Operation

Kundi Development Corporation Pvt Ltd Islamabad, Islamabad, Pakistan

- Liaise with superior to make decisions for operational activities and set strategic goals
- Plan and monitor the day-to-day running of business to ensure smooth progress
- Supervise staff from different departments and provide constructive feedback
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Manage procurement processes and coordinate material and resources allocation
- Oversee customer support processes and organize them to enhance customer satisfaction
- Review financial information and adjust operational budgets to promote profitability
- Revise and/or formulate policies and promote their implementation
- Manage relationships/agreements with external partners/vendors
- Evaluate overall performance by gathering, analyzing and interpreting data and metrics
- Develop, implement, and monitor day-to-day operational systems and processes

- to provide visibility into the goals, progress, and obstacles of key initiatives
- Draw on relationships with department heads, external partners, and vendors to make decisions regarding operational activity and strategic goals
- Plan, monitor, and analyze key metrics for day-to-day operations to ensure efficient and timely completion of tasks
- Devise strategies for ensuring the growth of programs enterprise-wide, and implement process improvements to maximize output and minimize costs
- Adhere to the company's policies and standards, and ensure that laws and regulations are being followed
- Work closely with Human Resources to lead the team with integrity and to establish and maintain a trusting, inclusive, and productive environment

Aug 2022 - Jun 2023

Provincial HR Manager Baluchistan

Medical Emergency Resilience Foundation, Quetta, Pakistan

- Overall Responsible for Recruitment of staff for 14 Districts of Baluchistan
- File management of All Districts.
- Leave Management of All Districts.
- Fleet Management All Districts.
- Pay roll of employees by Project wise.
- Attendance Management
- Trainings and Capacity Building by Project wise.
- Disciplinary Action as per Org MERF policy
- Appraisal Forms & Contracts Management for all districts employees.
- Conducting interviews test as per approved plan with Backup Candidates.
- Responsible for the Recruitment process Hiring, interviewing of new staff. Important role serves as a link between Employees & Organization Management. File Management, Leave Management. Attendance Record.
- Update internal data Base with newly hired staff. Degree verification of all service delivery staff.
- In close collaboration with the Project Coordinator and HR Country Manager, look for the best options to avoid and/or resolve labor conflicts in the project Advise on the establishment and updating of the project's organizational chart and job descriptions and assist with preparing annual holiday planning and staff shifts in order to forecast
- Responsible for Backup Candidates list male & female staff designation wise. HR needs Ensure that remuneration based on the national salary structure is accurate and fair Plan, supervise and perform HR processes such as recruitment, training, briefings, evaluation and development of staff.
- Ensure that hiring and contract amendment and termination formalities for project staff are carried out in accordance with local labor laws Supervise/perform payroll procedures.
- Ensuring that all data related to monthly salary calculations for the project's national staff are entered correctly (days off, unpaid leave, sick leave, overtime, salary advances, etc.) and that payments are made in a timely manner.
- Manage logistical and administrative aspects of the arrival, accommodation, moving and departure of all project staff Train,
- Any Other task which has been assigned by MERF Management.

Jun 2021 - Apr 2022

HR & Admin Manager

Trans Continental Pharma TCP, Dera Ismail Khan, Pakistan

- Responsible for the Recruitment process Hiring, interviewing of new staff.
- Important role serves as a link between Employees & Organization Management.

- File Management, Leave Management. Attendance Record.
- Update internal data Base with newly hired staff.
- Degree verification of all service delivery staff.
- Responsible for 103 Employees payroll & shared details with Finance Department.
- Implement internal communication policies and ensure HR reporting
- In close collaboration with the Project Coordinator and HR Coordinator, look for the best options to avoid and/or resolve labor conflicts in the project Advise on the establishment and updating of the project's organizational chart and job descriptions and assist with preparing annual holiday planning and staff shifts in order to forecast
- Responsible for Backup Candidates list male & female staff designation wise.
- HR needs Ensure that remuneration based on the national salary structure is accurate and fair Plan, supervise and perform HR processes such as recruitment, training, briefings, evaluation and development of staff .
- Ensure that hiring and contract amendment and termination formalities for project staff are carried out in accordance with local labor laws Supervise/perform payroll procedures.
- ensuring that all data related to monthly salary calculations for the project's national staff are entered correctly (days off, unpaid leave, sick leave, overtime, salary advances, etc.) and that payments are made in a timely manner.
- Manage logistical and administrative aspects of the arrival, accommodation, moving and departure of all project staff Train,
- Any Other task which has been assigned by PMU.

