

## Summary

Enthusiastic, Hardworking and devoted individual with excellent HR and Administrative management skills. A motivated and flexible team player adaptable to various challenging roles and situations. Visionary candidate with fantastic skills in leading, organizing and managing projects and events. Proven history of organizing projects for enhanced results. The aim is to work for a welfare society using all the acquired skills and capabilities.



**Saif Ullah**

## Contact

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Killi Ghariab abad Noshki

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## Languages

**English** – Good

**Urdu** – Good

**Balochi**– Good

**Brahvi**– Excellent

## Personal Information

Father Name: Amin Ullah  
CNIC No: 54501-2115549-9  
Date of Birth: 1988  
Local: Noshki

## Education

- **MBA: Human Resource Management** 06/2013 to 09/2016  
Iqra University
- **BBA(Hounrs)** 09/2018 to 03/20  
IQRA University

## Computer literacy

Six Month Diploma in Computer DIT Program H A Rehman Computer center Sariab Road Quetta.

Areas.

- Office Automation
- MS Excel, Word & Power point
- Internet software and Applications

## Experience

**1 Admin and Logistic Officer** Qatar Charity (RRP\_UNICEF PROJECT)  
Chaghi **June/2023 – present**

Areas.

- Contribute to the detailing of the Admin, Finance and Logistical activities in the emergency Project Implementation Plan (PIP).
- Plan the Administrative, Financial and Logistics needs according to the results of the Rapid Need Assessment conducted by the field team.
- Provide the Administrative, Financial and Logistics inputs during the acceptance of incoming all supplies and materials at the warehouse or project site.
- Regularly update leaves, attendance, supplies and payment records of the respective staff and vendors.
- To ensure the self-safety and security by observing the security protocols of the project office and the donor.

**2 Admin and HR Officer (SIF) (Secours Islamique France)  
(WFP Project) Lasbela  
from 01/12/2022 to 08/6/2023**

Areas.

## Skills

- Human Resource Management
- Staff Management
- Workforce improvements
- Reporting
- MS Office
- Event Management
- Administration
- Project planning and developing
- Problem solving
- Training and developing
- Recruitment
- Employee Relationship
- Record Management

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- 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,
- 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.
- Organize field movements for staff members (flight and hotel booking, rental taxi, etc.)

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## 3 Assistant Supply chain and Services Officer

**(Islamic Relief Pakistan) District-Kalat from 09/2022 to 11/2022**

Areas.

- 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
- 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
- Plan and maintain logistical support for IRP field operations
- Supervises and oversee food items, non-food items, medical supplies, and equipment related to the projects of IRP

#### 4 Admin and Ware House Assistan(WFP PROJECT) Islamic Relief Chaman from 12/2021 to 8/2022

## References

### On Demand

#### Areas.

- 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;
- Manage personnel activities with the technical advice of the HR Coordinator at CO level.
- 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;
- Manage and Maintain records of staff benefits including medical benefits, leave balance, acting allowances etc and advise the concerned Coordinates staff development activities of project area offices. Produces periodic monthly, quarterly and annual reports as well as

#### reports on HR matters.

- ❖ 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
- ❖ 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.
- ❖ Ensures the adherence of IR vehicle management policy, driver rules and regulations are maintained, vehicle service time and maintenance schedules are followed.
- ❖ 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.
- ❖ 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.
- ❖ Ensures the annual inspection of vehicles, secures insurance coverage; ensures the availability of IR logo on the vehicles and on rented vehicles;
- ❖ Provides/facilitates logistical support for staff travel arrangements during internal and external travel.
- ❖ Reviews vehicle log sheet, periodically services vehicles at CO and project offices, and produces monthly fuel consumption report.

## 5 District Finance /operation manager

### HANDS NOSHKI, Noshki, Pakistan from Mar 2019 to Aug 2020

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- 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 all financial reporting deadlines are met
- prepare financial reports at district level
- motivates team to work together in the most efficient manner
- submit monthly, quarterly and annually respective assignments to DEM and GM Finance/ admin.

## 6 Admin and HR officer:

### SCAP Balochistan Noshki from April 2014-December 2017

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.