**Talim Shah**

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| Postal Address:  Tehsil Haleemzai P/O YousafKhel,  Nahaqi Kamali Mohmand Agency. | Contacts:  Cell: 0092-346-3110100  Cell: 0092-305-9898473  Email:talimshahbest@gmail.com |

**OBJECTIVE**

To work in an organization that offer a creative, dynamic, professional and challenging environment where my education, training, professional skills and proven abilities can be fully utilized to benefit the organization and myself.

**ACADEMICS**

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| **S#** | **Degree Name** | **Institution Name** | **Grade** |
| 1 | Bachelor of Arts (BA) | University Of Peshawar | A |
| 2 | Intermediate Examination (FA) | BISE Peshawar | A |
| 4 | Matriculation | BISE Peshawar | A |

**PROFESSIONAL EXPERIENCE**

**Position: Social Organizer**

**Location: District Tank**

**Organization:** BEST-Pak (Basic Education and Employable Skills Training)

**Duration:** 1st June 2023 to 30 June 2023.

**Duration:** 1st October 2023 to 30 November 2023.

**Project:** Conditional Cash Assistance FFA (UNWFP).

**Roles and Responsibilities:**

Introduce the project to the target communities focusing on project objectives, role and responsibilities of different stakeholders (Donor, Govt. Authorities, VDCs) modality of the project and beneficiary selection criteria.

Conduct dialogues (Transact Walks, Corner meetings, BBCM) and facilitate the target beneficiaries to form VDC utilizing approved formats and capacity building of the VDCs.

Orient VDCs on role of VDC in the project, beneficiary selection criteria, cash assistance modality and grievance registration & redressal mechanism.

Ensure filing and maintain record of all the VDCs data including VDCs BBCM, VDCs constitution ,Karwayee Ijlas ,VDC formation etc as the VDC documentation checklist.

Conduct beneficiaries’ registration.

Endorse the final beneficiaries list from the community.

Involve VDC in the planning and monitoring of the project.

Conduct awareness sessions on easy paisa account opening and cash withdrawal with the selected beneficiaries.

Identify, follow and document success stories / case studies.

Identify accessible and secure cash disbursement points.

Display relevant visibility, IEC material during project interventions.

Share cash disbursement plan with VDCs to inform the selected beneficiaries for cash collection.

Resolve disputes and enhance social cohesion among the target beneficiaries.

Perform any other duty required and assigned by the project Manager.

**Position: Cash Facilitator**

**Location: District Tank**

**Organization:** BEST-Pk (Basic Education and Employable Skills Training)

**Duration:** 08 March 2023 to May 2023,

**Project:** Conditional Cash Assistance FFA(UNWFP).

**Roles and Responsibilities:**

The cash facilitator is responsible for the cash disbursement to the deserving beneficiaries in a dignified manner.

Arrangements at cash Disbursement point (POS) including sitting arrangements, cash in hand(CIH) beneficiaries facilitation etc as needed.

Facilitate the safety and security of the cash disbursement point.

Distribute entitlement tokens to the beneficiaries.

Maintain proper record of the cash disbursement.

Record transaction details including thumb impression on the designated formats.

Reconcile daily cash disbursement with the financial service provider of WFP.

Facilitate in daily cash disbursement report.

Facilitate beneficiaries’ queries, complaint and issues in cash disbursement.

Maintain proper queue during cash disbursement adhering to disbursement SOPs.

Undertake other duties as required for successful implementation of the project.

**Position: Logistic Officer**

**Location: District Tank**

**Organization:** BEST-Pk (Basic Education and Employable Skills Training)

**Duration:** 15 September 2022 to December 2022,

**Project:** General Food Distribution (UNWFP).

**Roles and Responsibilities:**

Supervise loading, uploading and stacking of commodities.

Assist in warehouse management and commodities handling.

Update records on stack cards as well as on computer inventory.

Put remarks on consignment documents.

Supervise cleaning, exercise of loading, uploading and reconstitution.

Check and control commodities by physical counts, random weight checks, rejection of any spoiled commodities.

Reconditioning of underweight bags.

Timely reporting of variance.

Prepare the delivery of goods upon request of the Warehouse Manager against approved documents.

Practice periodic physical checks.

Implement proper staking.

Prepare dispatch and receipt for commodities issued and received to the warehouse.

Maintain stake cards for commodities receipt, issued and disposal.

Perform any other tasks assigned by managing director and project manager.

**Position: warehouse Incharge**

**Duration: December 2021 to14 September 2022**

**Location: Mohmand**

**Organization: Foundation for Rural Development (FRD)**

**Project: FFA (UNWFP).**

**Roles and Responsibilities:**

Logistic and Warehouse Manager will abide by all the operating procedures and policies while strictly adhering to code of conduct and responsible for overall standard warehouse management and commodities handling.

