

Khalid Amin S/o Muhammad Amin

Born on 15th March, 1976 in
Peshawar Khyber
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Core Competencies:

- Expertise in Inventory Management/Inventory Coding/Warehousing stock taking IN/OUT.
- Expert in office Administrative rules implementation and facilitation
- Well experienced in procurement and logistics procedures development and implementation
- Capacitated in advance Information Technology (Software & hardware)
- Experienced in organizing different events/workshops/trainings
- Excellent Report writing, communication and presentation skills

EDUCATION

- Master of Business Administration (HRM) from IQRA University Peshawar, Pakistan; Graduated in 2006 with, CGPA 3.80
- Bachelor of Arts from University of Peshawar in 2001
- Diploma of Information Technology from Government of Technical College Peshawar in 2003

EMPLOYMENT RECORD

Title: HR Officer
Employer: Medical Emergency Resilience Foundation (MERF)
Dates: 02nd August 2021 to 31st Jan 2024. (2.5 Years)

Main Responsibilities & Tasks:

- Co-ordinate and support all aspects of the recruitment and selection process of national staff ensuring good HR practice and transparency are adhered to
- Performed all administrative functions of the recruitment process including preparation of VAFs, job description development, recruitment planning, advertising and short-listing, selection interviews and tests, job offers, reference checks
- Participated in the interview panel for the selection of national staff positions
- Keep applicants/interviewed candidate informed of the status of the recruitment process
- Distribute offer letter, contracts and other official communication to field staff ; arrange for their signing by staff, and ensure these are sent back to Islamabad for filing
- Processing of the payroll information, ensuring that all information is accurate
- Assist HRM in assessing staffing requirements i.e. development of team structures/organograms and the most cost effective way in which to achieve them.
- Assist in coaching and training all staff involved in recruitment on best practice and equal opportunities.

Policy and Advice

- Advised and support Line Managers and staff on HR policies and best people management practices including appraisal, staff development, discipline and absence in accordance with Merlin policies and legal requirements
- Ensured appraisals are done and proper records are available in hard and soft copies
- Ensured that the Pakistan's HR policies, and procedures are communicated to all staff and complied with
- Contributed to the design and delivery of HR training sessions for staff on relevant policies and procedures
- Manage staff welfare policies including health insurance claims

HR Systems and procedures

- Ensured the maintenance of an effective reporting system.
- Maintain an effective HR database and filing system, with proper files maintained for each staff member, both manually and electronically while maintaining confidentiality.
- Maintained a leave tracking system which allows HR to effectively manage leave for national staff as appropriate
- Ensured time sheets are completed and signed by all staff and forwarded to Islamabad on a monthly basis
- Responsible for updating (on a monthly basis) and proper tracking of all staff contracts, alerting their line manager, when contracts are close to expire (at least 30 days in advance) or extensions need to be issued

Staff Management

- Responsible for managing and providing day-day support and guidance to the HR Assistant

- Ensured the HR Assistant has an update JD, monitor and evaluate his/her day to day performance

Learning & Development

- With the support of the HR Coordinator, Islamabad, identify the training needs of staff and contribute to the establishing of a training plan based on needs and available resources

Employee Relations

- Provide support to all managers and staff regarding staff relations and grievance and disciplinary issues Responsible for the accurate and filling of all employee grievance/disciplinary issues and where necessary consult HR Islamabad for support.
- Responsible for the accurate and filling of administrative procedures concerning local employees and send to Islamabad office eg grievance/disciplinary cases, resignations etc.

Title: Admin/HR Officer
Employer: Hashoo Foundation/UNDP – FATA Economic Revitalization Program (FERP)
Dates: 14th June 2019 to 31st July 2021

Main Responsibilities & Tasks:

Human Resource:

- Provided support in the development and implementation of HR policies and procedures.
- Initiated, and coordinate the recruitment and selection process as per the requirements of both core Office and regional/Project offices.
- Prepared Personal Requisition Form (PRF) with Job Description and share with core office HR department for advertisement.
- Conducted Interviews and select Interview Panel for interview with consultation of Senior Management.
- Support management in the recruitment of staff.
- Prepared Employees Interview Evaluation summary with recommendation and authorized signatures.
- After selection of new employee-maintained staff hiring procedure i.e., Offer Letter, Joining Report, Employee Personal Information Form, code of conduct, Drug fee form, Sexual Harassment Form etc.
- Manage the HR team in the project offices.
- Draft employee contracts.
- Proceed employee final settlement with proper documentation as per HR policies.
- Assist in annual Job evaluation and Job description reviews.
- Ensured that accurate job descriptions are in place.
- Ensured effective performance management according to the HF Performance Management system.
- Ensured facilitation and documentation of the performance Appraisal system.
- Provided basic counselling to staff that have performance related obstacles.
- Identified training and development needs of the staff.
- Identified and resolve HR related issues of the organization in an effective and efficient manner as and when required.
- Provide support to AM- HR in development of procedures where necessary in view of the gaps in the existing policies of HHA/HF.
- Guide all staff of HHA/HF on HR issues.
- Provided support on disciplinary, grievance issues etc.
- Ensured timely preparation of payroll.
- Prepared monthly staff attendance sheet and shared with Core Office HR department.
- Manage/coordinate activities related to staff contracts, benefits, training need assessments. Performance evaluation and handing/taking over procedures.
- To maintained staff Bio Matric attendance through Bio Matric software.
- Ensure the maintenance of personal records of all employees.

