

Asghar Khan

Divisional Logistics Coordinator & Admin Officer , coordination with procurement, human resources and security having more than 7.8 years of experience in development Sector & over-all including Marketing.

House 79/1, St. 32, F6/1 Islamabad.

0345 8913057, asgharunops@gmail.com, Skype: asgharun

Summary

- More than (7.8) eight years & 8 eight months of experience for Development Sector
- Five years in Administration, Logistics, Procurement, Human Resources & Security
- Two years of experience in Security
- Year of experience in Marketing

Brief Profile

I have acquired work experience in providing administrative support to donor funded projects in Pakistan with notable organizations. My critical professional skills include being well versed with the donor policies/procedures and establishing a responsive system. I am willing to accept challenging career and seeking for a position where I can utilize my skills and educational experience, to provide the best of mine for the success and growth of the organization and gain satisfaction thereof

Professional Experience

1. SCHUNAIZIA ISLAMABAD

A national organization Schunaizia Relief & Development (SRDO) was formally established in 2006. Its duly registered with government of Pakistan under societies ACT 1860. Since its establishment schunaizia is working in Relief, Health, Rehabilitation, Education, Gender, Juvenile, Justice and Rule of Law, Sectors.

Divisional Logistics Coordinator

April 1st 2018 to July 31st 2018.(4 months)

- ✓ Conduct Training by Election commission of Pakistan through UNDP & UNOPS with implementing partners to provide election training material & Refreshments
- ✓ Support the Training Coordinator, TC & Regional Training Coordinator, RTCs — SCHUNAIZIA on all training matters including planning, implementation, and oversight of training activities
- ✓ Facilitate TC & RTC —SCHUNAIZIA in ensuring effective management, implementation of all training sessions as per work plan.
- ✓ Liaise with relevant stakeholders involved in training activities.
- ✓ Collect and compile district data related to training and finalize training plan with UNDP, UNOPS & master trainers
- ✓ Coordination with master trainers and participants (Poling Officer, Presiding Officers & Assistant Presiding Officer)
- ✓ Coordination with election commission of Pakistan, UNDP, UNOPS & CHIP organization for training activities
- ✓ Direct all transportation activities (day to day operations).
- ✓ Distribution Stationary & refreshments for overall districts Lahore division on exact venues for election trainings
- ✓ Maintain metrics, reports, process documentation, Manage log book, or training or safety records.
- ✓ Implement specific participant requirements, such as internal reporting or customized transportation metrics
- ✓ Ensure effective organization training sessions in respective divisions/districts Maintaining the attendance record of training sessions and hand over to UNOPS — SCHUNAIZIA
- ✓ Communicates with relevant agencies about refreshment & stationary delivery

2. SCHUNAIZIA ISLAMABAD

Admin Officer

September 2016 to March 2018 (1.7 Years)

- ✓ Assist with all administrative and logistical arrangements for meetings, workshops conferences;
- ✓ Coordinated effectively at all levels within and outside the Organization
- ✓ Maintains and deal also Procurement Department
- ✓ Maintains Finance (Direct Payments, Petty Cash, Operational Advance, TEC, TA's,
- ✓ Acknowledgements, Utility bills, RFQ'S, Budget, Masters ,Programmes, HR(Manual) Personal and MNE Files
- ✓ Manage inventory for both expendable and nonexpendable project items.
- ✓ Develop basic security protocol supervise the work of security guard.
- ✓ Make Travel Arrangements for project staff.
- ✓ Develop and implement security strategy at field level.
- ✓ Making reservations for air travel, coordinate with travel agents and work for the issuance of air tickets as per the travel itinerary
- ✓ Preparation of Travel Authorization and Travel expense claim forms and getting approval from approving authorities
- ✓ Assist in processing of travel claims for staff, consultants and workshop participant
- ✓ Arranges collection and distribution of outgoing and incoming mail with the help of Admin Assistant and maintains its record. Arranges photocopying/reproduction through Admin Assistant.
- ✓ Proper filing of documents following the organization filing standards

3. INSAF NETWORK PAKISTAN ISLAMABAD

INP a national organization with a broader scope envisions a legally empowered society, which promotes rights of all citizens, with special emphasis on women and other vulnerable segments.

