

Sheryar Khan

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Address: Village: Khonam Shah kalay Miran shah NWTD

Objective

To achieve perfection at Professional and Corporate level, by well directed analysis and utilization of values and experience, with a team of professionals in an organization offering dynamic environment and opportunities to work for human and social development..

PROFESSIONAL EXPERIENCE

Designation | Mobilization Officer

Company | THE EXPERT

Location | Islamabad

Duration | Dec 2023_ Till Date

Job descriptions

- Identify and analyze tender opportunities relevant to the company's products or services.
- Prepare and submit tender proposals in accordance with client requirements and deadlines.
- Collaborate with internal teams to gather necessary information for tender submissions.
- Cultivate and maintain strong relationships with existing clients.
- Act as the main point of contact for client inquiries, concerns, and requests.
- Regularly communicate with clients to understand their needs and provide appropriate solutions.
- Conduct market research to stay informed about industry trends, competitor activities, and potential business opportunities.
- Analyze market conditions and customer preferences to guide business strategies and product/service offerings.
- Negotiate terms and conditions with clients to ensure mutually beneficial agreements.
- Review and finalize contractual agreements, addressing any legal or compliance requirements.
- Actively seek new business opportunities and clients to expand the company's customer base.
- Develop and implement sales strategies to achieve revenue targets.
- Participate in networking events, conferences, and industry forums to promote the company.

Designation | District Project Manager| DPM

Company | Women Empowerment Pakistan

Location | District Ghotki

Duration | AUG 22 – Dec 2023

Job descriptions

- Ensure provision of equipment, reporting materials, supplies and drugs as necessary
- Ensure timely submission of all reports to Head office
- Ensuring IYCF education is disseminated to the target beneficiaries
- Analyzing nutrition situation and prevailing trends
- Supervise the daily and monthly reporting submitted by field the teams
- Provide technical support to CMAM, IYCF, OTP and SC team when required.
- Coordination and participation in Provincial Nutrition Cluster, and nutrition assessment/ survey groups and filing of meeting minutes
- Sensitize main stakeholders on Malnutrition and need for support and commitment for long term access to life saving activities for children; at this stage the overall entry/exit strategy can be shared emphasizing the vital role of the stakeholders to make this happen.
- Monitor stocks physically at static and mobile field level, check for expiry date, quality and quantity
- Maintains receiving, warehousing and distributions operations by initiating, coordinating and enforcing program, operational and personal policies and procedure.
- Controls inventory levels by conducting physical count, reconciling with data storage system.
- Completes warehouse operational requirements be scheduling and assigning employees, follow-up on work result

- Maintains warehouse staff by recruiting, selecting, orienting and training employees
- Maintain warehouse staff job result by coaching, counseling and disciplining employees planning, monitoring and appraising job result
- supervise and coordinate the daily activities and operations of the office or department
- schedule and prioritize office activities to meet operating requirements
- determine, plan and direct work flow
- develop and monitor internal controls
- analyze work flow issues and implement workable solutions
- ensure adherence to quality standard
- perform administrative support functions such as data management, creating reports, drafting correspondence and preparing basic financial accounts
- develop effective working relationships with staff and stakeholders
- evaluate work of staff
- provide necessary training, guidance and motivation to staff
- approve and monitor staff vacations and sick leave
- initiate and maintain orderly records in compliance with company regulations
- supervise the efficient use of office supplies and maintenance of office equipment
- plan and organize the purchase of office supplies in accordance with purchasing policies and budgets
- maintain a pleasant and secure working environment
- act as liaison with other departments and divisions
- Education and Experience
- Associates degree in Business Administration or equivalent
- knowledge and working experience of supervisory principles and practices
- knowledge of administrative practices and procedures, data management methods, basic accounting practices and human resources practices

Designation | District Nutrition Officer | DNO
 Project | Accelerated Action Plan for reduction of Stunting & Malnutrition
 Company | Women Empowerment Pakistan | WEP
 Location | Ghotki
 Duration | July- 2021 – July 2022 ...