Sep 2019 - May 2021

Admin & HR Manager

Medical Emergency Relief Foundation., South Waziristan, Pakistan

- Responsible for plan, direct, and coordinate the administrative functions of an organization.
- Oversee the recruiting, interviewing, and hiring of new staff.
- Consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.
- Over all responsible for hiring process
- Managing Payroll of 104 Employees of MERF staff.
- Maintaining physical and digital personnel records like employment contracts and PTO requests Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Implement internal communication policies and ensure HR reporting
- In close collaboration with the Project Coordinator and HR Coordinator, look for the best options to avoid and/or resolve labor conflicts in the project.
- Advise on the establishment and updating of the project's organizational chart and job descriptions and assist with preparing annual holiday planning and staff shifts in order to forecast HR needs.
- Ensure that remuneration based on the national salary structure is accurate and fair Plan, supervise and perform HR processes such as recruitment, training, briefings, evaluation and development of staff Ensure that hiring and contract amendment and termination formalities for project staff are carried out in accordance with local labor laws Supervise/perform payroll procedures.

- Ensuring that all data related to monthly salary calculations for the project's national staff are entered correctly (days off, unpaid leave, sick leave, overtime, salary advances, etc.) and that payments are made in a timely manner.
- Manage logistical and administrative aspects of the arrival, accommodation, moving and departure of all project staff Train, supervise and manage the administrative team as well as assisting with the staff management of all departments
- Develop training and on boarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for).

Dec 2018 - Sep 2019

Training's Coordinator/HR Representative SKP Pakistan

CHIP Training's & Consulting Pakistan, Dera Ismail Khan, Pakistan

- Projects Name: Polio/ Shell Pakistan/WHO/C-Pack Pakistan Responsible for CBV & COMNet Projects in SKP related with UNICEF in Polio Program.
- Responsible For: Hiring Process/Trainings/Monitoring & reporting on daily basis, Weekly basis & monthly basis.
- Responsible of Monthly Plans (CE activity, Campaign Monitoring, Hiring Process by Uc wise & District wise, Trainings Schedules for SKP) After Approval implementation process & reporting. Responsible for communicating with managers to identify training needs and mapping out development plans for teams and individuals.
- Responsible for managing, designing, developing, coordinating and conducting all training programs.
- Monitor the CE Activities on field level, Reports & analysis of 9 District of KPK - Pakistan Pre-Post Attendance monitoring /report with annexes /report sharing with Manager & UNICEF officials,
- SOP sessions planning /preparation of weekly & Monthly plan /report preparation and sharing with Manager Maintaining Trainings Data Base SKP on monthly base.
- Implementation of hiring process of Employees in 9 Districts KPK - Pakistan Sharing List of Hiring with UNICEF and approval from UNICEF and updating of HRIS & Preparation /Printing of contract.
- Sharing with field for contract signing by Employee and confirmation of his joining report Keep the proper record for all reports in hard & soft data.
- Responsible for Planning of Training Schedule by Monthly base and after Approval from UNICEF implementation at Ground Level.
- Any other tasks assigned by the managers.

Aug 2017 - Dec 2018

Transportation Supervisor/Public Relation Officer

Abu Shaya General Transport EST Abu Dhabi UAE, Abu Dhabi, United Arab Emirates

- Supervising employee performance, allocating driver assignments, ensuring compliance with safety standards, and maintaining all vehicles in top working order.
- Manage the databases that detail transport activities, financial accountings, employee schedules and personnel records.
- Fleet Management.
- Responsible for Employee's Visa process, Vehicle License Renewal, Daman

- Insurance & maintain their proper record.
- Responsible for the vehicle destination, as per their destination rout, by following UAE laws Preparation of Quotation.
- Responsible for visa renewal process & vehicle registration process.
- Responsible for runs distribution facility, dealing with shipping companies and freight brokers to ensure that distribution operations run smoothly. They may have certification or even a degree in a transportation field.
- Ensure that the right goods leave the distribution facility on time, in the right quantity and bound for the right destination by the most cost-efficient means.
- Any other tasks assign by the authorities.

