***Resume***

***Ahsan Bahadur Ali Shah***

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Sector I-10/4, Islamabad

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 *Mobile: 0336-5081987/0345-5524748*

***Civil Status:* Married**

***Nationality:* Pakistani**

**Covid-19: Vaccinated**

**Profile:**

**Experienced professional with relevant working exposure as Factory Manager, Regional Administration & HR Officer, District Administration Officer, Coordination/Protocol Officer and Staff Office in public, development and corporate sectors. Well versed with administrative & HRM functions,team building & management, procurement, logistics, inventory control, record-keeping, data analysis, SOPs implementation, Feedback mechanism, ability to produce results, Quality of care, report-writing, organizational development, coordination, transport-fleet management, result based management, stakeholders management, risk management, budgeting, financial management, liaison with line departments/regularity authorities. Provided administrative and HR support to Regional Office, Program Management Offices, Family Health Hospitals, Family Health Clinics, KATO Centre, Youth Spaces.**

**Qualification:**

1. **Masters in English Literature (Islamia University, Bahawalpur-1993).**
2. **Bachelors in Science, Math & Stat (University of the Punjab, Lahore-1989).**
3. **Post Graduate Diploma-TEFL (Allama Iqbal Open University, Islamabad-1997).**
4. **LLB-1 (Bahauddin Zakria University, Multan-2004).**
5. **Certificate in Written & Spoken English (Sustainable Development Policy Institute, Islamabad-2002)**
6. **Provincial Civil Service (PCS) passed (Competitive Exam conducted by Punjab Public Service Commission-1997).**
7. **F.SC (Pre-Engineering) from Board of Intermediate & Secondary Education, Sargodha-1987.**
8. **Metric (Science) from Board of Intermediate & Secondary Education, Sargodha-1984.**

***Expertise:***

**Building and managing teams, Optimist, Flexibility, Leadership, administration, Creativity,Facilities Management, Attention to detail, Team Work, People management, Safeguarding, PSEA, Communication, Safety & Security management, Time Management, Problem Solving, Adaptability, Planning, Organizing, Managing Resources, Directing, Controlling, Budgeting,Customer Focused, Open & Accurate, Act Fairly, Quality of Care, Sustainability, Networking, Coordination, Stakeholders Management, Drafting/Noting/Project Proposal Writing, Event Management, Hotel/Travel management, Advocacy/Media Management, Project Software, organization SOPs Development & Implementation, Data Analysis, Risk Management, Resource Management, Financial management, Record keeping, Liaison with concerned Government Departments & Regularity authorities, Transport fleet management, Office management, Security & Safety Management, Logistics & inventory control, Meetings management/Working papers preparation, Recording of minutes, Procurement (NCB & preparation of biding document), storage/distribution, Compliance, Commitment, Follow ups, Feed-back, Conflict resolution, Crisis management, Meeting tight deadlines, Negotiation, Presentation.**

**HRM, Organizational Development, HR Forecasting, On-boarding, Performance Management, Communication, Employee Relations, Leadership, Organizational Skills, Decision Making, HRMS, Strategic Thinking, Compensation, Time Management, Budgeting, Change Management, Conflict Resolution, Employees Retention, Off-boarding, Multitasking,task prioritization. Technical skills, Human skills, Conceptual skills. Knowledge of emerging trends in HRM. *Al, Predictive Analytics, Diversity, Equality & Inclusion (DEI), role of HR Manager has changed from Protector/Screener to Planner & Change Agent.***

***Technical Skills:***

**HRMS, ERP, PPRA rules, Labor laws, EOBI, Contract management, Legal issues, E-administration, E-procurement, Obtaining NOCs, and Internal/External Audits.**

**Financial Skills:**

**Petty cash management, Vouching, Bills management, Financial record keeping, Advance, Imprest, Internal/External audits, Payables/Receivables, Outstanding/aging report, Reconciliations.**

**Projects Proposals Writing:**

* **PC-1 for RH/FP Services in AJK approved by Department of Health Government of AJK.**
* **Gender Based Violence funded by UNOPS.**
* **Domestic Violence against Women approved by European Union.**
* **Standard Operating Framework for Family Health Hospitals/Clinics approved by National Executive Committee of R-FPAP.**
* **Organizational HR Manual Revision Committee Member.**

