

MUNEER SHAH LODIN

PERSONAL INFO

Father Name: Haji Dawood Shah
Date of Birth: 1992
Marital Status: Married

OBJECTIVE

To learn and develop the abilities of working in a competitive environment for a progressive career where hardworking and target achievement is the main focus. To get opportunity to work enthusiastically for the personal and organizational development.

CONTACT

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HOBBIES

- Learning
- Reading
- Sports

LANGUAGES

- Pashto (Native Language)
- Dari
- English
- Urdu
- Turkish

SKILLS

- Strong communication and negotiation skills.
- Good analytical and strategic thinking.
- Supervisory and management experience.
- Operating System (Windows)
- Ms. Office 2014 (Word, Excel, Access and Power point)
- Internet Browsing and emailing
- Networking (Basic)
- Programming languages
- Web development

EDUCATION

Benawa Institute of Higher Education
BS. Bachelor in Science Computer Science

Kandahar Shah Hussain Hotak Afghan Turk High School
Graduated from High School 2010

WORK EXPERIENCE

Salaam Telecommunication-Kabul –Sales General Manager
(11/2022-Current)

- Monitoring the daily operation of the sales team and analyse marketing strategies to improve sales performance and generate more revenue in all over Afghanistan.
- Setting of new rules and regulations for complete Sales.
- Planning and organizing events with the Organizations.
- Making different kind of proposals for organizations to provide our services to them
- Leading the entire team of Sales and providing them trainings for making high-performance and successful sales skills.
- Making of new packages and strategies for closed group Simcards based on surveying of market and trends.
- Setting weekly, monthly, or quarterly goals based on the team's performance to date and also generate reports tracking how well each individual achieve those seasonal targets.
- Surveying and analysing market strategies to improve better Performances
- Surveys, Trainings, New Strategies, Improving Sales, Hiring.
- Making a weekly report of sales improvement with challenges we face and providing it to the management.

Afghan Wireless Communication Company/KDR-Afg-Procurement Assistant (03/2016-06/2021)

- Identify appropriate vendors and suppliers to acquire items and services with full attention to price, quality, and quantity and Register new vendors and update existing ones in spreadsheets.
- Receive, review and process incoming requests ensuring sufficient clarity on specifications given for goods and services.
- Participate in bid evaluation exercises, preparation of evaluation minutes and negotiating with vendors regarding purchases, its prices and quality
- Collecting of quotes and preparing Bids, contracts (received from HO), quotations, comparison, gaining head confirmations, preparing other necessary documentations, submitting to finance, requesting the required amount.
- Preparing Procurement Documents (TVs, PRs, RFQs, POs, GRNs, and other Procurement related documents regularly with its own time) for items (PRs) requested through different departments.
- After gaining of confirmations issuing the Purchase order to the confirmed vendor for delivering the ordered goods.
- Following through the payment processes with finance for suppliers and service providers
- Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the specifications as required.

ABILITIES

- Leading and managing of an organization
- Manage market in Rule of Procurement
- Manage procurement and Finance reports
- Manage Payroll System
- Able to lead a team in affective way
- Online Advertising
- Problem solving on the best route
- Fluent communication (Pashto, Dari, ENG)
- Team working
- Able to achieve given target
- Quick learner
- Sensitive leading
- Able to handle different situations
- Able to fit in different positions
- Able to handle customers and excellent in sale
- Flexibility, hard determination, high motives with Constant for catching goals

ACHIEVEMENTS

- Managed YSSC Organization from first step
- Managed YSSC Payroll and HR over approximately 4500 individuals of AWCC Security with complete documentation all over Afghanistan
- Trained over 15 interns in office tasks which later became full time employees and manages YSSC organization
- Trained in MOC in telecommunication
- Joined in several financial and HR seminars in AWCC

- Making finance related documents and controlling the outflow of money
- Furthermore, ensure quality and opportune delivery of purchased goods/services
- Making reports of weekly and monthly workflow
- Processing and Reporting GRN Procedure (Goods Receiving Notes)
- Preparing and coordinating with finance in payments to vendors
- Managing Petty Cash of the Region
- Maintain records of all transactions, ensuring that an efficient filing system for records of all quotations, procurement process, copies of records of expenditure, receiving reports, receipts, local order forms, etc. are kept accountable and easily accessible by managers.
- Maintaining Regions Bank Account (Debits and Credits)
- Coordinate and ensure that all purchases are reviewed and approved in accordance with the purchase authorization matrix
- Create, maintain, and update all procurement files in a manner acceptable for audits.

PATHO-Public Awareness Time Hour Organization - Procurement Officer (01/2013-11/2015)

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analysing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Provide essential procurement and related support services.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

Yousuf Shams Services LTD-AFG HR/Payroll Manager (2011-2013) (Security Project-AWCC)

- Managing Main and Regional Offices from first step
- Recruiting employees for main and regional Offices
- Managing payroll for office staff Monthly bases
- Managing payroll for over 4500 individuals on monthly basis
- Distributing salaries of 4500 staff over different sources monthly
- Clearing BRT of License and Payroll Taxes
- Auditing monthly reports of expenses and offices of all regions
- Visiting and Auditing Regions
- Hiring and Departing of Employees with complete HR Documentation
- Implanting Policies and Procedures
- Providing Complete summary of reports to Director Monthly
- Planning trainings, maintaining employee's records, preparing documentation

REFERENCE AVAILABLE UPON REQUEST
