

Shah Hassan Khan

Address
Malakand Protected Area
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Cellular
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Objectives

- ✓ I am currently looking for a position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.
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Experience

- ✓

EMPLOYER:	<u>UNITED NATIONS WORLD FOOD PROGRAM</u>
Designation	Supply Chain Logistics - Storekeeper
Location	D.I. KHAN.
Tenure	15 th Jan 2023, to 14 th November, 2024.
Description	<p>Effectively receive/dispatch commodities including transshipment (truck to truck) against official approved documentation (e.g., waybills and/or delivery notes) ensuring accuracy in physical count of commodities including the quality in compliance with the established standards.</p> <p>Prepare, verify, and sign off warehouse and transport documents, and maintain confidential files and accurate warehouse transaction records to ensure immediate reporting on commodity movements in line with the corporate requirements.</p> <p>Conduct daily warehouse closing reconciliation and accurate inventory checks supporting internal control systems in compliance with the warehouse management requirements. Perform daily inspections and prepare reports on the quantity and quality of the commodities received/dispatched and handled, detect promptly, and analyze reasons for stock discrepancies/damages, investigate missing quantity and prepare warehouse loss reports recommending appropriate solutions, to enable informed decision-making.</p> <p>Implement appropriate measures to safeguard food and non-food commodities, to ensure quality control using</p>

standard preventive measures in line with WFP established procedures and authorization received from the supervisor. Monitor condition of the warehouse and commodities and take appropriate actions, to support efficient warehouse space-planning and well-organized commodity storage following WFP warehouse standards. Provide guidance and on-the-job training to warehouse staff to contribute to their development and high performance.

✓	EMPLOYER:	<u>UNICEF vendor PEOPLE</u>
	Designation	Admin & Logistics Assistant.
	Location	Peshawar.
	Tenure	1 st April 2021, to 10 th Jan,2023.
	Description	Based in Provincial Emergency Operation Center (PEOC) Peshawar KP. Working directly with close coordination of both UNICEF Country Office, /Provincial Program Team and PEOPLE regional office for all day to day/Program activities. Focal person in KP for both Community Based Vaccination (CBV) and COMNET project for Polio Eradication Initiative in Pakistan.
✓	EMPLOYER:	<u>UNICEF vendor-CHIPS TRAINING CONSULTANT</u>
	Designation	Admin & Logistics Assistant.
	Location	Peshawar.
	Tenure	25 October 2016, to 31 st March,2021
	Description	Based in Provincial Emergency Operation Center (PEOC) Peshawar KP. Working directly with close coordination of both UNICEF Country Office, /Provincial Program Team and Chip training consultant regional office for all day to day/Program activities. Focal person in KP for both Community Based Vaccination (CBV) and COMNET project for Polio Eradication Initiative in Pakistan.
	EMPLOYER	<u>UNITED NATIONS WORLD FOOD PROGRAM</u>
	Designation	Storekeeper
	Location	Peshawar
	Tenure	2nd February 2009 to 30 th June 2016.

	Description	Under the direct supervision of provincial Logistics Coordinator /logistics Officer, I was responsible to supervise the day-to-day activities assigned to the Warehouse for better Management of incoming and outgoing WFP warehouse commodities handling and related activities. Assisting of sub office head in Commodity handling documentations. Organize Casuals for timely loading and unloading of commodity. Preparing work orders in SAP, LESS (Logistics Execution Support System) and store helper attendance sheets for billing section for payments.
✓	EMPLOYER	<u>UNDP, SUPPORT TO NATIONAL ELECTION IN PAKISTAN PROJECT</u>
	Designation	District Training Coordinator.
	Location	Malakand Protected Area.
	Tenure	20 th May 2008 to 19 November 2008
	Description	to Train the Presiding Officers & APOs.
✓	EMPLOYER	<u>USAID, PAKISTAN LEGISLATIVE STRENGTHENING PROJECT</u>
	Organization	U.S. Agency for International Development.
	Employer Cnt	051-8255903, 051-8255901
	Designation	Parliamentary Intern.
	Location	PIPS, Block D, Sector G-5, Parliament Lodges, Islamabad, Pakistan.
	Type of Experience	Internship
	Tenure	June 2007 to March 2008
	Description	Assist in carry out research responding to request from Parliamentarians, Committee & Departments. Provide administrative support to the Committee. Prepare studies on public policy topics. Assist the concerned secretariat in diversified task that assist the committee, prepare briefing, will assist the committee members in any other reasonable duties as & when required.
✓	ATTACHMENT	<u>STANDING COMMITTEE ON PARLIAMENTARY AFFAIRS NATIONAL ASSEMBLY OF PAKISTAN</u>
	Title	Research
	Role	Research Associate
	Tenure	June 2007 to March, 2008

	Description	My responsibilities include policy analysis & bill analysis, preparation of documentation, Computer & library research, support in the Organization of meetings and general office work. Research support to the standing Committee on Parliamentary Affairs
✓	EMPLOYER	<u>UNHCR</u>
	Location	Social welfare cell Commissionerat Afghan Refugees N.W.F.P Pakistan.
	Reference No;	CAR/CDU-MIS 8063-69
	Branch	Community Development Unit. (CDU)
	Field	Community Based Activities, Including Child youth-oriented activities.
	Tenure	22 January 2007 to 21 st April 2007.
✓	EMPLOYER	<u>MALAKAND RURAL DEVELOPMENT PROJECT YOUNG BLOOD WELFARE ORGANIZATION (YBWO)</u>
	Designation	Social Organizer (Volunteer).
	Location	Dargai Pattak, Dargai Malakand Agency
	Tenure	1 st April 2006 to 31 st March 2007
	Tel/Fax	0932-333673, Fax: - 0932-331161.
✓	EMPLOYER	<u>AURAT FOUNDATION.</u>
	Designation	Worked as volunteer in Integration of TB Activities into programs of the Aurat Foundation.
	Tenure	March 2006 to August 2007.
	Organization	Parliamentarians Commission for Human Rights, Pakistan.