Travel Arrangements safety & office security officer

August 2015 to August 2016 (1 year)

- ✓ Assist admin and operations department in travel arrangement.
- ✓ Develop basic security protocols.
- ✓ Develop and implement security protocols at head office.
- ✓ Develop and implement strategy at field level.
- ✓ Supervise the work of security guards
- ✓ Respond to needs emerging within
- ✓ Operational context of project.
- ✓ Develop risk mitigation strategy of project

4. INSAF NETWORK PAKISTAN ISLAMABAD

INP a national organization with a broader scope envisions a legally empowered society, which promotes rights of all citizens, with special emphasis on women and other vulnerable segments.

Administrative Assistant

January 2014 to April 2015 (1 year 3 months)

- ✓ Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing evaluation reports, annual project reports, and update projects files
- ✓ Perform other duties as determined by the Regional Project Coordinator.
- ✓ Prepares drafts of correspondence
- ✓ Liaises with and provides assistance to logistics and administration responsibilities;
- ✓ On a rotational basis, recording of minutes of staff meetings;
- ✓ Back-stop other Programme Assistants as and when required.
- ✓ Assist in processing of travel claims for staff, consultants and workshop participant
- ✓ Arranges collection and distribution of outgoing and incoming mail with the help of Admin Assistant and maintains its record. Arranges photocopying/reproduction through Admin Assistant.
- ✓ Maintain electronic and Manual Database of the financial records.

5. THE UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)

The United Nations Office for Project Services (UNOPS) is a UN organization dedicated to helping people build better lives and countries achieve sustainable development.

Admin Assistant

March 2011 to November 2013 (2years 8months)

- ✓ **Getting Security clearance from UNDSS for the staff**
- ✓ Assist in Logistical arrangements staff missions that include boarding and lodging, hotel arrangement in UNDSS cleared hotels/ guest houses of the respective area etc.
- ✓ Prepare necessary documentation for quarterly advances and their settlement in line with the UNDP standard financial procedures
- ✓ Manage inventory for both expendable and nonexpendable project items.
- ✓ Develop basic security protocol supervise the work of security guard.
- ✓ Make Travel Arrangements for project staff.
- ✓ Develop and implement security strategy at field level.
- ✓ Making reservations for air travel, coordinate with travel agents and work for the issuance of air tickets as per the travel itinerary
- ✓ Preparation of Travel Authorization and Travel expense claim forms and getting approval from approving authorities
- ✓ Assist in processing of travel claims for staff, consultants and workshop participant
- ✓ Arranges collection and distribution of outgoing and incoming mail with the help of Admin Assistant and maintains its record. Arranges photocopying/reproduction through Admin Assistant.
- ✓ Maintain electronic and Manual Database of the financial records
- ✓ Proper filing of documents following the UNOPS filing standards
- ✓ Maintains Finance (Direct Payments, Petty Cash, Operational Advance, TEC, TA's, Acknowledgements, Utility bills, RFQ'S, Budget, Masters ,Programmes, HR(Manual) Personal and MNE Files
- ✓ Process Partner Cheques and Provides.
- ✓ Maintaining Petty Cash & Operational Advance
- ✓ Assist with all administrative and logistical arrangements for meetings, workshops conferences;
- ✓ Coordinated effectively at all levels within and outside the Organization
- ✓ Assist in processing financial claims and facilitate approval through ensuring appropriate documentation and record keeping in accordance with UNDP rules.

6. WILSON'S PHARMACEUTICALS

Wilson's is operating in Pakistan through its strong sales & distributions network and also enjoys very good market credibility. It has over 550 sales & marketing staff, more than 50 country wide distributions network and fully equipped zonal offices in major cities across the country in order to meet the market demands efficiently and effectively.

Territory Manager

February 2010 to January 2011 (10 months)

- ✓ Collect information about client's Financial Position.
- ✓ Draw Plan according to client's need.
- ✓ Managing clients
- ✓ Manage planning
- ✓ Provide Samples to Clients
- ✓ Survey on Market
- ✓ Coordinated effectively at all levels within and outside the Organization
- ✓ Maintains effective client relationships
- ✓ Reports to internal and external clients in a timely and appropriate fashion
- ✓ Organizes and prioritizes work schedule to meet client needs and deadlines
- ✓ Responds to client needs promptly.

Computer Literacy

- ✓ MS Windows 10
- ✓ MS Windows 7
- ✓ Microsoft Office XP

Education

PRESTON UNIVERSITY ISLAMABAD

MBA **2018**

UNIVERSITY OF MALAKAND

BA **2008**

SWAT BOARD

Intermediate **2006**

SWAT BOARD

Matric in Science **2003**