

Raheel Hameed

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OBJECTIVE

To achieve excellence in the career I pursue and to apply my knowledge and skills in a reputable organization in order to attain mutual benefits.

EDUCATION

MBA from IQRA University Karachi. {Completed 6 courses}

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

Bachelor of Arts 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.

Secondary School Certificate (**SSC**) from IQRA Army Public School and College Quetta

Primary and secondary education from IQRA Army Public School and College Quetta.

WORK HISTORY

- **Worked as Logistics Officer at Action Against Hunger International (ACF) Quetta.**
{Nov 2022 – Dec 2023}

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.
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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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WORK HISTORY

- **Worked as Business Analyst at BITS Software Company Quetta**
{April 2018 – Feb 2022}

Major responsibilities:

- Managing all Operations of Software company including Marketing & sales of different software's + deployment of CCTV cameras (PTZ + IP Cameras) For Security Sites of FC Baluchistan + Pak Army
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- **Worked as Managing Director of Hameed Brothers Textile Mills Lahore**
{Sep 2010 – Aug 2017}

Major responsibilities:

- Managing all over industrial operations including Finance, Sales, Marketing, Production
 - Dealing with all famous National Brands Maria B , Ittehad Textile Mills, Sapphire, Elan
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- **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
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- **Worked as Operations Officer at Save the Children (U.S). {District Bolan Sibi Field Office} {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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PROJECTS

- Study on Grameen Bank
- Study on PSO Information system (SAP)
- Product Launch of Signature Chocolates
- Re- Launch of Camay Soap

- Application of the principles of Accounting into Human Resource.
(Human Resource Accounting)
 - Research study on brand RoohAfza
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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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INTERESTS & ACTIVITIES

- Software's & Smart Phones
 - Reading Novels
 - Movies
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COMPUTER SKILLS

- Proficient in MS Word, Excel, Power Point, 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