**Achievements:**

* **Recruited more than 1000 employees as per HR SOPs (from demand generation to employee separation).**
* **Built staff capacity on Effective Communication Skills with focus on vertical & horizontal communication.**
* **Trained staff on report writing, concept notes, noting/drafting, fax, e.mail, feasibility reports.**
* **Ensured the implementation of organizational SOPS (administration, HRM, procurement, logistics, store, supply chain management & special assignments) at Regional level (Federal, GB & AJK).**
* **Successfully, developed projects, which approved and implemented.**
* **Managed 40 Governing Body Meetings in terms of preparation of working papers, approval of meeting agenda, confirmation of members, conduction, recording of minutes/circulation & feedback.**
* **Facilitated to recruit more than 1000 staff members with their orientation as a Member Regional Selection Committee.**
* **Facilitated to maintain sustainability (financial, programmatic & organizational) at Regional level.**
* **Successfully, managed Transport Fleet of 25 vehicles through Vehicle Deployment Plan (VDP)/Log Books/Maintenance Register/POL/Insurance Issues at Regional level.**
* **Ensured Inventory Control as per SOPs.**
* **Ensured Facilities Management at Regional level.**
* **Provided Procurement, Logistic, Chain Supply support as per rules.**
* **Delivered as Project Focal Person under KfW/Germany funded project for Gilgit-Balistan.**
* **Facilitated as member of Regional Performance Analysis Committee.**
* **Focused on Program Integration to ensure cost effectiveness.**
* **Streamlined organizational record keeping system/book keeping.**
* **Improved internal control mechanism to ensure transparency.**
* **Reduced cost in terms of transportation, utilities, and office supplies.**
* **Initiated feedback system for future planning & decision making.**
* **Motivated team to achieve targets within given time frame.**
* **Accelerated mind management, time management and cost effective approach at all levels.**
* **Developed good working liaison with Government Offices, Ministries, Embassies, and District Governments.**
* **Obtained NOCs from concerned authorities under tight deadlines.**
* **Improved coordination with Law Enforcement Agencies in the organizational interest.**

***Working Experience:***

**I)-Quddus Cottage Industries (QCI), Faisalabad (*September, 2020 till date)*:Working as Factory Manager with major duties are administration, HRM, organizational management, record-keeping, data analysis, liasion with concerned government authorities, coordination, networking, transport fleet management, office management, logistics & inventory management, meetings management, QoC standards, procurement, planning, organizing, implementation and report-writing.**

**ii)-*Family Planning Association of Pakistan-a Member Association of International Planned Parenthood Federation, London:* Served as Admin & HR Officer at Regional Office, Islamabad from 12-10-2006 to 04-09-2020.**

**iii)-*National Commission for Human Development (NCHD):* Worked as District Administration Officer, Sheikhupura/Punjab from 17-03-2006 to 29-09-2006.**

**iv)-*Family Planning Association of Pakistan-a member association of International Planned Parenthood Federation (IPPF), London:* Served as Coordination/Protocol Officer at Regional Office, Islamabad from 01-01-2000 to 16-03-2006.**

**v)- Government Degree College, Jaranwala/Faisalabad: worked as Lecturer in English on Contract/Daily Wages basis (from 1993 to 1998).**

**Trainings Attended:**

* **Participated in workshop on Social Organization and Community Mobilization organized by Institute of Social Sciences, Lahore.**
* **Attended 9th Annual Public Health Conference on Local to Global organized by Health Services Academy, Ministry of National Health Services, Regulations & Coordination, Islamabad.**
* **Completed certificate of participation on Value Clarification and Attitude Transformation for Reproductive Health organized by Ipas, Islamabad.**
* **Successfully completed training on Administration & Procurement organized by Sustainable Development Policy Institute (SDPI), Islamabad.**
* **Participated in training on Quality of Care, Client Rights/Provider Needs organized by Sehat Clinic & Nursing Home, Rawalpindi.**
* **Completed training on Population and Development organized by SDPI/Islamabad.**
* **Attended training on Project Proposal Development, Resource Mobilization & Administration organized by Baghbaan Organization for Social Services, Rawalpindi.**
* **Participated**
* **Participated in Mid Level Managers Training Course organized by FPA Pakistan at Lahore.**
* **Completed training on Conflict Resolution and Crisis Management organized by Government of Pakistan (Ministry of Local Government & Rural Development)/Islamabad.**
* **Attended training on Effective Communication Skills organized by Community Uplift Program/Islamabad.**
* **Selected as Master Trainer by UNDP team for Returning Officers for 2007 General Elections.**
* **Participated in training on Counseling Skills organized by FPA Pakistan.**
* **Attended Training on Management of Human Resource, Government of Pakistan/Ministry of Environment, Islamabad.**
* **Completed training of HR Focal Persons and Finance Staff organized by FPA Pakistan/Lahore.**
* **Participated in training on Human Resource Management organized by Sustainable Development Institute (SDPI), Islamabad.**
* **Attended training on Human Resource Management System (HRMS) organized by FPA Pakistan, Lahore.**
* **Completed training on Gender Based Violence organized by DFID, UNDP & FPA Pakistan.**

**Languages:**

**English, Urdu, Punjabi, Potohari and Sarikai.**

**References:**

1. Col ( R ) Tariq Mehmood Malik, Director Administration & HR, Rahnuma-FPAP (0300-5165290/E. mail: tariq\_athleta@yahoo.com).
2. Mr. Muhammad Ali, CEO, Quddus Cottage Industries (QCI)/Pakistan (0300-9659072).
3. Dr. Shafqat Sheikh, Former Director General, Ministry of National Health Regulations & Coordination, Government of Pakistan, Islamabad (0336-5300126/E.mail: shafqat.sheikhdg@gmail.com).