



# USMAN A.H KHAN

Management Officer(Admin,Proc &HR)- intern at Human Development Foundation

Seeking a professional and dynamic organization with an aim to contribute towards the objectives of the organization and simultaneously develop professional skills.

## Strengths & Skills

### Soft Skills

- ✓ Team Worker
- ✓ Communication Skills
- ✓ Stress Management
- ✓ Decision Making
- ✓ Problem Solving
- ✓ Negotiation Skills

### MSF Training

- ✓ WEFIN-MSF
- ✓ MEMO-MSF
- ✓ Unifield-Supply Chain
- ✓ Medical Stock Management
- ✓ Cold Chain Management
- ✓ Applied Security

### Supply Chain Management

- ✓ Procurement Management
- ✓ Contract Management
- ✓ Planning and Negotiation
- ✓ Quality Management
- ✓ System Enhancement
- ✓ Inventory Management

### WASH/WATSAN

- ✓ Data Collection
- ✓ Batch Chlorination
- ✓ Hygiene Promotion
- ✓ Excreta Management
- ✓ IPC and Vector Control
- ✓ Standards Needs Assessment & Monitoring

### ICT Skills

- ✓ Configure Switches
- ✓ LANs Configuration
- ✓ Troubleshoot Connectivity
- ✓ Configure Remote Devices
- ✓ Internet and Cloud services
- ✓ Installation Repair Maintenance

### HR Skills

- ✓ Talent Acquisition
- ✓ Employee Relations
- ✓ Learning and Development
- ✓ Compensation and Benefits
- ✓ Compliance and Risk Management

## Experience 6 years

<b>Human Development Foundation</b> Management Officer (Admin , Procurement & HR)- intern	<b>2 months</b>	<b>Jan 2024 - Present</b>
<b>Virtual</b> Freelancer	<b>8 months</b>	<b>Apr 2023 - Dec 2023</b>
<b>Civil Defence -Pakistan</b> Volunteer-Razakar	<b>2 months</b>	<b>Jan 2023 - Mar 2023</b>
<b>MSF-Belgium</b> Procurement Officer-Emergency Response	<b>3 months</b>	<b>Sep 2022 - Dec 2022</b>
<b>Techno Services</b> Procurement Officer	<b>2 months</b>	<b>Jun 2022 - Aug 2022</b>
<b>Pakistan Council of Research in Water Resources</b> Water Quality and Treatment Technician	<b>1 year</b>	<b>May 2021 - May 2022</b>
<b>Institute of Cost &amp; Management Accountants of Pakistan</b> Admin & Accounts Intern	<b>6 months</b>	<b>Nov 2020 - May 2021</b>
<b>New Khan Transport</b> Admin & Fleet Supervisor	<b>3.6 years</b>	<b>Mar 2017 - Oct 2020</b>

## Projects

**CDA i-9 Sewage Treatment Plant (STP),Islamabad (Capital Development Authority, Islamabad)**

**Water Filtration and Treatment (Pakistan Council of Research in Water Resources)**

## Contact Info

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Islamabad, Pakistan

## Academics

**MSc Sociology** | 2024  
Allama Iqbal Open Univeristy,

**Bachelors in Arts** | 2022  
Allama Iqbal Open Univeristy,

## Certifications

### Specializations in Human Resource Associate

[https://www.coursera.org/account/accomplishments/professional-cert/JZTP9HRSR5BA?utm\\_source=link&utm](https://www.coursera.org/account/accomplishments/professional-cert/JZTP9HRSR5BA?utm_source=link&utm)

Human Resources Certification Institute (HRCI)  
Starting September 2023

### Community-Based Disaster Risk Management (CBDRM)

Civil Defence of Pakistan  
Starting February 2023

### Certificate in Public Procurement (CPPP)

World Bank  
Starting December 2022

### Certificate in Contract Management(CPCM)

World Bank  
Starting December 2022

### Global Health and Humanitarianism

The University of Manchester  
Starting December 2022

### Diploma In Computerized Accounting & Bookkeeping

<https://www.icmap.com.pk/islamabad.aspx>  
Institute of Cost and Management Accountants of Pakistan (ICMAP)  
Starting December 2022

