**Personal information**

**Name:** **Sherdad Ullah**

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**Domicile: North Waziristan Tribal District.**

**Summary:**

Master of Business Administration (MBA) with more than 8 years of professional experience of working with prominent National and International Organizations in Pakistan. In addition, I have done MS in Physics. My key expertise are financial management, Administration, procurement, logistic, HR, Supply Chain Management and Operational Management. My aim is that I want to work in every field of project.

**Professional Experience**

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| --- | --- | --- |
| **POSITION HELD** | **ORGANIZATION/INSTITUTE** | **PERIOD/DURATION** |
| Admin & Logistics Officer **Admin/Finance Assistant** | **Support Agency for Rural & Human Association’s Development (SARHAD) Under** Public-Private Partnership (PPP) Project at Tehsil Head Quarter Hospital Mir Ali North Waziristan Tribal District.  **Asif Sheraz**  **Operations & Logistic Manager**  **Support Agency for Rural & Human Association’s Development**  **House # F 27-A, Khushal Khan Khattak Road,**  **University Town, Peshawar, KPK Pakistan**  **Email:**  **[info@sarhadco.com](mailto:info@sarhadco.comURL: www.sarhad.org.pk)**  **[URL: www.sarhad.org.pk](mailto:info@sarhadco.comURL: www.sarhad.org.pk)**  **Pakistan Red Crescent Society (PRCS), (Merged District)**  **Mobile Health Teams Project Under Norwegian Red Cross**    **Muhammad Khan & WAQAR AZIM**  **Finance Manager & Finance Officer**  **Pakistan Red Crescent Society**  **Merged Areas Headquarter**  **85-D, Sahibzada Abdul Qayyum Road,**  **University Town, Peshawar, KPK Pakistan**  **Tel. +92 91 9216548 | Mob. +92 306 1030980**  **Email:**[**finance.fata@prcs.org.pk**](mailto:finance.fata@prcs.org.pk) | May 2022 till date.    September, 2020 to December 31st, 2021.  prcs logo |
| **Admin/Finance Office** | **Institute of Rural Management (Pakistan Reading Project),**Orakzai  Address: House# 390-D, Sahib zada Abdul QayumRoad, Peshawar.  Mr. Ubaid Ullah, Operational Coordinator Provincial Office, KP  Cell # 03052222544  Email: [ubaid.ullah@pakreading.org](mailto:ubaid.ullah@pakreading.org) | March, 2018 to March, 2020 |
| **Principal & Administrative Officer** | **FATA Disaster Management Authority,** Peshawar (FDMA)  Mr. Umar Nawaz, Assistant Director  Cell# 03459129952,  Email: umar@fdmal.gov.pk | October, 2014 to September, 2017  C:\Users\User\Desktop\FDMA-logo.jpg |
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**Professional Expertise**

**Administration, Finance, HR, Logistic & Procurement**

1. Responsible for all aspects of day to day operations including Finance, HR, Admin, Logistic, Procurement and IT in office and to ensure procedures relating to office management, rules & regulation as per organization SOPs.
2. Compilation of operational advances& logistical arrangements for livelihood, socio-cultural activities, training & workshops of soft grants, petty cash mgmt.
3. Provide support to the Unit’s and Project staff on all accounting, budget or financial / administrative queries.
4. Reconcile Cash & Bank statement & ensuring all disbursements are in accordance with organization rules and procedures.
5. Process advance cash request for training, workshop, events & compilation with required supporting documents as per organization policy.
6. Maintaining effective accounting systems for the recording of all financial information in line with internal procedures and donor requirements.
7. Checking the payment claims matching to the contract according works and payment schedule of infrastructure grant, process DSA/TA and monthly financial statements.
8. Process purchase requests (PR), in term of consumable & non-consumable items, place RFQ’s in local market to obtain quotations; prepare comparative statement, issue Purchase Orders and draft contract agreement for infrastructure grants for implementation.
9. Organize and conduct open bidding process for infrastructure grants/projects as per IOM SOPs to contractors for implementation.
10. Monitor office fleet &arrange for repair & maintenance office equipmentand machinery, supplies, utilities and their invoicing.
11. Coordinate with different line departments and operating units of the organization including the field office & handling day-to-day administrative and operational issues and make arrangements for travel and accommodation of staff, visitors, consultants and vendors/suppliers
12. Maintain proper filing of office documents and maintain logs of office equipment for smooth running.
13. Process & ensure completeness of payment request documents in compliance as per policies and procedure.
14. Provide support in preparation of budget for socio cultural/livelihood, medical camp, training/workshop and field office petty cash expenses etc.
15. Responsible for fleet management systems for field locations are in place including the organizing and scheduling of all transport used by staff and monitoring of vehicle and fuel Consumption.
16. Responsible for the operation and maintenance of all office equipment liaising with contractors and service providers to ensure efficient and cost effective serving and repairs of all equipment in the office.

**Education and Training**

1. **M.S. (2015 To 2017)**

University of Science & Technology Bannu

1. **MBA Finance. (2010 To 2012)**

University of Kohat, KP, Pakistan

3- Days Orientation on Financial Compliance Financial Accounting, Finance Mgmt., Business Communication.

Personal skills and Competences

* Languages: Pashto, Urdu, English
* Financial accounting including basic book-keeping
* Report writing
* Budgeting
* Ability to make effective presentations to senior managers
* Analysing data
* Dealing & negotiate with vendors/suppliers

**Technical & Computer Skills**

* Advance Office Automation
* Window Operating System (Win XP, Win 10)
* Peachtree Accounting
* Quick Books
* SAP Application (Basic)
* Operating & Fixing office equipment’s (Power Generator, Photocopier, Printers)
* Computer Networking.

References

1. **Mr. Muhammad Khan (Admin & Finance Manager)**

Email: mf.prcsfata@gmail.com

**Pakistan Red Crescent – Merged Areas HQ**

**85-D, Sahibzada Abdul Qayyum Road,**

**University Town, Peshawar, KPK Pakistan**

**Tel. +92 91 9216548 | Fax. +92 91 9216553**

1. **Mr.Riaz Ahmed Sajid (Finance Officer, IRM, Islamabad)**

Email: [Riaz.Ahmed@pakreading.org](mailto:Riaz.Ahmed@pakreading.org)

**Cell Phone# 0305-2222534**

**IRM-Complex, #7 Sunrise Avenue, Main Park Road near COMSATS University,**

**Islamabad, Pakistan + 92 51 8742201.**