

CH. NASEER AHMED HUSSAIN

CERTIFIED HUMAN RESOURCES PROFESSIONAL (CHRP)

CERTIFIED ADMINISTRATION & OPERATIONS MANAGEMENT PROFESSIONAL (CAOMP)

SCAN ME



CONTACT

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SUMMARY

Administration, Human Resources, Procurement and Logistics Professional with over 18 years' experience in different sectors, aiming to grow with a dynamic and progressive organization where my skills & abilities be put to test against challenging opportunities where at the end of every day there be a win-win situation for both myself as well as my organization.

EDUCATION

MBA - University of Arid Agriculture, Rawalpindi
(2005) 3.05 CGPA

BCS - Allama Iqbal Open University Islamabad
(2003) 61%

SKILLS

- Administrative Skills
- HR Management
- Business Continuity
- Logistics
- Procurement
- Performance Management
- Time Management
- Recruitment & Selection

PROFESSIONAL EXPERIENCE - 18 YEARS

HR Policies Development, Governance Reforms and Capacity Building Lead Consultant

Moawin Foundation - Islamabad, Pakistan | Oct 2025 – Apr 2026

- Designing and drafting organizational policies and tools for HR, PSEA, GESI, Health & Safety, Environmental Protection, Anti-Fraud, Code of Conduct, and related governance frameworks in line with international donor standards and the legal framework of Pakistan.
- Advising on governance restructuring, including formation of committees, clarity of roles, and accountability mechanisms.
- Developing and delivering staff training programs to build organizational capacity, ensure compliance, and promote ethical and inclusive practices.

Manager Admin, Procurement and Logistics

DAI Pakistan - Fleming Fund Project - Islamabad, Pakistan | Apr 2024 – Sep 2025

Human Resources & Business Partnering

- Advised senior leadership on organizational design, workforce planning, and change management.
- Led HR operations across head and field offices to ensure policy alignment and service delivery.
- Utilized HR analytics to guide leadership on complex people matters and structural improvements.
- Managed full-cycle recruitment for technical and clinical roles within the development sector.
- Spearheaded learning initiatives and succession planning to foster a continuous growth culture.
- Integrated new hires into organizational culture with a focus on SDG-driven goals.
- Embedded feminist and DEI principles into core HR policies to ensure an inclusive environment.
- Oversaw staff wellbeing, grievance procedures, and PSEA compliance/investigations.
- Transformed culture by embedding accountability, feedback loops, and

ACHIEVEMENTS

Founder & Lead Trainer
Certified Administration & Operations Management Professional (CAOMP)

Most Valuable Player Award
2023 - Teach For Pakistan

Most Valuable Player Award
2022 - Teach For Pakistan

Spot Award on Performance

2009 - MCB

TRAININGS

The Open University UK

- Developing your skills as an HR Professional
- Criminology beyond Crime
- Human Resources: Recruitment and Selection
- Innovation in Health and Social Care Practice
- Project Governance and Project Management
- Building Relationships with Donors
- Understanding Operations Management
- Human Rights and Law
- Integrated safety, health and environmental
- Effective Communication in Workplace

Alison

- Diploma in Operations Management

DAI

- 100 Percent Protection Using Multi-Factor Authentication
- I can't believe what I am seeing-AI Generated Clone video calls
- Project Management Training on Financial Proposal, Budgeting and HR Management

University of Bocconi Milan Italy

- International Leadership and Organizational Behavior

excellence standards.

- Executed performance cycles, including appraisals, merit promotions, and PIPs.
- Refined HR SOPs and leveraged HRIS tools to streamline reporting and administration.

Procurement & Strategic Sourcing

- Led end-to-end procurement: tenders, vendor negotiations, and contract awards.
- Developed cost-effective sourcing strategies through market research.
- Implemented equitable vendor management and performance evaluation.

Administrative, Fleet & Logistics Operations

- Oversaw administrative functions: medical support, training logistics, and corporate events.
- Managed corporate travel, international relocations, and accommodation.
- Optimized office and fleet operations through process improvements.

Leadership & Assets Management

- Supervised and mentored cross-functional teams to foster high performance.
- Managed budgets, inventory, and fixed assets with focus on cost control.
- Analyzed operational and HR metrics to drive strategic decision-making.

Senior Manager Administration and Procurement

TEACH FOR PAKISTAN - Islamabad, Pakistan | Oct 2021 - Mar 2024

- Manage day-to-day procurements in compliance with organizational and donor policies
- Preparation of financial budget procurement plans for the year
- Guiding other departments in completion of TORs along with specifications
- Prepare and issue various procurement documents required at different stages of the procurement cycle
- Manage office and other vendor contracts, ensuring timely renewals and payments
- Pre-qualification of vendors by following organizational procurement policies and donor policies
- Ensure completion procurement documents in the procurement cycle
- Manage the procurement complaint handling and resolution process
- Coordination with drivers in regard to assigning duties and fleet management and maintenance, supervising log book records
- Facilitate staff in visa processing and address administrative matters with authorities and LEAs
- Make travel and accommodation arrangements for staff and guests
- Maintain the Fixed Assets Register and Inventory in line with donor guidelines
- Management and renewals of staff health insurance and insurance policies for fleet
- Coordinate and execute logistics operations for project activities and events
- Provide support for the management of events, meetings, and workshops both inside and outside the office
- Drive Employee Engagement, Culture & Employer Branding
- Design Competency Frameworks & Succession Planning