Receive food from WFP food commodities. Report on the quality and quantity of the received goods. Ensure quantities received match with the endorsed documents.

Maintain clean and pest free storing conditions.

Ensure good warehouse practices, Supervise uploading and stacking of commodities. Follow up tracking of the commodities in pipeline and reporting it.

Keep record of the food stuff uploaded and loaded in the warehouse adhering to WFP systems.

Sign waybill of received and dispatched cargos. Deliver goods on request against approved documents.

Make updated stake cards record.

Periodically take physical checks. Liaise with field monitors and others on methods pertaining to logistics.

Report and take appropriate actions for spoiled commodities. Ensure waste disposal and pest control by taking suitable actions according to WFP warehouse managements Sops.

Provide overall supervision and training to other store staff and casual labors.

Perform any other tasks assigned by Managing Director and Project Manager.

**Position: Admin Officer**

**Organization:** NEST CITY (National Engineering Science and Technology)

**Duration:** January 2020 to November 2021.

**Location:** Islamabad,

**Role and Responsibilities:**

The executive administrative assistant provides basic clerical support such as answering and directing phone calls, greeting visitors, opening and distributing correspondence, planning meetings, filing and ordering office supplies.

Higher-level duties include bookkeeping, writing and distributing memos and creating marketing materials such as presentations.

The executive administrative assistant may also be called upon to complete tasks on par with lower management duties.

These tasks include reading, analyzing and writing reports, conducting market research, purchasing or leasing office equipment and managing supplies.

He may also be responsible for training and supervising lower-level clerical staff.

**Position: Logistics Officer Transportation**

**Organization:** Pakistan Red Crescent Society.

**Duration:** 16 July 2019 to 15 November 2019.

**Location:** District Mohmand,

Project: Directorate of Malaria Control

(Long Lasting Insecticidal Nets)

**Role and Responsibilities:**

Keep close coordination with merged area Headquarter Team, District Team and UC level Team to ensure adequate support regarding logistic related activities in distribution of LLINs in respective districts and Distribution points.

Ensure proper Record Keeping Logistic Documents and Filing system.

Good understanding of Logistic Tools ensure proper Documentation of all storages, handing and Transportation as per AMP standard tracking Tools (Stock Sheet, Waybill, Bin Card, Tally Sheet,GRN and any other Logistic Tool)Coordinate with Transporter for timely delivery of LLINs from District to DPs and MPs and during reverse logistic as well.

Assist in identification of District Distribution Points.

Knowledge of Managing Warehouses (proper storage LLINs proper maintaining Logistic Tools etc)

Responsible for Dispatch plan, Transportation at District level to Distribution point (DP).

Ability to train Union Council level staff regarding Distribution campaign.

Responsible for Reverse Logistics of Undistributed to be planned and executed.

**Position: Site Supervisor**

**Organization:** NEST CITY (National Engineering Science and Technology)

**Duration:** Feb 2018 to 15 July 2019.

**Location:** Islamabad,

**Roles and Responsibilities:**

Explore market from where all types of quality construction materials are available at cheaper rates.

Make purchases of all type construction materials.

Oversee day to day operation of the project facilities.

Provide safety and security for project site.

Conduct regular inspections and maintenance of systems and equipment.

Devise and implement site policies and procedure, accident reports.

Monitor fire alarm control panels and other emergency equipment.

Handle emergencies appropriately according to established procedure.

Supervise staff, complete employee reviews attendance and timesheets.

Provide positive direction to motivate quality performance.

Discipline personnel when necessary and appropriate.

Set project goals and oversee project to completion.

Schedule and track project assignments.

Handle sensitive information with confidentiality.

**Position: Logistic Officer Transportation**

**Location:** North Waziristan Agency,Mohmand Agency &Orakzai Agency.

**Organization: BEST and** HUJRA

**Duration:** MARCH 2014 to Feb 2017

**Project:** UNWFP WAREHOUSE MANAGEMENT PROJECT

**Roles and Responsibilities:**

Logistic and Warehouse Manager will abide by all the BEST operating procedures and policies while strictly adhering to BEST’s code of conduct and responsible for overall standard warehouse management and commodities handling.

Receive food from WFP food commodities. Report on the quality and quantity of the received goods.Ensure quantities received match with the endorsed documents.

Maintain clean and pest free storing conditions.

Ensure good warehouse practices, Supervise uploading and stacking of commodities. Follow up tracking of the commodities in pipeline and reporting it.

Keep record of the food stuff uploaded and loaded in the warehouse adhering to WFP systems.

Sign waybill of received and dispatched cargos. Deliver goods on request against approved documents.

