

WAQAS AMIN

Address: Mohallah Askari Village Chowkai Tehsil and District
Mardan Post Office Risalpur.

Email: ansari031@yahoo.com Mobile: 0321-5765087



MY PROFILE

Accomplished, proactive professional with significant professional experience in Administration, Office Management, Supply Chain Management (Procurement and Contracts), Solar and HVAC analysis and project coordination. Possess extensive educational qualifications of MBA(MS) in Supply Chain Management and BS in the field of Electrical Engineering. Recognized for strong adherence to safety, ability to work well as team member and can lead effectively.

Strong team member; able to motivate others to achieve goals within timeframe. Reliable follow-through skills, fulfilling all administrative requirements. Clear Communicator, both oral and written. Strong Interpersonal skills; interact well with coworkers, management and customers. Strong IT skills including MS Office and AutoCAD.

PROFESSIONAL EXPERIENCE

C&W Enterprises DHA-2 Islamabad, Pakistan

March 2023-Till Date

◆ **Position: Admin and Procurement Manager**

Duties and Responsibilities:

- Manage/Run office Operations.
- Facilitate our foreign Principals to do business with the Armed forces of Pakistan.
- Employ all tools and skills to enhance sales to Armed forces of Pakistan (Army, Navy and Air force) for our foreign Principals.
- Ensure to implement all contracts in a timely and hassle free manner.
- Managing overall administrative activities for the office.
- Plan, coordinate and manage all administrative procedures and systems.
- Organize and supervise other office activities.
- Monitor costs and expenses to assist in budget preparation.
- Keep abreast with all organizational changes and business developments.
- Maintains working relationships and communicates with all departments.

National University of Technology Islamabad, Pakistan

October 2020-February 2023

◆ **Position: Junior Procurement Supervisor**

Duties and Responsibilities:

- Procurement of goods, services and works at competent prices in compliance with PPRA Regulations and University policies.
- Initiates purchase of goods and services within established authority. Reviews Terms of Reference prepared by the Mission's Sections/Units. Prepares and issues tender documents (Request for Quotation, request for Proposal, Invitation to Bid) for framework contracts and complex purchases. Processes the administrative and financial evaluation of received offers
- Finalize procurement processes with drafting of vendor contracts and submitting them for approval to the director.
- Prepares Purchase Orders (POs), submits them for approval to the relevant authority and sends them to suppliers. Conducts follow up on orders with suppliers to expedite timely delivery of the goods/services ordered.
- Prepares statistical reports and analysis, to monitor and improve cost effectiveness of procurement planning and activities.





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Pakhtunkhwa Rural Support Program, KPK, Pakistan

January 2018- June 2018

♦ Position: Social Mobilizer

Job Nature: Contract Based

“Capacity Building for Community Resilience” in District Charsadda funded by the USAID-Small Grants and Ambassador’s Fund Program (SGAFP).

Duties and Responsibilities:

- To implement Participatory Rural Appraisal approach and tools in the community.
- Ensure effective and efficient data collection on beneficiaries.
- Implement beneficiary identification criteria neutrally and effectively for project interventions.
- Technical support to committees, volunteers through capacity building trainings and implementation process.
- Report on weekly and monthly basis on progress against mobilization plans and activities.



Khpal Kor Foundation, Mingora Swat, KPK, Pakistan

June 2017-November 2017

♦ Position: Project Engineer

Job Nature: Contract Based

“Provision of 20 KW Solar Energy System at Khpal Kor Foundation Girls Campus” in District Swat funded by the USAID-Small Grants and Ambassador’s Fund Program (SGAFP)

Duties and Responsibilities:

- Developing tools for baseline and end line survey for Solar system installation.
- Conducting and submitting base line and end line survey reports to the donor.
- Creating plans for solar energy system development, monitoring, and evaluation activities.
- Conducting engineering site audits to collect structural, electrical and related site information for use in the design of KKF Girls Campus solar power system.
- Providing technical direction or support to installation teams during installation, start up, testing and performance monitoring of the system.
- Supervising KKF Girls Campus solar system installation from start to completion.
- Supervise testing and commissioning of all equipment and the solar system.
- Preparing and submitting technical and project completion reports to the donor.



**Duties and Responsibilities:**

- Technical designing of Solar Energy and HVAC projects.
- Evaluation of feasibility reports of projects.
- Designing and record-keeping of quotations on the basis of feasibility reports.
- Technical visits of project sites.
- Maintaining of technical features of products, their prices and stock etc.
- Communication with principal companies about up-gradation, problems in products, and their solution.
- Coordination with customers, contractors, consultants, and inter-department consultation from start of project till end.
- Ensuring of quality and completion of project in given time-frame by team leading and continuous reporting from site workers.
- Giving of technical guidelines to Sales Officers.
- Supervision of letters, applications, work orders, and other paper work.
- Training of juniors and new staff.
- Market visits for sales strategy and feedback.
- Arrangement and supervision of Exhibitions and other events.

SAIFCO CONSTRUCTION Pvt Limited Rawalpindi**November 2013–January 2016**♦ **Position: Electrical Engineer****Duties and Responsibilities:**

- Insuring electrical construction activities comply with company and contract requirements and support overall construction schedule.
- Providing technical support for electrical & instrumentation construction effort including participation in construction planning and design; interpretation of design; application of construction methods; resolution and documentation of design conflicts; constructability reviews.
- Developing, implementing and managing project engineering procedures and other work controlling documents.
- Interface with all on-site departments as required resolving problems, ensuring quality of construction.

**SAIFCO GROUP****EDUCATION**

✦ Master of Business Administration (MBA) in Supply Chain Management Riphah International University Islamabad	2020 - 2022 CGPA = 3.65
✦ BS Electrical Engineering COMSATS Institute of IT Abbottabad	2009-2013 1 st Division
✦ F.Sc, Pre-Engineering Nisar Shaheed Intermediate College Risalpur Cantt	2007-2009 1 st Division
✦ SSC, Science Mardan Model School and College Mardan	2005-2007 1 st Division

REGISTRATION & LICENSE

Pakistan Engineering Council (PEC)	Driving License (KPK, Dist. Mardan)
<ul style="list-style-type: none">Title: Registered Engineer (RE)Registration No. ELECT/42478Date of Reg: Oct 31, 2014Valid Up to: Dec 31, 2023	<ul style="list-style-type: none">License Type: LTVLicense No. 111000031874Issue Date: Apr 22, 2021Valid Up to: Apr 21, 2026

REFERENCES

Col ® Syed Hadi Raza	Ehsan ul Haq
<ul style="list-style-type: none">Designation: Senior Deputy DirectorContact No. 03215829484Email: ddprocurement@nutech.edu.pkOrganization: National University of Technology Islamabad	<ul style="list-style-type: none">Designation: Deputy Assistant DirectorContact No. 03335909555Email: dadprocurement@nutech.edu.pkOrganization: National University of Technology Islamabad
Muhammad Ali	Asif Tanveer
<ul style="list-style-type: none">Designation: DirectorContact No. 03489103099Email: khpalkor@gmail.comOrganization: Khpalkor Foundation Mingora Swat	<ul style="list-style-type: none">Designation: Manager S & MContact No. 03215149844Email: asif@catkin.com.pkOrganization: Catkin Engineering Sales and Services Islamabad