

Talha Khayam

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Career Objective:

To associate with an innovative and vibrant organization, allows me to put my competencies to the best use, add value to the organization, and contribute to my overall growth as an individual.

Personal Information:

Father's Name: Abdul Wahid
Date of Birth: 16-10-1999
Nationality: Pakistani
Religion : Islam
N.I.C. No : 51402-6234743-3
Address : Shahan House 78-A 5th Street opposite Masjid A Talha Phase-1 A One
City Brewery Road Quetta.

Professional Experience

- Serving at Azat Foundation as an **Admin & Logistics Officer (01-January-2021 to Till Now)**

Major Responsibilities:

- Draft, modify, and amend Supplier contracts, lease contracts, rental agreements, fuel and vehicle contracts, case reports, etc. about the field office.
- Supervise Warehousing and its staff and required documentation
- Analyze and process requests for procurement of goods and services for the field office including office supplies etc,
- Ensure timely preparations and submission of payment release documents including GRNs, Purchase authorizations, invoices, and acceptances.
- Closely work with relevant staff in building their capacity in all areas related to administration and logistics management and support;

- Facilitate organizing events such as conferences, workshops, seminars, and meetings.
- Design and conduct logistics and supply needs assessment and prepare plans based on that;
- Ensure timely supply of fuel, stationary, minor IT equipment, and printing;
- Review and update transportation needs and arrange vehicles including rental vehicles accordingly;
- Oversee management of the daily pool of drivers and vehicles, ensuring timely services, issuing fuel, recording log-books, and maintenance of vehicles;
- Review, on a monthly basis the driver's log book and track fuel consumption, maintenance, oil consumption, and movement of vehicles;
- Ensure proper conduct of drivers by arranging briefing sessions for the drivers on safe driving, proper maintenance of vehicles, and security precautions
- Plan, prioritize and implement activities related to administrative needs;
- Ensure efficient, effective, responsive, transparent, and accountable provision of administrative services to support the team in the implementation of the activities;
- Arrange office space and necessary equipment for all staff and ensure that all furniture and equipment are in proper order including IT equipment and internet infrastructure;
- Coordinate and work together with procurement staff to get goods and services required for staff and maintenance of office;
- Ensure a clean and healthy environment by ensuring proper maintenance of office premises;
- Ensure that the support staffs perform their duties satisfactorily and provide them with adequate access to facilities and equipment they need to do their job properly;
- Develop a work plan for Admin/Logistics team to ensure effective achievement of results;
- Supervise staff in Admin/Logistics team and ensure that clear work plans are developed for all team members;
- Coordinate the repair and maintenance of office equipment
- Type a variety of materials such as correspondence, reports, minutes of the meetings, and papers
- Respond to a variety of inquiries from staff (logistics & other Units), share accurate/ required information as per the record available (files, databases, etc.)
- Prepare a vehicle equipment checklist and ensure all the tools, first aid box, spare tire, tow rope, etc as required and maintain project vehicles road worthy.
- Prepare daily and/or weekly vehicle schedules for both Field trips.
- Perform all procurement-related activities, for example, quotations, comparative statements, Local purchase orders, goods received notes, etc.
- Performing all out-of-office tasks such as collecting quotations, collecting materials, samples, etc.
- Updating the vendor list and keeping a good relationship with vendors.
- Maintain procurement-related files.

- Worked with **Azat Foundation** as an **Admin & Logistics Asst. (01-January-2018 to 31-December 2020)**

Major Responsibilities:

- Draft, modify, and amend Supplier contracts, lease contracts, rental agreements, fuel and vehicle contracts, case reports, etc. about the field office.
- Supervise Warehousing and its staff and required documentation
- Analyze and process requests for procurement of goods and services for the field office including office supplies etc,
- Ensure timely preparations and submission of payment release documents including GRNs, Purchase authorizations, invoices, and acceptances.
- Closely work with relevant staff in building their capacity in all areas related to administration and logistics management and support;
- Facilitate organizing events such as conferences, workshops, seminars, and meetings.
- Design and conduct logistics and supply needs assessment and prepare plans based on that;
- Ensure timely supply of fuel, stationary, minor IT equipment, and printing;
- Review and update transportation needs and arrange vehicles including rental vehicles accordingly;
- Oversee management of the daily pool of drivers and vehicles, ensuring timely services, issuing fuel, recording log-books, and maintenance of vehicles;
- Review, on a monthly basis the driver's log book and track fuel consumption, maintenance, oil consumption, and movement of vehicles;
- Ensure proper conduct of drivers by arranging briefing sessions for the drivers on safe driving, proper maintenance of vehicles, and security precautions
- Plan, prioritize and implement activities related to administrative needs;
- Ensure efficient, effective, responsive, transparent, and accountable provision of administrative services to support the team in the implementation of the activities;
- Arrange office space and necessary equipment for all staff and ensure that all furniture and equipment are in proper order including IT equipment and internet infrastructure;
- Coordinate and work together with procurement staff to get goods and services required for staff and maintenance of office;
- Ensure a clean and healthy environment by ensuring proper maintenance of office premises;
- Ensure that the support staffs perform their duties satisfactorily and provide them with adequate access to facilities and equipment they need to do their job properly;
- Develop a work plan for Admin/Logistics team to ensure effective achievement of results;
- Supervise staff in Admin/Logistics team and ensure that clear work plans are developed for all team members;
- Coordinate the repair and maintenance of office equipment

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- Prepare a vehicle equipment checklist and ensure all the tools, first aid box, spare tire, tow rope, etc as required and maintain project vehicles road worthy.
- Prepare daily and/or weekly vehicle schedules for both Field trips.
- Perform all procurement-related activities, for example, quotations, comparative statements, Local purchase orders, goods received notes, etc.
- Performing all out-of-office tasks such as collecting quotations, collecting materials, samples, etc.
- Updating the vendor list and keeping a good relationship with the vendor.
- Maintain procurement-related files.

Education/Qualification:

Degree	Board/University	Year of Passing	Division/Grade
BBA	Balochistan University	2018-2022	A
BA	Balochistan University	2022	1st Division
Fsc	Balochistan Board	2017	1st Division
Matric	Balochistan Board	2015	Balochistan Board

Computer skills:

- **MS Office:** Ms Word 2007, Ms Excel 2007, Ms Power Point 2007
- **Hardware:** OS Partition, Formation, Installation, Configuration, Troubleshooting
- **Networking:** LAN, WAN, Server to client, Client to client
- **Graphics:** Adobe Photoshop 7, Corel Draw, In-page 2000
- **Lotus Notes (Database):** Operating
- **Internet:** Browsing, E-mailing, surfing etc
- **Typing Speed:** 45 words/ minute

Languages:

Languages	Speaking	Writing	Listening	Reading
English with fluency	Very Good	Very Good	Very Good	Very Good

Urdu with fluency	Very Good	Very Good	Very Good	Very Good
Balochi with fluency	Very Good	Very Good	Very Good	Very Good
Bravi With fluency	Very Good	Very Good	Very Good	Very Good

Distinguishing Capabilities:

- Excellent communication, Interpersonal, and Presentation skills · Flair for quickly developing amiable relationships with all sorts of people. · Enthusiastic, Dynamic, Creative, and result Oriented · Good learning and understanding skills.
- Disciplined, motivated, and committed to Team Work · Team building and leadership skills.

References:

Syed Zain Zahid
Program & Operation Manager Azat Foundation
Cell: 0333-3863339.