



Saif Ullah

Base Logistics Officer

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Noshki, Pakistan

Summary

A full time purposeful position in a dynamic organization That confederates opportunities of professional growth, performance improvements through training and vocational recognition through challenging assignments,

Skills

Accounting | MS Doc | Subject Knowledge | Tax | 4- Knowledge of Taxation | Account Management | Accounting Softwares | Accounting Standards | Accounts / Manager | Accounts Administration | Accounts Reconciliation | Accounts Software Command | Accounts'Administration | Admin Assisting | Admin Skills | Administration | Administration Knowledge | Administration Skills | Administrative Assistance | Administrative Meetings Management | Administrative Skills | Administrative Tasks Handling | Administrative Tasks Management | Analytical Skills | Asset Management | Assignments Handling | Microsoft Office | Talent Acquisition | Backend Operations | Banking Relationships Management | Basics Supply Chain | Branch Operation | Building Relationships | Business Development | Can work in Stressed environment. | Classroom Assessment | Classroom Handling | Classroom Management | Committed to Customer Services | Communication and Coordination Skills | Communication Skills | Communication Skills ' | Compliance | Computer Proficient | Computer Skills | Contract Management | Coordination | Coordination Skills | Cummnication Skills | Data Management and Analysis

Experience

Nov 2022 - Present

Base Logistics Officer

SECOURS ISLAMIQUE FRANCE (SIF), Lasbela, Pakistan

Fleet Management: Responsible for fleet management (cars rental contract, vehicles maintenance, fuel follow up, drivers training, etc.) and organization of any field movements (flight booking, hotel booking, etc.)

Stock Management: Responsible for managing all assets from inventory to storing and maintenance.

Manage stock movements and distributions of goods in the framework of project implementation.

Identification of new and relevant supplier/vendor as per the procurement plan for the ongoing and new projects.

Assets and Property Management:

Ensure the safety and effective use of all SIF assets and properties in the office

Account for the overall compliance with assets, properties and premises management procedures

Ensure the maintenance and repairs of assets and properties in timely manner

Assess the need for additional equipment / premise

Account for the overall compliance with assets, properties and premises management procedures

Regularly control the Asset Documentation (Asset Card, Maintenance / Repair Card, Monthly Equipment Follow Up)

Ensure that Assets file is updated with all necessary documents (vouchers, technical manuals, repair and maintenance documents)

Ensure timely reporting on /assets & stock status, to help Program staff with planning of replenishment and tracking through to end-user has occurred.

Fleet Management:

Supervise and coordinate all logistic matters relating to transport and fuel management, to ensure that vehicles are insured, asset managed correctly, being driven safely, maintained appropriately, damages are reported,

Organize field movements for staff members (flight and hotel booking, rental taxi, etc.)

Ensure that vehicles internal equipment (tools, communications etc) are complete and serviceable; and that usage of fuel is correctly supervised, and logged and recorded.

Control regularly that all documentation required is filled in timely and precisely

Control all documentation related to vehicles (Log Books, Fuel Consumption...)

Consolidate Fuel Consumption report and control fuel consumption.

Sep 2022 - Nov 2022

Assistant Supply chain and Services Officer

Islamic Relief Pakistan, Kalat, Pakistan

- Manage the filing, storage and security of documents
- Timely reporting and handling of maintenance and repair of all office equipment, building and furniture, fixtures, vehicles.
- Supervision of support staff and admin department
- Ensuring proper travel arrangements for all staff and guests between different offices
- To ensure that appropriate contract agreements for the office and accommodation are drawn up & signed.
- Maintaining proper record of documents issued or received till the final receipt of goods and final payments to suppliers.
- Receive and verify all the goods from supplier and verify bills for which the payments are due.
- Dealing various matters regarding insurance of vehicles, building and Assets.
- Supervision of arrangements of seminars, conferences and interviews.
- Supply and deliver equipment and materials to required destinations in an efficient and cost effective manner
- Plan and maintain logistical support for IRP field operations
- Identify and supervise the purchase and installation of all project-related materials
- Supervises and oversee food items, non-food items, medical supplies, and equipment related to the projects of IRP.
- Coordinate with suppliers and transport agents to ensure goods are received in

- the correct quantity and in good condition
- To ensure that logistics work in the field location is carried out in coordination with logistics and other field locations.
- Establishing domestic arrangements for operational teams, including renovating accommodation, and making arrangements for other domestic needs, travel arrangements etc.
- To be familiar with and abide by the other NGO's International procedures.

Admin and Ware House Assistan

Islamic Relief Pakistan, Chaman, Pakistan

In consultation with the Project Manager, the Admin and Ware House Assistant handle employee grievances, disciplinary issues and other administrative problems according to IR policies and procedures and on staff rights;