Administration

EVENT MANAGEMENT:

- Ensured that all Event Management requirements are fulfilled.
- Responsible to make Hotel reservations for all events according to the requirement of focal person and availability of budget.
- Supervise and coordinate all Office activities related to event management and ensure timely delivery in this regard.
- Close coordination with concern unit/ department for the workshops, trainings, seminars, exhibitions, dialogues and internal pre-announced meetings, Venue coordination, meal arrangements, accommodation arrangement, training hall set up arrangements, Internal coordination.
- Get record of fixed assets (with prices and date of purchase) for calculation of premium & then get the fixed assets insured.
- Updating the fixed assets record and responsible for physical check of fixed assets.

- Ensured that daily check of "building maintenance checklist", inspection of building according to schedule, preparation of check list and ensure that work has been done.

Title: Office Assistant
Employer: Malteser International/ Order of Malta Worldwide Relief funds (Germany)
Dates: 01st Dec 2017 to 31st Dec 2018 (13 Months)

Major Functions:

Responsibilities to Assist the Project Office on the following matters.

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- Filing and organizing documents, addressed directly to the Program Coordinator.
- Ensuring the confidentiality of documents and matters where necessary.
- Overall responsible for successful support to programmatic & operational sections within the organization for effective management of project office.
- Responding to information requests, preparing the necessary documentation and ensuring follow-up actions
- Understanding and keeping up to date with Malteser organizational structure, internal policies, and objectives
- Successfully organizing staff monthly meetings, residential trainings, seminars and workshops on district and provincial levels
- Maintain monthly reports of all expenses regarding office maintenance, vehicle maintenance, fuel statements and other related office expenses etc.
- Ensuring timely renewal of lease tenancy & vehicle insurances.
- Supervising support staff (drivers, security guards, office boys, electricians, kitchen staff & admin assistants) and interns.
- Successfully assisting Program coordinator and PM in coordination with Govt. agencies, UN agencies and partner organizations.
- Effectively conducting field supervision and monitoring visits to observe guide and facilitate suppliers, vendors and MI staff.
- Procurement of goods and services for Malteser International & projects as per Procurement policy.
- Collecting quotations, preparing comparative statements & getting approvals from purchase committee thereof.
- Corresponding with suppliers, evaluating them and reporting line manager for updates of procurement.
- Preparing & Issuing purchase/work orders and following up for the orders placed. Following up of the goods delivery according to the agreed terms.
- Successfully assisting logistics, finance and HR sections for the implementation of organizational SOPs.
- Report activities according to the organization's procedures and formats of the organization.
- Scanned all financial vouchers for Finance section to uploading of Financial Software.
- Maintained HR both Soft & hard files for each staff.
- To maintained staff Bio Matric attendance through Bio Matric software.

Title: Base Administrator
Employer: Abdul Samad Memorial Trust (ASMT)
Dates: 25th Aug 2015, 31st Aug, 2017 (24 Months)

- Established excellent coordination with DG health, UN Agencies, partner hospitals and Healthcare commission.
- Successfully maintained HR files, staff duty roster (Biometric and ERP software), staff leaves, and enumeration record.
- Successfully managed all operational cost on regular basis in support of finance officer.
- Effectively managed log books, office utilities and purchases record and reports.
- Successfully maintained hospital day-to-day hygiene through support staff.
- Effectively conduction of monitoring and supervision of hospital sections to ensure best services to patients/attendants

Title: Field Monitor
Employer: Oxford Policy Management – OPM/World Bank Multi Donor Trust Funds
Dates: 20th April 2013 to 31st Jan 2015 (01 Years – 09 Months)

Major Functions:

- Overall responsible for monitoring of the five Multiple Donor Trust Funded (MDTF) in the Collaboration with World Bank.
- Successful verification of actions completed with SMEs.
- Successfully conducted FGDs with businesses which received grants and provide report on the use of these grants and if they

are in line with the project objectives.

- Developed good relationships with relevant stakeholders, including but not limited to government departments and local levels, community elders, local Organizations and communities.
- Well verified the existence and quality of works and provision of equipment's.
- Well conducted monitoring visits to communities on each quarter basis for selecting projects on random basis and reporting to senior consultant.
- Successfully conducted FGDs, key informant interviews, secondary data analysis to collect information and summarize in the monitoring reports.
- Successfully evaluated the social impact of livelihood project in the targeted program areas.