Make updated stake cards record.

Periodically take physical checks. Liaise with field monitors and others on methods pertaining to logistics.

Report and take appropriate actions for spoiled commodities. Ensure waste disposal and pest control by taking suitable actions according to WFP warehouse managements Sops.

Provide overall supervision and training to other store staff and casual labors.

Perform any other tasks assigned by Managing Director and Project Manager.

**Position: Team Leader**

**Location:** South Waziristan Agency

**Organization:** BEST (Basic Education and employable Skills Training)

**Duration:** August 2013 to MARCH 2014

**Project:** General Food Distribution (UNWFP)

**Role and Responsibilities:**

Plan, Organize, coordinate and manage food distribution activities with field staff at the EDP/camp level.

Assign staff members according to the distribution process at the EDP/camp.

Keep close liaison with WFP personnel, other stakeholders, team members and Head Office for smooth implementation of food distribution activities.

Represent BEST at the EDP during food distribution and attend coordination meeting at the camp level.Maintain attendance sheet of the staff members at EDP on daily basis.Supervise distribution staff activities and distribution process at EDP.

Make sure that the scales and scooping tools are accurate in measuring /issuing food quality.

Attend and participate in all meetings concerning food distribution at the field level.Maintain and up-date record of food distribution with the help of relevant documents on daily basis and share it with head office.Compare and tally food commodities distributed to IDP’s with the stock received from WFP on daily bases and maintain it in a proper register.

Prepare and submit monthly activity report on food distribution to the PM.

Apprise PM and MD of all the concerned information relating to food distribution and target beneficiaries on regular basis.Keep update data base of the beneficiaries and the hard copies at the EDP/Camp level.To manage organizations resources for the best of organization.To ensure security at the distribution point/EDP.

Keep the EDP clean and tidy.Perform any other duty assigned by PM.

**Position: Social Organizer**

**Location: DI Khan**,

**Organization:** BEST (Basic Education and Employable Skills Training)

**Duration:** April 2014 to Oct 2014,

**Project:** General Food Distribution (UNWFP)

**Role and Responsibilities:**

Assist target community in organizing themselves into Food Distribution Committees in the target UCs.Assist the target community through participatory methods to elect its chairman through democratic process.Develop trust, tolerance and co-operation among community members. Mobilize, motivate and encourage potential leaders to talk to their fellow community members about food distribution, its mechanism and strictly follow their turn as per distribution plan.

Assist the community members to identify their needs on food ration/distribution mechanism and to generate solutions, identify priority issues and to analyze their problems.

To let the community know objectives of food distribution project, WFP’s role, IDP’s role and share any other relevant information i.e. food distribution plan etc with food committees and IDP’s at EDP/camp level. Inform the beneficiaries on food basket available during the day right in the beginning of food distribution.

Assist project manager in arranging community mobilization/capacity building for the target community members. Assist the IDP’s at the EDP and guide them according to the distribution mechanism.

Keep close liaison with any other stake holders with in their capacity at the EDP. Assist IDP’s in clearing their queries relating to their registration cards, ration cards etc. Make sure the distribution mechanism/distribution process is strictly adhered to and the crowd is properly managed.

Ensure precise and correct distribution of food commodities to IDP’s at EDPs. Assist team leader by observing and reporting any deviation and interruption in food distribution at EDP in an effective and prompt manner. Perform any other task assigned by the Team Leader/PM.

**Position: Store Keeper**

**Location: PeshawerTarojaba and DI Khan**,

**Organization:** BEST (Basic Education and Employable Skills Training)

**Duration:** September 2012 to July 2013,

**Project:** General Food Distribution (UNWFP).

**Roles and Responsibilities:**

Supervise loading, uploading and stacking of commodities.

Assist in warehouse management and commodities handling.

Update records on stack cards as well as on computer inventory.

Put remarks on consignment documents.

Supervise cleaning, exercise of loading, uploading and reconstitution.

Check and control commodities by physical counts, random weight checks, rejection of any spoiled commodities.

Reconditioning of underweight bags.

Timely reporting of variance.

Prepare the delivery of goods upon request of the Warehouse Manager against approved documents.

Practice periodic physical checks.

Implement proper staking.

Prepare dispatch and receipt for commodities issued and received to the warehouse.

Maintain stake cards for commodities receipt, issued and disposal.

Perform any other tasks assigned by managing director and project manager.

**Position: Food Distribution officer**

**Location:** Mohmand Agency,

**Organization:** BEST (Basic Education and employable Skills Training)

**Duration:** March 2011 to Aug 2012

**Project:** General Food Distribution (UNWFP)

**Roles and Responsibilities:**

Distribute food basket to the IDP’s as per the approved ration scale.