2. Manage personnel activities with the technical advice of the HR Coordinator at CO level.
3. Prepare staff annual leave plan, make ready replacements for staff going for leave in advance when applicable and help employees to go to leave as per their plan; Maintain up-to-date record of annual leave and other leaves;
4. Manage and Maintain records of staff benefits including medical benefits, leave balance, acting allowances etc and advice the concerned.
5. Coordinates staff development activities of project area offices to perform in-house training through different mechanisms.
6. Ensures that request for annual staff appraisal is sent before the year ends, follow up on timely submission of the appraisals so that employee's contracts will be renewed or terminated at the beginning of the next budget year; and Coordinates and supervises the compilation of work performance reports of project area offices in IR.
7. Sets up sound supply chain and avails means of transport for any request and warehouse space.
8. Ensures the provision of effective and efficient logistical support services to all units and departments of the organization
9. Supervises reception and switchboard staff to ensure that there is appropriate cover at all times, and supervises the provision of work processing.
10. Ensures and monitors procurements are cost effective, timely, up to expected quality level, and in compliance with IR financial as well as procurement and logistics policies and procedures.
11. Networks and communicates with government, suppliers and other stakeholders concerning logistics and procurement, shares update, proposes innovative ideas, and develops and maintain suppliers' list; and supports the importation of goods and ensures clearance through customs and delivers goods and services for the field office
12. Ensures timely availability of vehicle for office need, maintaining the quality, cost as per the standard checklists developed and staff vehicle request are well-organized and coordinated.
13. Ensures the adherence of IR vehicle management policy, driver rules and regulation

are maintained, vehicle service time and maintenance schedules are followed.

14. Ensures that IRE vehicles are properly maintained through either contracted private services or qualified agency employees and are used for official business, carrying only authorized personnel and no use of vehicles after-work hours.

15. Monitors and controls vehicles to maximize efficiency in usage of fuel and regular maintenance costs and ensures the maintenance of history jackets of vehicles as per the check list and follows up for its regular update.

16. Ensures the annual inspection of vehicles, secures insurance coverage; ensures the availability of IR logo on the vehicles and on rented vehicles;

17. Provides/facilitates logistical support for staff travel arrangements during internal and external travel.

18. Reviews vehicle log sheet, periodically services vehicles at CO and project offices, and produces monthly fuel consumption report.

19. Ensures that inventory records are updated upon the arrival of new asset and reports to the Logistics Coordinator; ensures the completeness of the store records, periodically monitoring the store movements.

20. Supports for the supervision and monitoring of all field office stores, rented warehouses and stock movement activities are in compliance with IR policies and procedures.

21. Compiles periodic, procurement data, store inventory, logistics support report maintaining with required quality and supports periodic asset inventory.

22. Produces periodic monthly, quarterly and annual reports as well as other reports on HR matters.

23. Performs any other duties as may be assigned.

Mar 2019 - Aug 2020

District Finance /operation manager

HANDS NOSHKI, Noshki, Pakistan

- Responsible to produce the monthly financial reporting of the district office
- provide technical support and optimal environment to district team members
- coordinate and report to head office for the program and project related financial activities
- Ensure financial records are maintained in compliance with the accepted policies and procedures
- ensure all financial reporting deadlines are met
- prepare financial reports at district level
- financial audit preparation and coordinate the district audit process
- ensure accurate and appropriate recording and analysis of district office
- communicate all financial /admin reports to the DEM and also remain in contact with the HO finance /admin departments
- delivers engaging, informative, well organized presentation
- motivates team to work together in the most efficient manner
- submit monthly, quarterly and annually respective assignments to DEM and GM finance/ admin
- responsible to keep and maintain records of operation related matters
- to look after departments, requests, regarding vehicles, and office supplies

- to maintain the flow of supply chain management.
- to coordinate with head office official and report them all operational issues in the respective district.
- any other Duty assigned by immediate supervisor

Jan 2017 - Mar 2019

Lecturer(as a Visiting)

University of Balochistan, Noshki, Pakistan

Delivering lectures to group of students and using advanced teaching techniques to inspire and inspire and motivate them for higher level qualifications and then future employment. Also involved in staff recruitment.

organized, implemented and monitored programmes and assessments. Was responsible for preparing learning activities for students as well as staff.

involved in course team activities and curriculum development for students. also participated in the interviewing of potential students who want to enrol.

Designed all examination, tests, and quizzes for grading and evaluating.

Skills used MS office (Word, Excel, Power point) and Question - answer method, project method.

Apr 2014 - Dec 2017

Admin and HR officer

SCAP BALOCHISTAN, Noshki, Pakistan

1. To maintain files of Field Office according to policy rules. 2. To look after the standard administration and logistic in field office. 3. To maintain staff attendance registers / time sheets strictly. 4. Responsible to maintain the leave records, stationary requests, Goods Receiving Note, vehicle usage records / Log Books and administrative files. 5. Coordinate with vendors for vehicle POL. 6. To maintain the record of supplies, handling, issuance and supplies care for as protocols and Sops. 7. To maintain the logistic and procurement record as per procedures. 8. Responsible to maintain healthy office environment. 9. To keep the record of office inventory updated on monthly basis. 10. To keep confidential official documents of field office. 11. Responsible to initiate all purchase request forms of section. 12. Responsible to pay and record all utility bills on time. 13. Other duties as assigned by Field Coordinator or Admin Manager. 14. To keep close liaison with Admin Manager of Head Office.

Jan 2014 - Apr 2014

Cashier

United Bank Limited (UBL) Jinna road Quetta, Quetta, Pakistan

To handle Cash

Received utility bills

Collect cheque and give payment

Education

2016	Iqra University Masters in Business Administration Human Resource Management CGPA: 3.1/4
2015	University of Balochistan Bachelors of Education Education Development CGPA: 3.0/4
2013	Iqra University Bachelors in Business Administration Finance

Projects

SCAP

<https://scapbalochistan.org/>

SCAP - Balochistan with support of World Food Program (WFP) Balochistan implemented a Community based Management for the Acute Malnutrition (CMAM) at District Nushki, for treatment of acutely malnourished children and Pregnant & Lactating women through appropriate supplementary foods...

Languages

Balochi
Expert

English
Intermediate