

## **Raheel Hameed**

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### **EDUCATION**

**MBA** from IQRA University Karachi. {Completed 6 courses}

**MBA** from BUTMS (Baluchistan University of I.T & Management Sciences)  
{Completed 11 courses}

**Bachelor's Degree (Political Science & Sociology)** from University of  
Baluchistan.

**BBA** from IQRA University Quetta Campus. {Completed 8 courses}

Higher Secondary School Certificate (**HSSC**) as a pre-engineering student from  
IQRA Army Public School and College Quetta.

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### **WORK HISTORY**

- **Worked as Logistics Officer at Action Against Hunger International (ACF) Quetta.**  
{Nov 2022 – May 2024}

#### **Major responsibilities:**

- Managing strategic leadership, technical & official support to the logistics department at base level by analyzing logistics performance and assessment of the logistical. Ensuring overall logistics Management at base level, in term of planning, technical support to the team on chain management, warehouse management, fleet management, equipment/inventory management, ICT management and implementation of projects framework under logistics domain and lesion with partners related to logistics matters.  
Over all looking administrative tasks with all admin related duties for ACF Quetta Office.
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- **Worked as Logistics Assistant at Action Against Hunger International (ACF) Quetta.**  
{Oct 2022 – Nov 2022}

#### **Major responsibilities:**

- Supporting Programme activities in term of Procurement ,logistics, asset management ,overall all logistics managing at base office Quetta, in terms of planning, technical support to the team on fleet management, warehouse management & Inventory, ICT management and implementation of projects under logistics domain, lesion with partners regarding logistics related matters.
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- **Worked as Manager Supply Chain & Operations at Baluchistan Innovative Technology Solutions Software Company Quetta.**  
{April 2018 – Feb 2022}

**Major responsibilities:**

- Selecting and managing relationships with vendors and suppliers.
  - Negotiating contracts and terms to ensure cost-effective procurement of software and hardware resources.
  - Ensuring compliance with legal and regulatory requirements during the procurement process.
  - Managing inventory levels of hardware, software licenses, and other IT assets.
  - Implementing systems for tracking and maintaining inventory.
  - Coordinating the logistics of shipping and receiving hardware and software products.
  - Analyzing demand trends to forecast future inventory needs.
  - Collaborating with other departments to anticipate and plan for future software and hardware requirements.
  - Ensuring the quality and functionality of procured hardware and software.
  - Managing returns and replacements of defective products.
  - Working closely with other departments, such as IT, finance, and operations, to align supply chain activities with overall business goals.
  - Communicating supply chain strategies and updates to stakeholders.
  - Implementing sustainable practices in the procurement and disposal of IT assets.
  - Promoting environmentally friendly initiatives within the supply chain.
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- **Worked as Procurement Coordinator at Hameed Brothers Textile Mills Lahore**  
{Sep 2010 – Aug 2017}

**Major responsibilities:**

- Sourcing and Procurement:
  - Identify and evaluate potential suppliers.
  - Negotiate contracts, terms, and prices with suppliers.
  - Establish and maintain relationships with vendors.
- Inventory Management:
  - Monitor inventory levels to ensure sufficient stock of raw materials.
  - Plan and forecast future material requirements based on production schedules.
- Order Processing:
  - Prepare and process purchase orders.
  - Ensure timely delivery of materials to meet production deadlines.
- Quality Control:
  - Inspect and verify the quality of materials received.
  - Coordinate with suppliers for replacements or returns if the materials do not meet quality standards.
- Cost Management:
  - Monitor and control procurement costs to stay within budget.
  - Identify opportunities for cost savings and efficiency improvements.
- Documentation and Reporting:

- Maintain accurate records of purchases, inventory, and supplier agreements.
- Prepare regular reports on procurement activities and performance metrics.
- Compliance and Risk Management:
  - Ensure procurement activities comply with company policies and legal requirements.
  - Assess and mitigate risks related to supply chain disruptions.
- Collaboration:
  - Work closely with the production, quality control, and finance teams to align procurement with overall business objectives.
  - Coordinate with logistics for the timely receipt and distribution of materials.
- Vendor Performance:
  - Monitor and evaluate supplier performance based on criteria such as delivery times, quality, and pricing.
  - Address any issues or discrepancies with suppliers promptly.
- Sustainability:
  - Promote and implement sustainable procurement practices.
  - Evaluate suppliers based on their environmental and social responsibility standards.

- **Worked as Senior Officer Procurement at Save the Children (U.S) Quetta Program Office {April2009– Aug2010}**

**Major responsibilities:**

- Managing all the procurements of Save the Children (Quetta Program Office) as per the policies and procedures of INGOs
- Preparation of request for quotation and tender documents and ensuring to deliver it to reliable vendors
- Preparation of Bid-Analysis and Purchase Orders
- Preparation of procurement reports on monthly basis
- Preparation of official contracts and correspondence with suppliers/contractors
- Organizing procurement committee meetings for approval / selection of suppliers / service providers
- Conducting market survey and sourcing new suppliers / service providers
- Ensuring appropriate maintenance of office machinery through keeping record of warranties/ guarantee and after sale service

- **Worked as Operations Officer at Save the Children (U.S). {District Bolan Sibi Field Office, Baluchistan} {Sep2007 – Jun2008}**

**Major responsibilities:**

- Performed administrative activities regarding drafting the official contracts, lease agreements, possession of buildings, logistic supervision, meetings with Govt personals, supervision of inventory, record keeping of admin documents)

- Administered Procurements of Flood Emergency Response (Hand pumps, Motor pumps and necessary assets, conducted market surveys and identification of suppliers )
  - Executed Financial procedures of Field offices (cash counts, budgets, financial reports, Bank reconciliations , Salaries ,voucher maintenance , account records)
  - Programmatic activities (distribution of shelter kits, payments to CFW labor, monitoring of hand pumps )
  - Managed HR issues of field office ( Recruitments )
  - Performed duties of SFP( Security focal person )
  - MIS focal person ( installation of systems , wireless internet & supervision of local area network of field office )
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## TRAININGS& WORKSHOPS

- Successfully completed required learning of **SAFEGUARDING** at ACTION AGAINST HUNGER
  - Successfully completed **BUIDPROC MOOC** Massive Open Online Course (MOOC) on project procurement for agricultural and rural development organized by IFAD
  - Successfully completed a self-paced, online course of **United Nation-Civil Military Coordination course** by United States Institute of Peace
  - Successfully completed a self-paced, online course of **Introduction to Peace building Micro** by United States Institute of Peace
  - Successfully completed a self-paced, online course of **Inclusive Digital Economies & Gender Playbook** by Asian Development Bank Institute
  - Procurement & Administration Workshop at Save the Children Islamabad(Country Office)
  - Customer Service Excellence Workshop at Save the Children Islamabad (Country Office)
  - Attended two days counsel of Islamabad Traffic police (ITP) at Save the Children Quetta Program Office
  - Attended First Aid Training at Save the Children Quetta Program Office with collaboration of Pakistan Red Crescent {2010}
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## COMPUTER SKILLS

- Proficient in MS Word, Excel, Power Point, LINK, ERP,GPS Devices, Software of Any kind
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## LANGUAGES

- English, Urdu, Punjabi, Persian
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✓ References can be provided on request