Insure IDP’s verification by properly checking their documents i.e. registration form, NIC, ration cards etc.

Update and maintain online and manual food records of the IDP’s during distribution.

Issue food distribution token to the IDP and check it on each issue point of EDP.

Collect token at the end of the distribution basket at the exit point.

Compare and prepare daily report on commodities distributed to IDP’s and stock in hand.

Assist Team Leader in preparing the final daily report of the data entry section and subsequent submission to WFP SO Peshawar.

Coordinate closely with Team Leader and other colleagues at EDP/Camp.

Keep close liaison with Social Welfare colleagues, WFP personnel and other stack holders for smooth implementation of food distribution activities.

Use accurate scales and scoping tools for measuring/issuing food basket to IDP’s.

Maintain separate records of IDP’s who’s names are not there in WFP’s online database and share it with Head Office in timely manner.

Prepare daily report of food distributed among IDP’s.

Perform any other duty assigned by Team Leader.

**Position:** Distribution Assistant

**Location**:Mohmand Agency,

**Organization:** BEST (Basic Education and employable Skills Training)

**Duration:** From April 2010 to Dec 2010

**Project:** General Food Distribution (UNWFP)

**Roles and Responsibilities:**

Assist distributors is issuing of food basket to the IDP’s s per the approved ration scale.

Help in shifting food commodities from the stock area of WFP to the distribution point of BEST.

Pack the food items for IDP’s as per WFP ration scale.

Prepare site for stacking of food commodities.

Stack food commodities in proper and orderly manner.

Takeout food commodities from the stack in a proper manner.

Help IDP’s in receiving their food basket and carry it up to the exit point.

Clean distribution point and all accessories on daily basis.

Report and mishap to the distributor/Team Leader.

Perform any other duty assigned by the Distributor.

**TRAINING ATTENDED**

* Attended two days training at BEST Head office on Warehouse and Transportation Management.
* Attended Ten Days Training on Logistician at BEST office Ghallanai.
* Attended Three days training about livelihood creation for food safety.
* Attended 5 days training on teaching methods in High Secondary School Mohmand Agency
* Participated in Three days training of production and Management of fruit and vegetables nurseries under Fata Rural Development project Pakistan Forest institute.
* Work as construction building and bridge site Supervisor in kingdom of Saudi Arabia for four year.

**LANGUAGE SKILLS**

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| --- | --- | --- | --- | --- |
| **Language Name** | **Read** | **Write** | **Speak** | **Understand** |
| * English | * Fluent | * Fluent | * Fluent | * Fluent |
| * Urdu | * Fluent | * Fluent | * Fluent | * Fluent |
| * Arabic | * Fluent | * Fluent | * Fluent | * Fluent |
| * Pushto | * Fluent | * Fluent | * Fluent | * Fluent |

**COMPUTER SKILLS**

* Windows XP & 7.
* Computer Hardware Troubleshooter.
* MS Office Word, Access, Excel, PowerPoint (2010, 2007, 2003, 2000)
* Internet / Email / Browsing.
* MS Access / Having six weeks training on MS Office at Pertain (2002)
* Excel Work: Monthly Work Plan Preparation and Assessment

**KEY COMPETENCES / ABILITIES**

* Representation: Negotiations, Networking and Advocacy
* MS-Office (Word, Excel, Power Point and Access), Internet, in page and installation of software
* Excellent analytical, problem-solving, interpersonal skills and decision-making skills.
* Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
* Demonstrated leadership and ability to work independently and adhere to project deadlines.
* Participants-focused to respond to Planner and Representative specific issues.
* Excellent communication, organizational and client management skills.
* Plans, coordinates and organizes workload while remaining aware of changing Priorities and competing deadlines.
* Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.
* Remains calm, in control and good humored even under pressure.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates openness to change and ability to manage complexities.
* Responds positively to critical feedback and differing points of view.
* Solicits feedback from staff about the impact of his/her own behavior.

**REFERENCES**

Hamish khan MD BEST-Pak hamishbest@gmail.com Contact: 03339124885

Azmat Khan MD FRD [azmat@frd.org.pk](mailto:azmat@frd.org.pk) Contact: 0345-7776661

Habib Ullah [habibsalarzai@gmail.com](mailto:habibsalarzai@gmail.com) Contact: 0300-9083517

Asad Ullah [asadllh7@gmail.com](mailto:asadllh7@gmail.com) Contact: 0345-8022576\_\_\_0300-9356643

Abdur Rahman [arahman.utk@gmail.com](mailto:arahman.utk@gmail.com) Contact: 0344-2625505\_\_\_0302-8000531

Rahat Jan [rahatmohmand@gmail.com](mailto:rahatmohmand@gmail.com) Contact: 0343-9002700\_\_\_0304-5008044