Seminars:

<u>1st Seminar</u>	Participated in <u>National Conference on – “The Protection of Minorities in Pakistan, Issues, Challenges and way forward”.</u>
Location	Best Western Hotel Islamabad, Organised by PCHR.
Dated	October 9 th , 2007.
<u>2nd Seminar</u>	Participated in Policy dialogue on Private Sector Education, Policy, and Regulatory Issues jointly Organized by Institute of Social & policy. Sciences (I-SAPS) & Campaign for quality Education (CQE)
<u>3rd Seminar</u>	Human Rights Commission of Pakistan on Local

Location
Dated

Government.
Hotel Grand Peshawar
July 26, 2016

Training Institute

Training Name	Training Institute	Training Year	Training Location
Online Port Operations Training	WFP	2024	WFP-Learning Management System (Mandatory)
Emergency Basics (EmBa)	WFP	2024	WFP-Learning Management System (Mandatory)
WFP Foundation Data Literacy Passport	WFP	2024	WFP-Learning Management System (Mandatory)
WFP Aviation Service Basic Environmental Training	WFP	2024	WFP-Learning Management System
CS Foundations course: Key Concepts and WFP's Approach to Country Capacity Strengthening (CCS)	WFP	2024	WFP-Learning Management System
IPSAS Advance Awareness Training	WFP	2023	WFP-Learning Management System
Programme and Policy Foundations	WFP	2023	WFP-Learning Management System
Retail Onboarding and Contracting (ROC) Learning Path	WFP	2023	WFP-Learning Management System
Logistics Capacity Assessments (LCA)	WFP	2023	WFP-Learning Management System
Nutrition Basics	WFP	2023	WFP-Learning Management System (Mandatory)
Ethics at WFP	WFP	2023	WFP-Learning Management System (Mandatory)
Prevention of Fraud, Corruption and SEA at WFP	WFP	2023	WFP-Learning Management System (Mandatory)
Cyber Security Awareness Essentials	WFP	2023	WFP-Learning Management System (Mandatory)
Preventing and Responding to Abusive Conduct at WFP	WFP	2023	WFP-Learning Management System

			(Mandatory)
BSAFE	WFP	2023	WFP-Learning Management System (Mandatory)
Project Management Training	MN Consulting	2015	Peshawar Pakistan
ORI- Prevention of Fraud, Corruption and SEA	WFP	2015	WFP-Learning Management System
Project Life Cycle Management	Center for Social Innovation	2014	Bara Gali Campus
Food Safety and quality Management for non-processed food	WFP	2013	Islamabad, Pakistan
First Aid and Firefighting Rescue 1122 KPK	Rescue 1122 KPK	2012	UN-WFP Provincial office Peshawar Pakistan
UN course on the Prevention of Harassment, Sexual Harassment and Abuse of Authority in the workplace	UN-WFP	2012	WFP-Learning Management System
Advance Security in the Field	UNDSS	2012	Peshawar Pakistan
Training Basic Security in the Field (BSITF)	UNDSS	2012	Peshawar, Pakistan
Warehouse & Pest Management Training	UN-WFP	2011	Peshawar, Pakistan
Warehouse & Pest Management Training	UN-WFP	2010	Peshawar, Pakistan
United Nations System Staff College and UNDSS	UN-WFP	2009	Islamabad, Pakistan
Support to National Election in Pakistan SNEP	UNDP	2007	Malakand Protected Area

Skills

Skill Name	Level	Last Used
MS-Office	Good	Currently Using
MS-Word	Good	Currently Using
MS-Excel	Good	Currently Using
SAP	Excellent	Currently Using

Education

✓	MASTER IN SOCIOLOGY
Level Attained	Master's degree.
Institute	University of Peshawar
Address	Peshawar Pakistan

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|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Session | 2004-2006 |
| Majors | Principle of Sociology, Social Psychology, Social Anthropology, Community Development, Environmental Sociology, Research Methodology, Social Theory, Demography, Gender & Development. |
- ✓ **MASTER IN INTERNATIONAL RELATION**
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|----------------|------------------------|
| Level Attained | Master's degree. |
| Institute | University of Peshawar |
| Address | Peshawar, Pakistan |
| Session | 2011 |
- ✓ **BACHELOR OF ARTS (B.A)**
- | | |
|----------------|------------------------------|
| Level Attained | Bachelor's degree. |
| Institute | University of Peshawar |
| Address | Peshawar Pakistan |
| Session | 2002-2004 |
| Majors | Sociology, Elective English, |

Diplomas and Certificates

- ✓ **Diploma** **Postgraduate Diploma in Disaster Preparedness & Management**
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| Session | 2013- 2014 |
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- ✓ **Certificate** **Supply Chain Management** from Institute of Management studies center for Social Innovations (CSI) University of Peshawar
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| Session | June 2014 |
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- ✓ **Certificate** **Course in International Human Rights Law**
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| | Human Rights Studies Centre Law College, University of Peshawar |
| Session | Dec 2011-Feb, 2012 |

Languages

English	Fluent
Urdu	Fluent
Pashto	Fluent

Extra activities

- ✓ Reading, Cycling & Jogging

References

Muhammad AAMER

Logistics officer,

UNWFP Pakistan

muhammad.aamer@wfp.org

Rabia Zeeshan,

Food value chain for fortified goods expert in

Rome HQ Nutrition unit.

rabia.zeeshan@wfp.org

Dr. Johar Khan,

Health Specialist

Country Office UNICEF

mjkhan@unicef.org