### Watsan Level 1

MSF - International  
Starting December 2022

### Project Management in Construction

Institute of Applied Technology  
Starting December 2022

### Logistics Organizational Training - LOT

MSF - International  
Starting November 2022

### Unifield For Finance Project Manager

MSF - OCB  
Starting November 2022

### ENERGY BASICS (Log Basics)

MSF - OCP  
Starting November 2022

### E-Nitial Logistics and Supply Chain

MSF - International

Human Development Foundation

Jan 2024 - Present (2 months)

## Management Officer (Admin , Procurement & HR)- intern

Islamabad, Pakistan

### Administration:

- Handling petty cash and daily expenses.
- Fulfilling requirements for stationary, hygiene items, etc.
- Processing utility bill payments and maintaining proper records.
- Supervising support staff regarding overtime, attendance, and leave.
- Arranging travel and accommodation for staff, visitors, and donor visits.
- Managing overtime and travel reimbursements for both office and field officers.
- Overseeing asset tagging, tracking, and physical inspections for smooth operations.
- Asset discrepancy and disposal reports for accurate records and accounting standards.

### Vehicle Management:

- Verifying & reconciling Credit payments.
- Verifying the vehicle Logbooks on daily basis.
- Average fuel consumption record once a month.
- Record Cost of repairs, maintenance, and service.
- Basic Maintenance Check oil, tyres, and battery weekly.
- Drivers Management (safety, precaution & Disciplinary Measures).

### Procurement :

- Issuing purchase orders, ensuring timely delivery of goods and services, and managing vendor invoices.
- Identifying and qualifying potential suppliers, negotiating contracts, and managing relationships with vendors.
- Reviewing, negotiating, and finalizing contracts with vendors, ensuring compliance with company policies and legal regulations.

### Human Resource:

- Updating and maintaining employee databases, filing documents, and ensuring the accuracy of HR records.
- Addressing employee concerns, resolving workplace conflicts, and ensuring a safe and healthy work environment.
- Assisting with the onboarding process for new hires,(preparing documents, coordinating and facilitating) a smooth integration.
- Assisting with drafting email or written communications like updates on company policies, announcements, or basic responses to employee inquiries.

Virtual

Apr 2023 - Dec 2023 (8 months)

## Freelancer

Islamabad, Pakistan

- To provide support in different categories, designing, and virtual support to different clients.
- Supporting as a Volunteer for International NGOs .

Civil Defence -Pakistan

Jan 2023 - Mar 2023 (2 months)

## Volunteer-Razakar

Battagram, Pakistan

- Polio Campaigning
- Social Community Development
- Community-Based Disaster Risk Management
- Delivering presentations or reports if necessary.
- Observing the rules and safety regulations while carrying out tasks.
- Completing all duties assigned by the Civil Defence Officer and reporting any issues immediately.

MSF-Belgium

Sep 2022 - Dec 2022 (3 months)

## Procurement Officer-Emergency Response

Karachi, Pakistan

Assess the market in order to find new suppliers who can meet the recurring needs of the mission and seek products that offer the best value for money in the shortest possible time. Negotiate prices and propose new suppliers for approval. Establish and maintain good relationships with various suppliers to ensure stable supply.

- Collect and submit quotes and offers according to MSF purchasing policy.
- Responsible for updating "item-supplier" (data ,price, availability and lead time).
- In collaboration with the supply manager, determine the planning of purchases based on requests, orders, availability of products (shortages/surpluses), delivery times, budgets and other related factors.
- Manage the purchasing budget and liquidate advances with the finance department.
- Coordinate and supervise purchasing activities.

Joined MSF-Belgium as a Procurement Officer on 16-9-2022.