Nov 2016 - Jun 2017

Admin & Logistic Officer (Wash & Livelihood Project)

SABAWON NGO PAKISTAN, Dera Ismail Khan, Pakistan

- Project, WASH & FSL {Livelihood}
- Responsible for Fleet Management, Warehousing, Procurement Preparation of master copy of invoices for each month.
- Attaching invoices and other supporting documents with the voucher.
- Arranging the vouchers according to ledgers in each project file. Maintaining petty cash.
- Updating bank register and preparing bank reconciliations. Coordination with suppliers and preparation of procurement documents i.e., Purchase, Requisition, goods received note etc.
- Maintain inventory of office stationery etc. Preparation of HR documents.
- Assist Finance Manager & Finance Director. Payment of utility cheques, vendor bills etc. Supervise office vehicle.
- Responsible for review of vehicle log-books.
- Preparation of summary of monthly fuel expense, food expense, communication expense etc. Printing of cheques.
- Any other task assigned by the supervisors.

Jun 2015 - May 2016

Admin & logistic Officer

Prime NGO Pakistan (MCHN Project), Dera Ismail Khan, Pakistan

- Manage Inventories and Stock in all PRIME warehouse and fields Fleet Management.
- To Lease with Warehouse staff of the centralized Warehouse to Monitor Storage and issue stock items.
- Ensuring the reallocation of stock to project budgets after issue to the field.
- Support the programs with the logistic information required (costs, availability of products etc. Organize PRIME logistic & financial files and keep them update as they needed.
- Organize the transport of goods.
- Distribution of RFQ's.
- Making Comparative Statement Preparation and issuance LPO Receive all Supplies from WFP and distribute that as they needed at community Inventory Management
- Responsible for daily petty cash utilization.
- Responsible for HR, Office Administration, Finance & Logistic Support duties Assigned by Logistic Manager Prime Foundation Peshawar.

Feb 2013 - Feb 2015

Public Relation Officer/Administration & Finance

Frontier logistic Company Abu Dhabi UAE, Abu Dhabi, United Arab Emirates

- Office Management, Fleet Management Inventory Management.
- Preparation of Contracts. Staff Claims, Salary, Leaves.
- Establish payment and receipt Vouchers with their entries in Banks and Cash Books Check invoices and ascertains that the equipment.
- Supplies or services Customs Clearance of Containers from Port.
- Responsible for the Petty Cash utilization Maintain Staff Visa Process, Vehicle Renewal Documentation & Also Company annual renewal of License process.
- Responsible for Staff Regulations and Rules. Notify changes to the staff members concerned Undertake periodic audit of own work and report on areas of possible improvement Attendance & Leave Records and control.
- Maintenance of staff Personal files Monitor office maintenance, maintenance supplies, utilities and their invoicing.
- Organize office equipment and monitoring stock of office supplies Performed general office duties and administrative tasks.
- Prepared annual company accounts and reports.
- Managed payroll function for 96 employees.
- Monitored and recorded company expenses Managed vendor accounts, generating weekly on demand cheques.
- Managed the internal and external mail functions.
- Scheduled client appointments and maintained up-to-date confidential client files.

Mar 2012 - Feb 2013

Accountant

Samaka General Transport EST, Abu Dhabi, United Arab Emirates

- Use the Info Park Accounting System.
- Keep the record of Daily Vouchers payments.
- Keep the billing record of vehicles fuel, salary of employs, and all other official expense with their Daily cash handling.
- Prepare examine and analyze accounting records, financial statements, and other financial reports to assess accuracy completeness and conformance to reporting and procedural standards.
- Documents financial transactions by entering account information Summarize current financial status by collecting information.
- preparing balance sheet, profit and loss statement, and other reports.
- Analyze project operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice Develop implement modify and document recordkeeping and accounting systems making use of park accounting system technology.
- Processing multiple vehicle and identification transaction.
- Monitored past due invoices and facilitated resolution.
- Compiled data for internal reports for management.
- Handled customer queries over the telephone and through email Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 175+ employees.
- Managed accounts payable, accounts receivable, and payroll departments.
- Monitored and recorded company expenses.