University of London

- The Manager's Toolkit: A Practical Guide to Managing People at Work

IOM.OIM (Human Aid and Civil Protection)

- Active Shooter Training
- Emergency First Responder Primary Care Training
- Fire and Safety Awareness
- Advance First Aid and Trauma Course
- Security Awareness Induction Training

LUMS

- Training on HR Management & Administration for Managers
- Training on Procurement Audit

MCB

- Training on Effectiveness of Internal Controls
- Training on Interpretation and Analysis of Financial Statements
- Training on Trade Finance Principles and Risks
- Training on Negotiable Instruments
- Training on Principles and Form of Credit
- Training on CDD/KYC/AML & Suspicious Transactions
- Training on Effective ways of Leading and Building your Team

- Oversee daily office operations, including facilities management, office and IT equipment
- maintenance, and timely procurement of supplies
- Establish and maintain an organized HR filing system, providing on-job training to staff as and when needed
- Do risk assessment linked with logistics, procurement, office security, staff well-being and
- organizational reputes and provide risk mitigation advisories based on strategies
- Overall supervision of Administration, Procurement & Security department at national level

Director Admin, Security & HR

AURAT FOUNDATION - Islamabad, Pakistan | Mar 2012 - Feb 2020

- Policy making and/or updating the HR, Administrative & Security Manuals
- Develop and devise policies for employee retention and motivation
- EOBI Registration, Updating and Management
- Recruitment, Selection, Performance Evaluation, Health Insurance, Life Insurance & Maintenance of records
- Assets Management, Inventory Management, Office Management, Hiring & Renovation of office premises
- Maintaining Petty Cash, Inventory, Stationary & Store items
- Fleet Management and Maintenance
- Boarding and Lodging Arrangements
- Procurement
- Ensuring Safety & Security of Tangible & intangible Assets
- Overall supervision of HR, Administration, Security and Logistics department at national level.

Research Fellow & Personal Staff Officer (BS-17)

FEDERAL TAX OMBUDSMAN (GOVT. OF PAKISTAN) - Islamabad, Pakistan | Dec 2011 – Mar 2012

- Co-ordination with security agencies & control rooms of police for ensuring security and arranging squads
- Hotel Reservations inside & outside the country
- Protocol arrangement at offices and airports
- Pick & Drop arrangements for officials
- Arrangements of meetings
- Maintaining attendance & Office Management
- Custody and maintenance of official vehicles

Officer Grade-II/HR Admin Manager & Business Continuity Coordinator

MCB BANK LIMITED - Islamabad, Pakistan | Jun 2009 - Dec 2011

- Co-ordination with branches regarding HR & Admin matters
- HR Management, Annual Appraisals, Recruitment & Employee Retention
- Designing Competency Frameworks & Succession Planning
- Hotel Reservations for officials from HO visiting North

- 4 ■ Training on Risk Management - Focus on fraud
- Training on Compliance Regime: A/C Opening, KYC & AML
- Training on Business Continuity Planning
- Training on Remote Banking Channels
- Training on SBP guidelines and Prudential Regulations on Credits
- Training on Understanding Financial Statements

- Protocols, Pick & Drop arrangements for officials from HO visiting North
- Meetings arrangements inside and outside office
- Dealing with Security Agencies & Civil Administration regarding bank's security
- Maintaining Office Timings / Holidays & Disciplinary Measures
- Custody & Maintenance of Bank Vehicles
- Coordination with embassies & travel agencies
- Business Continuity Planning & Implementation, Health, Safety & Environment policy Implementation

Assistant Manager Admin.& Accounts

RANA & CO. - Lahore, Pakistan | Jan 2009 - Jun 2009

- Site Visits & Work Force Management
- Coordination with suppliers for getting raw material etc.
- Coordination with Govt. agencies for getting tenders and bills approvals etc.
- Keeping a check for controlling expenses
- Salary disbursements to work force
- Dealing with banks

Grade 13/Jr. Relationship Manager HCOG

NIB BANK LIMITED (FORMERLY PICIC COMMERCIAL BANK) - Islamabad, Pakistan | May 2006 - Dec 2008

- Co-ordination with branches regarding HR & Admin matters
- HR Management, Annual Appraisals, Recruitment & Employee Retention
- Hotel Reservations for officials from HO visiting North
- Protocols, Pick & Drop arrangements for officials from HO visiting North
- Meetings arrangements inside and outside office
- Dealing with Security Agencies & Civil Administration regarding bank's security
- Maintaining Office Timings / Holidays & Disciplinary Measures
- Custody & Maintenance of Bank Vehicles
- Coordination with embassies & travel agencies
- Business Continuity Planning & Implementation, Health, Safety & Environment policy Implementation

LANGUAGES

- English - Native
- Urdu - Native
- Punjabi - Native

PERSONAL DETAILS

- DOB: 27th February 1982