

CURRICULUM VITAE



MUHAMMAD ADNAN

Usman Colony, Near Spin Jumat, Pathang Chowk,
Ring Road Peshawar City.

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JOB OBJECTIVE:

To enhance acquired skills and to develop new ones to the maximum of my potential

PERSONAL INFORMATION:

Father's Name:	Haji Syed Bahar
Nationality:	Pakistani
Domicile:	Mardan (Khyber Pakhtunkhwa)
Date of Birth:	25-04-1983
C.N.I.C.:	16101-1250455-5

EDUCATION:

Master of Public Administration in HRM (2005-2007)
Institute of Management Studies
University of Peshawar
Bachelor Business Administration in Finance (2003-2004)
IBMS Agriculture University Peshawar

COMPUTER SKILLS:

Windows Trouble shooting
MS Office
Websites Web Browsing etc.

LANGUAGE SKILLS:

English (Read, Write & Speak)
Urdu (Read, Write & Speak)
Pashto (Read, Write & Speak)

EXPERIENCE:

Admin & HR Assistant NIMS (New Informatics Model School Swat)

(1st Oct 2012 to 31-Jan-2014).

Worked as Logistics Assistant ACTED (Orakzai/Kohat & Swat Based)

(18-Sep-2010 to 31-Aug -2012).

Worked for Two months as Logistics Assistant in ACTED Emergency Flood South SINDH.

(Sep-2011 to Oct-2011)

Main Responsibilities:

- Management of all administrative aspects and all paper work in logistic department.
- Follow-up of the orders from with program managers and head of departments.
- Making supplier's contracts, ensuring that all the terms and conditions are properly and clearly stated.
- Follow-up of the FLAT folders, making sure that every contract has all supporting documents attached.
- Keeping a computerized track of all purchases;
- Working closely with Finance department regarding allocation of purchases and reparation of vehicles.
- Plan for all project procurement with relevant project manager and coordination.
- Manage and coordinate the entire procurement and supply chain.
- Reinforce current procedures and the quality of ACTED internal control, based on ACTED guidelines, donor requirements and results of internal and external audits.
- Ensure information flow with other departments and sub office for effective service delivery thus securing the successful conclusion of the programs.
- Account for overall compliance with ACTED procurement procedures.
- Ensure Proper utilization, maintenance and follow up of ACTED & RENTAL vehicles.
- Control and manage the cost of the fleet (fuel, maintenance and repairs)
- Accounts for overall compliance with the fleet management procedures.
- Follow up and Checking of daily log books checking.
- Follow up of program department's field work plans and allocation of cars on timely basis.
- Follow up and maintaining daily vehicle tracking sheet.
- Responsible for Area office & sub-basis vehicles follow up and their monthly consumption reports.
- Responsible for the proper usage of ACTED & Rental Vehicles
- Comply with all the reporting requirements from coordination and country logistics.
- Present the monthly report as required according to ACTED guidelines.
- Follow-up of the orders from with program managers and head of departments;
- Making supplier's contracts, ensuring that all the terms and conditions are properly and clearly stated;
- Reinforce current procedures and the quality of ACTED internal control, based on ACTED guidelines, donor requirements and results of internal and external audits.
- Management of all administrative aspects and all paper work in logistic department.
- Follow-up of the orders from with program managers and head of departments.
- Making supplier's contracts, ensuring that all the terms and conditions are properly and clearly stated.

- Follow-up of the deliveries of consignments, being continually in touch with stock keepers to ensure that the deliveries are being done promptly, pushing the contractors to carry out their responsibilities.
- Management of assets, controlling and checking that the asset's inventory and follow-up is being properly done.
- Cooperating with other logistic staff such as cook, warehouse manager and Transport Manager to improve their work and to solve their problems.

Manager Logistics & Procurement

LAWARI Humanitarian Organization (LHO) (Jan2009 to Aug2010)

Worked with (LHO) as Assistant Manager Finance/Field

Officer (March 2008 to Dec 2009)

I have done my responsibility as Field Officer and as well as Soft Data Entry with (NRC) collaboration.

I have been worked as Field Officer from (LHO) side with NRC Collaboration in Assessment and Construction of Shelters in Charsadda, Swabi & Nowshera. We done the NFIs distribution in SWAT & NFIs distribution in Upper & Lower DIR.

World Food Program (Implementing Partner) LAWARI HUMANITARIAN ORGANIZATION PESHAWAR. We have done the food distribution in SWAT.

Training Workshop on Child to Child (C to C) Learning Approach arranged by Society for Sustainable Development (SSD) (15th & 16th July 2010).

Warehouse Management Training Course arranged by United Nation World Food Program. (13 to 15 July 2011).

Eight Weeks Internship at Pakistan Telecommunication Limited PTCL House Peshawar (15 June 2007 to 15 Aug 2007).

Eight Weeks Internship at Muslim Commercial Bank Limited (MCB) Khyber Bazar Peshawar (13 Aug 2009 to 13 Oct 2009).

OTHER ACTIVITIES:

General Secretary of Student Welfare Society in University

Best Proctor for two years in University

Sports – Badminton, Volleyball, Cricket etc.

REFERENCES:

Mr. Shakir Ullah

Emergency Response Country Head, ACTED Pakistan

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Mr. Muhammad Amjad Shah

Deputy Controller of Examinations

CECOS University Peshawar

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