Title: Procurement & Logistic Officer
Employer: Awaz Welfare Organization - AWO /UNHCR
Dates: 1st August 2012 to 28th February 2013 (07 Months)

Major Functions:

- Well organized procurement processes, including preparation of Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP) documents, receipt of quotations, bids or proposals, collecting, screening and preparation of documentation, data processing, preliminary bids evaluation, filing; organization of goods shipments, including customs and all related documentation and implementation of follow-up actions.
- Performed a variety of standard tasks related to contract, asset and procurement management, ensuring full compliance of activities with rules, regulations, and policies, and providing advice as required to management.
- Effectively arranged for travel and accommodation, preparation of travel authorizations, filing of information for payments, processing requests for visas, ID cards and other documents.
- Liaison with various prospective vendors and sub-contractors to get quotations.
- Reviewed vendor responses for compliance with requirements, perform pricing analysis, and recommend contract awards that result in best value procurement.
- Managed the procurement and logistics documentation, easy for review and auditing.
- Located proper suppliers and create data group.
- Provided administrative and logistical support for the organization and implementation of events, e.g. training workshops, seminars, etc., liaising with national participants.

Title: Manager Admin & Procurement
Employer: Regional Institute of Policy Research & Training- RIPOORT/UNHCR, USAID
Dates: 1st Oct 2009 to 31st March 2012 (02 Years – 08 Months)

Major Functions:

- Overall responsible for administrative and procurement management of RIPOORT.
- Well maintained security arrangements of office premises and ensures safety of office and staff.
- Successfully managed human resource through HR and administrative rules of RIPOORT.
- Well managed operational functions of the office building and activities.
- Successfully managed HR Files, procurement & logistics record, payment records and leaves of staff.
- Successfully developed and submitted monthly budget Vs Actual to the manager finance.
- Effectively conducted office building assessments and consultations with owner for rent.
- Effectively conducted all office assets inventory, handover details and operation & maintenance record.
- Successfully conducted procurement of supplies as per RIPOORT procurement policy through direct purchase, open quotations and sealed quotations.
- Supervised and monitored supplier, vendors and contractors works/supplies and ensured quality and quantity standards are met.
- Organized and delivered different capacity building trainings for RIPOORT staff, partner organizations, Government Agencies staff and communities reps.
- Successfully arranged logistics support to staff, vehicles Rota for staff and financial reimbursement to staff members.
- Well prepared and shared administrative and logistics reports with project director & donor agency.

Title: Admin & Finance Officer
Employer: Afghan Medical Welfare Association (AMWA)/UNHCR
Dates: 01st Jan 2001 to 30th June 2008 (07 Years – 06 Months)

Major Functions:

- Successfully established Health Information System – HIS for monthly/quarterly/Annually reports.
- Well managed financial proposals, budget Vs actual reports and administrative reports to senior management on monthly basis.
- Well ensured all operational formats are prepared and followed by all employees of the association.
- Successfully ensured all logistics and operational assets are utilized as per the organizational procedures.
- Ensured all vouchers in line with financial rules and regulations and their onward submission to respective agencies is in order.
- Sorting and Filing of vouchers including supporting documents in sequence and proper record keeping of financial data.
- Effectively managed procurement procedure, vendors/contractors/supplier selection, validation study and final payment and their record keeping.
- Well maintained all stock record, supply and utilization (medicines) with support of junior staff members.
- Prepared and submitted Drugs Consumption Reports & Medicine/Stationery/Stock Register, & receiving of medicine by quarterly basis form UNHCR WARE HOUSE.

TRAININGS ATTENDED

- Health Information System Refresher Training from Project Director Health ARs 3 days in 28th to 30th January 2005 at CWS Murree.
- Financial Management Workshop from A.G FERGUSON & Co, 4 days 12-15 September 2005
- Health Information System Refresher Training from PDH ARs 3 days in 28th to 30th December 2005 at CWS Murree.
- Financial Management Workshop from UNHCR, 2 days 05-06 September 2007. (Islamabad)
- Project Management Workshop at Swat Serena Hotel, Swat on 16, June 2010.
- Strategic Management Workshop at Swat Serena Hotel, Swat on 16, June 2010.
- “KPPRA / PPRA Rules” Workshop at PC Peshawar from Institute of Tender Management (ITM) on 26th Oct, 2018.
- Pre-Qualification Process & Documentation” Workshop at PC Peshawar from Institute of Tender Management (ITM) on 27th Oct, 2018.

SKILLS/COMPETENCIES

- Microsoft Office (MS-Word, MS-Excel, MS-PowerPoint & MS Outlook)
- ICT (Scanner, Fax Machine, Printer, Photocopier, Multimedia & Projector).
- Accounting Software (Quick Book) not expert but I am capable to work on it.
- SPSS (Statistic Packages for Social Science Software) Beginner Stage.
- Worked on ERP software i.e. Leave record uploading & exporting, keep inventory record.
- Effective communication and interpersonal skills in leadership and team work.
- Willing to learn good work ethic and get along with people in confided surrounding.
- Highly skilled in developing as well as fostering highly performing and organization teams.
- Adaptable to change, able to master new concepts, skills and practices.
- Ability to analyze read and interpret complex documents.
- Ability to build and maintain positive public image of the organization.
- Attention to detail with excellent decision-making skills.

LANGUAGES

English = Fluent

Pashto = Mother Tongue

Saraiki = Fluent

Urdu = Fluent

REFERENCES

1. Mr. Muhammad Awais

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