

# CURRICULUM VITAE

## SIRAJ AHMAD



S/O

SHAISTA MEEN

### ADDRESS:

Married Nursing Hostel Room No: 09,

First Floor, DHQ Hospital Karak.

Khyber Pukhtunkhwa, Pakistan

### OBJECTIVE

My objective is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

### PERSONAL

NIC No:	17201-4473632-1	Date of Birth:	13/03/1983
Domicile:	District Karak	Religion:	Islam
Marital Status:	Married	Nationality:	Pakistani
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### EXPERIENCE

- Worked as an **Admin & Finance Officer** in **Foundation for Rural Development** since January 13<sup>th</sup> 2023 to 30<sup>th</sup> September 2023 at D.I Khan.

Job Description:

As Admin Officer:

- Ensure that inventory is properly tagged, and update the asset/inventory record according to the policies and procedures.
- Update inventory register/database whenever there is a new purchase, asset movement, asset issuance, receiving and disposal;
- Initiate process for disposal. Maintain record of asset disposal i.e. auction, donation, destruction write-off etc.;
- Control access to the equipment and take reasonable security precautions to discourage loss and theft of items;
- Establish a check-out/check-in system for property items that are used by multiple employees (for example, cameras, laptops etc.);
- Establish and maintain practices for the maintenance of equipment to include preventive maintenance and corrective repair to ensure that equipment is kept in good working condition;

- Supervise maintenance of generators and vehicles as per schedule and that repairs are carried out in an effective and timely manner in coordination with technical staff and outsourced company for timely response to reduce downtime;
- Reconcile the list of FRD & CRS assets and property on a quarterly basis against the records, including partner's, and compile comprehensive FRD & CRS assets report, and submit to Manager Procurement and Operations;
- Perform an annual physical inventory check and submit a comprehensive report to Manager, Procurement and Operations;
- Ensure that temporary loans of property and equipment to other external entities are documented and are returned;
- Keep record of warranties and plan maintenance accordingly;
- Maintain the stock register (warehouse items) and make sure it is regularly updated in coordination with the Warehouse staff/ Office Assistants, as required;
- Compile regular reports on weekly and monthly basis pertaining to warehouse and assets;
- Prepare monthly cash forecast and consolidate information from Program support units i.e. Ops/Admin, Procurement, and Logistics;
- Arrange transport services for movement of goods for projects and during emergency response through frame agreements with vendors.
- Manage employee records, including new hire onboarding, terminations, and updating employee information.
- Assist with recruitment activities, such as posting job ads, scheduling interviews, and conducting reference checks
- Coordinate and organize employee training sessions and maintain training records
- Assist with the development and implementation of HR policies and procedures
- Monitor and manage employee time off requests, including sick leave, vacation, and personal days
- Assist with the preparation of HR-related reports and presentations
- Respond to employee inquiries regarding HR policies, benefits, and other HR-related matters

#### **As Finance Officer:**

- Keep and maintain all the accounts records in soft as well as in hard form.
- Responsible to deal all the accounts of the organization and settles all matter of banks.
- Responsible to maintain ledger books for regional office and main office.
- Make sure verification of all the accounts record before auditory process.
- Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.
- Make sure all the records / accounts / financial transactions are booked before the audit commencement.
- Ensure cordial relation with the line department and the audit department of the donor agency.
- Any other task assign by the supervisor.

#### **II. Worked as an Admin Officer in an NGO Khwendo Kor (Sister's Home) at its Head Office from November 10<sup>th</sup> 2015 to November 30<sup>th</sup> 2022.**

##### Job Description:

- Inventory management (. i.e. organizing the safe and efficient receipt, storage and dispatch of goods, ensuring updated inventory record, fixed assets record and office supplies record on daily basis).
- Logistics management (. i.e. supervising the movement, distribution, and storage of supplies and materials).
- Vehicles Management (. i.e. Creating work schedules and transportation routes for Drivers to pick and deliver goods to the correct location, managing a budget for vehicle repairs and replacements and ensuring Driver candidates receive proper training to uphold safe driving standards).
- Procurement (. i.e. strategizing and negotiating with suppliers and vendors in order to acquire the most cost-effective deals and to reduce procurement expenses, develop Annual, Quarterly and monthly Procurement Plans for timely procurements and ensuring the implementation of standard procurement procedure).
- Recruitment of Staff.

- Ensuring the Security of Staff, NOC & Registration renewals (. i.e. applying for international visitors' NOC at HOME and Tribal Affairs department for their visits, applying for the renewal of Society Act, Social Welfare, FDMA and other registrations).
- Implementation of Administration's SOP (. i.e. to develop, review and implement admin policy, signing MOU & TORs with relevant stakeholders).
- Petty cash/accounts management.
- Supervision of Subordinates (. i.e. Regional Admin Officers, Admin Assistant, Receptionist, Drivers, Cook, Security Guards).
- Reporting & Documentation (. i.e. Weekly, Monthly, Quarterly and Annual).
- Assisting Finance Manager.
- Assisting Chief Executive.

III. Worked as an **Associate Monitoring Officer** in **"INGO" BRAC Pakistan** from 09.10.2009 to 01.11.2013 (04Years 23Days). **Job responsibilities were to Monitor the following Programs**

- **Micro Finance, Small Enterprise.**
- **Health Program.**
- **Livelihood.**
- **Education Program.**
- **Humanitarian Response.**

Job description:

- Monitoring issue selection.
- Monitoring indicators selection.
- Assist for designing the questionnaires and processing sheet.
- Monitoring all kind of financial transaction's documentations and other official documentation of branch offices weekly.
- Data collection & Data processing (in depth and without any biasness).
- Data sharing (with respective Credit Officer, Program Organizer, Lady Health Worker, Lady Health Visitors, Branch Manager, Area Manager, Regional Health Coordinator, Regional Manager, Project Manager, Program Manager).
- Weekly basis short report and Monthly basis Narrative, Summary & Trend Reports preparation and Data Compiling.
- To review all kind of Financial Transactions & other documentations of branch Offices Annually.
- Conducting Surveys.
- Member of Procurement committee.

IV. **Trainings:**

- 1) Training Course on **"POVERTY ALLEVIATION THROUGH MICRO-FINANCE"** at **AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT AND MA** from 27<sup>th</sup> December 2010 to 03<sup>rd</sup> January 2011.
- 2) Training Course on **"Logistics & Ware House Management"** **World Food Program & NHN** from 18<sup>th</sup> to 22<sup>nd</sup> July 2016.
- 3) Training Course of **"Operations Focused Training"** **Citizens Voice Project (USAID)** from 18<sup>th</sup> April to 20<sup>th</sup> April 2017.
- 4) Training Course of **"Operations Focused Training"** **TDEA-FAFEN** from 05<sup>th</sup> December to 07<sup>th</sup> December 2017.

## Qualification

S#	Degree Title	Subject	Passing Years	Division/CGPA
1	MBA	Finance	2012	01 <sup>st</sup> /3.08
2	Masters	Economics	2008	2 <sup>nd</sup>

## Key Skills & Competencies

- Strong organizational, administrative and analytical skills.
- Adaptability, Problem solving, conflict resolution and Leadership.
- Project management, Financial Management & multitasking.
- Excellent working knowledge of computer and all Microsoft Office packages.
- Ability to produce consistently accurate work even under pressure.

## Languages

1) Urdu      2) English      3) Pushto      4) Punjabi      5) Hindko

## References

- Available upon request