Jul 2011 - Feb 2012

Admin & Logistic Officer (Rehabilitation Project UNHCR)

SHARED IP UNHCR, Dera Ismail Khan, Pakistan

- Manage Inventories and Stock in all SHARED warehouse and fields Logistic.
- support to RAHA project at Distt Bannu.
- Afghan Refugee Camps (ARC) shelter project which is funding by UNHCR at

- Dikhan ARC, Ratta kulachi, pusha pul and also in Distt Tank at Dabara ARC.
- To Lease with Warehouse staff of the centralized Warehouse to Monitor Storage and issue stock items.
- Ensuring the reallocation of stock to project budgets after issue to the field.
- Support the programs with the logistic information required (costs, availability of products etc.).
- Organize SHARED logistic files and keep them update as they needed.
- Organize the transport of goods. Receive all goods of shelters from UNHCR and distribute that as they needed at community far making of shelters

Jan 2010 - Dec 2010

Admin & Logistic Officer (Lively Hood Project, Child Protection, Health Save the Children US, Dera Ismail Khan, Pakistan

- To assist the logistics Coordinator with maintain asset register and ensuring that all program asset is recorded.
- Issued with unique Save the Children asset member and tracked throughout the program.
- To be responsible got Logistics function including asset management, fleet, transportation, security guards, procurement, HR, and stock management.
- To coordinate all logistics programs in area of operation and ensure compliance with organization policies and procedures.
- Distribution of RFQ's Making Comparative Statement Preparation and issuance LPO Purchasing (PC, Laptops, Stationary etc.).
- Handling and Maintaining the Procurement items to assist Logistics Coordinator with management of vehicle fleet is in line with Save the Children standards.
- Ensure appropriate allocation and safe use of vehicles throughout the program and ensure servicing/maintenance schedules are adhered to.
- Establish payment and receipt Vouchers with their entries in Banks and Cash Books Check invoices and ascertains that the equipment, supplies or services.
- Responsible for the Petty Cash utilization.
- Prepare monthly annual financial statements.
- Responsible for Staff Regulations and Rules.
- Notify changes to the staff members concerned Undertake periodic audit of own work and report on areas of possible improvement Attendance & Leave Records and control; maintenance of staff Personal files.
- Monitor office maintenance, maintenance supplies, utilities and their invoicing, organize office equipment and monitoring stock of office supplies.
- Other administrative duties assigned by the Supervisor.
- To ensure swift logistic, admin and warehousing operation in accordance with the policies and procedures.
- Fleet management for all Sc programs.
- Coordinate with local authorities far the security.
- Any other duties as assigned by logistic Manager

Dec 2007 - Dec 2009

Monitoring Officer

Haji pasham Khan & Co, Dera Ismail Khan, Pakistan

- Monitoring on daily basis and report to management.
- To monitor the all activities including manufacturing, shifting, raw material etc.
- Sharp eye on official and field problems and reporting to the manager for the achievements of goals.
- Managing Technical & Security department Research and Technical consultancy for client.
- Develops and monitors Annual Meeting Critical Dates Calendar.

Feb 2006 - Nov 2007

- Analysis and design ideas technical solution Project management and guidance to the team members.
- Attending meetings on sites and preparing minutes of the meetings

Finance Officer

Gomal Ways International, Islamabad, Pakistan

- Financial Report on daily basis.
- Daily cash handling Establish payment and receipt Vouchers with their entries in Banks and Cash Books Check invoices and ascertains that the equipment, supplies or services.
- Responsible for the Petty Cash utilization.
- Prepare monthly annual financial statements.
- Responsible for Staff Regulations and Rules.
- Notify changes to the staff members concerned.
- Make the budgeted far all expense of contract Keep the record on daily basis Salary and all expense with their vouchers.
- Keep the record of Daily payments & keep the billing record of vehicles fuel, salary of employs, and all other official expense with their vouchers and report to the MD on weekly basis.
- Input document data into the standard registers.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable Maintain updated records of all approved documents and drawings and their distribution clearly.
- Responsible for assisting with multi-site project coordination.
- Support project contracting, budget reports and study submissions

Education

2005

Qurtaba University of Science and Information Technology

MBA(finance)

Languages

Saraiki
Expert

Pashto
Expert

Urdu
Expert

English
Expert

Arabic
Expert