Techno Services

Jun 2022 - Aug 2022 (2 months)

### Procurement Officer

Karachi, Pakistan

1. Providing 3PL Logistics Support Nation Wide
2. Procurement of raw material, Warehousing, and Distribution
3. Supply chain replenishment of stock
4. Distribution of the right product at the right time
5. Keep track of logistics and update the inventory
6. Warehouse management, keep inventory in good storage condition
7. Make sure the order fulfillment, and timely shipping to the costumers
8. Make sure the e-logistics process is working Operational
9. Provide top priority to customer service and bring suggestions for improvement.

Pakistan Council of Research in Water Resources

May 2021 - May 2022 (1 year)

### Water Quality and Treatment Technician

Islamabad, Pakistan

1. Analyzing Different Parameters of Water including **EC, PH, TSS, TDS, Hardness**
2. Practically Command on instruments and their Calibration As Well as Preparing Solution from CRM (**Certified Reference Material**)(EC meter, PH Meter, Turbidity Meter, Flame Photo Meter, Chorine meter ), etc.
3. Strong Expertise in Titration Method and Preparing ( **EDTA, Indicators** )for (**Hardness, Magnesium, Potassium, Chloride, Bicarbonate, )**
4. Analyzing Biological Bacteria in Water : (**Total Coliforms, Fecal Coliform, E.coli**)
5. Analyzing Wastewater Parameters :(**BO, COD, OD**)
6. With the Ability to design STP (**Sewage Treatment Plant** )

Institute of Cost & Management Accountants of Pakistan

Nov 2020 - May 2021 (6 months)

### Admin & Accounts Intern

Islamabad, Pakistan

1. Processes customer payments for outstanding invoices.
2. Verifies that transactions comply with financial policies and procedures.
3. Prepare daily bank deposits 4. Credit Card entry into AP system
5. Bills and credits accounts are involved with the accounts payable system.
6. Responds to questions and makes calls regarding billing problems; acts as a liaison between department supervisor and customer.
7. Provides administrative support in order to ensure effective and efficient office operations.
8. Enters and files all invoices that are approved by Finance Department.
9. Back-up Payroll processing.
10. Other duties as assigned.

New Khan Transport

Mar 2017 - Oct 2020 (3.6 years)

### Admin & Fleet Supervisor

Karachi, Pakistan

1. Management of Vehicles as per request.
2. Respond to Breakdown immediately and inform the Operation manager.
3. Drivers management, and make sure, accommodation, Food, Fuel, and Tool Tax are done on monthly bases.
4. Make sure drivers properly update and share logbooks on a daily/weekly and monthly basis easy to bill.
5. Cross-checking of logbooks and fuel vouchers to clear Fuel station bills
6. weekly maintenance of vehicles and changing spare parts if required
7. Keep a record of Schedule Maintenance
8. Checklist of each vehicle done before any movement.

## Projects

CDA i-9 Sewage Treatment Plant (STP), Islamabad

**Company:** Capital Development Authority, Islamabad

1. In charge of monitoring the sludge level on a regular basis
2. In charge of the operation and monitoring of the following equipment: pumps, Control Panel, dosing pump, decanter, WAS pump, air blowers, reactor
3. Remove regularly all floating FOG plastic, etc, that have accumulated daily
4. Remove solid waste materials trapped at bar screens daily
5. Report to Process Supervisor/Engineer any problem that may arise in the plant
6. Log all necessary information in the logbook such as decant time, flowrate, and others that may be called for by the officer
7. Perform housekeeping cleaning of all areas at Sewage Treatment Plant

## Water Filtration and Treatment

**Company:** Pakistan Council of Research in Water Resources

1. Check the industrial water and filtrations system.
2. Analysis of physicochemical parameters of water
3. Heavy metals determination by atomic absorption spectrometer
4. Microbiological examination
5. Electric connectivity (EC)
6. Groundwater resources and sampling
7. Chlorination
8. Water quality sampling

## References

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