- **Job Description**

- Sensitize main stakeholders on Malnutrition and need for support and commitment for long term access to life saving activities for children
- DNO is responsible to draft and submit the Weekly, Monthly and Quarterly progress reports
- Ensure that the basic set health services are delivered at all facilities /levels and number of SAM/MAM and cases with severity are duly reported and routine follow-ups are ensured
- DNO is responsible to draft and submit the Weekly, Monthly and Quarterly Field plan.
- Any other work/task assigned by the DPM

Designation | Admin and HR Coordinator

Project | Family

Company | WOMEN EMPOWERMENT PAKISTAN

Location | District Ghotki and Kashmore

Duration | Jan- 2021 – June-2021

Job Description

- Ensure that all commodities entrusted to SRSP arriving at distribution Place are properly accounted for.
- Scrutinize all waybills for commodities arriving at the distribution Places. Ensure that the commodities are of correct quantities and quality as stated on the waybill. Immediately record all quantities delivered short (missing), quantities lost in transit and quantities damaged if any.
- Work with the field coordinator, counterparts and the community (Beneficiaries) to improve targeting efficiency.
- Take an active role in the registration and verification of beneficiaries to ensure that the process is fair and as per criteria.
- Ensure that the most needy/vulnerable members of the community are properly targeted reached and

- protected. At all times ensure that marginalized groups are well assisted.
- Ensure the registration process is well planned and documented
 - Organize and supervise Cooked, On food Item (NFI) commodities distributions with the guidance of the IOM Head Office.
 - Ensure an orderly and fair distribution of commodities using the approved NFI sizes.
 - Supervise the distribution of the food commodities to the beneficiaries and goods delivery to communities.

Designation | Team Leader| TL
Project |Accelerated Action Plan for reduction of Stunting & Malnutrition
Company |Women Empowerment Pakistan|WEP
Location | Ghotki
Duration | **June- 2020 – Dec-2020**

Job description.

- Ensure the implementation of activities defined by the District Project Manager in coordination with the Logistics and Administration departments
- Develop plan of work for OTP and SC activities according to the expected progress of the project
- Supervising treatment and progress of patients
- Document lessons learned and best practices at the program/District level
- Development of network with other actors in the area as well as community leaders/representatives
- Ensure communication and coordination between the SC, OTP and IYCF outreach team in the frame of a Nutrition program
- Checking that all the supplies are listed in the stock register, bin cards are visible
- Ensuring that stock levels are sufficient for the functioning of SC, Outreach and OTP (weekly, monthly or quarterly)
- Participate in the follow-up of supplies consumption and orders
- Ensure communication and coordination between the SC, OTP and IYCF outreach team in the frame of a Nutrition program.

SKILL'S

- Verbal communication (including listening).
- Managing time and stress.
- Managing individual decisions.
- Recognizing, defining, and solving problems.
- Motivating and influencing others.
- Delegating.
- Relationship Management
- Setting goals and articulating a vision.
- Self-awareness.
- Team building.
- Professionalism
- Workplace Etiquette
- Positive Attitude
- Strong Communication
- Managing conflict.

TRAININGS ATTENDED

03 days training on Camp Management and Camp Coordination (CCCM) by UNHCR-Peshawar
6 Days attend TOT ON Rapid Need Assessment (RNA) About Monsoon by UNOCHA

EDUCATION,

Bahauddin Zakariya University, Multan
Bachelors of Business Administration (BBA), Marketing- 2016-20

PERSONAL INFORMATION

Father's Name : Rehmat Afzal
Domicile : North Waziristan tribal district (Merged area)
Marital Status : Singal
CNIC : 21506-3497230-3

LANGUAGE

Pashto Native proficiency
English Professional working proficiency
Urdu Native proficiency