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| **Sayed Ahmad Reshad QURAISHI**  (Resume) | | | | 7th District  Kabul, Afghanistan 0093-788-840-866  0093-728-887-772 [syd\_reshad@yahoo.com](mailto:syd_reshad@yahoo.com) |
| **PERSONAL SUMMARY** | Having gained 17-year experience since 2004 in: HR, Finance, Logistic, Procurement & mostly in Administrative sections, I have gained the required Managerial Skills necessary to provide a quality service of the highest order and the efficiency to drive an office, I possess a comprehensive knowledge of managing (specially Document Management), as well as having the ability to meet deadline and garget, think smart and act fast. I am currently seeking a suitable role with a progressive ambitious and reputable Organization. | | | |
| **ACADEMIC QUALIFICATIONS** | **Bakhtar University**  **(2010 – 2013)**  **Electrical Engineering Institute**  **(2005 – 2007)**  **Habibia High School**  **(1991 – 2003)** | | **Bachelor in Business Administration**  (Project Management, Admin, Finance, HR, Marketing & Banking Subjects)  **Diploma**  Electrical Engineering  **School Graduation**  General | |
| **WORKED AREAS & EXPERIENCE** | * **Total**      * Admin * HR * Finance * Procurement * Logistic * Engineering | | **(17 Years Experience)**  (17 Year)  (7 Year)  (5 Year)  (5 Year)  (5 Year)  (5 Year) | |
| **CAREER HISTORY** | **ADMIN/ FINANCE Officer**  **Assigned as: Procurement Coordinator**  Da Afghanistan Breshna Sherkat (DABS)  June 2020 – Till now  Salary: 85,000 AFN  Project Background:  23 Energy Development Projects in deferent provinces of Afghanistan with deferent contractors (locally and International) funded by Islamic Gov. of Afghanistan, 5 Energy Development Projects funded by KFW.  *Duties:*   * Collecting, combining and distributing Project’s Technical, Administrative, Financial and HR Reports from 23 project’s Project Managers * Preparing Supporting document and processing of contract Amendments, invoices, hiring staff, firing staff, promoting staff of each project. * Develop, maintain and running a *Document Management System* for 28 energy development projects for both admin and HR sections in hard and soft * Receiving documents from the contractor, donors and all other relevant organizations. * Registering the received documents in registration book and excel form for better tracking. * Scanning the document and its attachment and fil it in database. * Distributing and sharing the received ducment with the relevant staff for their action. * Filling (labelling) the hard documents in the library. * Keep track of the documents if action needed and inform the related staff in informative. * Registering the projects updates in Ministry of Economy online database called CMRS. * Update the *‘’Effective Project Management (EPM)”* online database which was designed for all development projects. * Preparing the One-pager for each project which was for tracking purpose and was daily reported to higher authorities for making better decisions. * Cooperating with the Main Archive Department by sharing the projects data * Arrange meetings to resolve admin/ HR and other project management issues with the relevant departments * Prepare monthly, quarterly and yearly plans and reports for the HR and Admin sections of the projects * Prepare the organizational chart for the better representation. * Attending the meetings (Daily, Weekly and Monthly) in order to improve the system and report to the management, translating/ interpreting if needed. * Processing of procuring equipment/ materials needed in main and site offices. * Purchasing/ processing the stationary needed in both main office and site offices. * Ensure the vehicle have enough fuel before it leaves the main office and procure it is not enough. * Preparing daily, weekly and monthly reports and sending to the higher authorities * Translation and interpretation (Dari to English and English to Dari) * Training all staff in utilizing Document Database or Document Management System. * And any other tasks given by the management   **ADMIN/ FINANCE Officer**  **Assigned as: Logistic Coordinator**  Ministry of Energy and Water (MEW)  June 2016 – June 2020  Salary: 85,000 AFN  Project Background:  15 Energy Development Projects, funded and supervised by World Bank, USAID, KFW, US ARMY and Gov. of Afghanistan.  *Duties:*   * Collecting, combining and distributing Project’s Technical, Administrative, Financial and HR Reports from 23 project’s Project Managers * Preparing Supporting document and processing of contract Amendments, invoices, hiring staff, firing staff, promoting staff of each project. * Develop, maintain and running a *Document Management System* for 28 energy development projects for both admin and HR sections in hard and soft * Receiving documents from the contractor, donors and all other relevant organizations. * Registering the received documents in registration book and excel form for better tracking. * Scanning the document and its attachment and fil it in database. * Distributing and sharing the received ducment with the relevant staff for their action. * Filling (labelling) the hard documents in the library. * Keep track of the documents if action needed and inform the related staff in informative. * Registering the projects updates in Ministry of Economy 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before it leaves the main office and procure it is not enough. * Preparing daily, weekly and monthly reports and sending to the higher authorities * Translation and interpretation (Dari to English and English to Dari) * Training all staff in utilizing Document Database or Document Management System. * And any other tasks given by the management   **HEAD OF ADMIN and Procurement** GFA International Consulting Ltd. Feb 2012 – Aug 2015  Salary: 1500 $  Project Background:  GFA Consulting Ltd. is a Financial/ Engineering consultancy which hired by World Bank for *Ministry of Energy and Water* and *Da Afghanistan Breshna Sherkat* to consult the financial and engineering issues of World Bank funded projects.  *Duties:*   * **Procurement:** * Developing a (all assets) data base * Identifying material to be procured within the main and provincial offices * Controlling and preparing the Purchase Order and the Purchase request * Assigning qualified people to prepare the quotation and review the process of purchasing/ procuring the required equipment * Updating the Asset Database timely * Controlling/supervising the procurement staff * **HR Issues:** * Recognition of vacancies * Preparing the announcement of the positions * Long/ Short listing * Preparing the questionnaire for exam * Interviewing * Preparing the employment contract * Taking care of the payroll and paying the allowances * Perform employee performance evaluation of staff. * Identify the company’s hiring needs and manage the recruitment process to ensure it runs smoothly * Ensure all employee records are maintained and updated with new hire information or changes in employment status. * And other HR issues of staff as per the company policies * **Manage the logistic department issues like:** * Vehicle schedule, * Vehicle log book, * Driver shifts, * Fuel and * Car maintenance * **Manage and control the guest house issues such as:** * Quests’ room clearance * Meal and beverage * Cloths (iron, washing, drying and putting in closets) * Quest vehicle arrangements * Maintenance and repairing of (AC, Computers, Printers, Scanners, digital Phones and other equipment in offices and quest house)   **Others**   * Monitor and implement all administrative departments policies, procedures, and structures. * Managing all documents related to projects and contracts in to the designed Database. * Stablish a *Document Management System.* * Monitor and control the receiving, registration, distributing, scanning and filing documents of the company. * Responsible to provide required information to staff. * Meeting with the contractor and receiving/proceeding the payments. * Coordinating the financial issues of Transportation department with the finance department. * Track the passport, visa and ticket issue of International employees * Arrange technical staff’s site visits with the relevant government departments. * Look after company staff’s health and hygienic issues specially the bathrooms, kitchen and offices and guest rooms. * Manage the finance department in equipping/ purchasing the required equipment * Make sure the finance department has paid the company dues in timely manner such as: (electricity bills, water supply bills, house rent and any other bills and dues.) * Make sure that the office equipment (desks, chair, AC, printers, copiers, kitchen stuff, boilers, carpets, lights and others) are efficiently used, properly kept and maintained professionally. * Recognize the financial needs of organization. * Respond to employees’ queries and resolve issue in a timely and professional manner. * Attending the meetings (Daily, Weekly and Monthly) * Reporting the achievements and problems to the higher authority * Make site seeing travels to site office for bitterness of administrative issues * Training all staff, how to utilize the document Database   **SECRETARY OF DIRECTOR GENERAL OF PLANING**  Ministry of Energy and Water  March 2009 – Jan 2012  Salary: 10,000 AFN  *Duties:*   * Welcoming all guests. * Making appointments. * Preparing presentations to donors and required departments. * Preparing and updating project Summary Sheets/ Background * Arranging the Directors meetings, conferences & trips. * Receiving, Registering and Filing all documents in director’s office. * Computerizing of all reports, letters and presentations made by Director. * Translating/ interoperating if required. * Reporting to relevant offices   **STATISTIC OFFICER** Ministry of Energy and Water June 2005 – Feb 2009  Salary: 8,000 AFN  *Duties:*   * Receiving, registering and distributing incoming and outgoing letters. * Distribution of Statistic Forms in order to collect data from all the related departments within Ministry. * Collecting/ combining of received related static data. * Checking and compilation of data/ forms received to be forwarded to Central Statistics Office. * Preparing and sending the 12 Demographical forms (1-12) to Central Statistics Office. * Filing documents in to specific folders in library. * File keeping * Reporting all tasks done within the day to the Manager. * Cooperating with other colleagues.   **ADMIN OFFICER** Ministry of Energy and Water Feb 2004 – May 2005  Salary: 1,800 AFN  *Duties:*   * Computerizing all needed forms in Ms. Excel or Ms. Word. * Computerizing all letters drafted by Manager. * Training of colleagues that don’t know computer usage. * Cooperating with other staff in office. | | | |
| **PROFESSIONAL ABILITIES** | * Ms. Office package * Translation (English to Dari and from Dari) * Interpretation (English to Dari and from Dari) * Managing skills (HR, Admin, Finance) | | | |
| **KEY COMPETENCIES** | * Experienced * Hard worker (stating from colleague’s view) * Patient * Professional (Bachelor in Administration) * Managerial skills * Computer skills (Ms. Office Package) * Language skills (writing, translating and interpreting in English) | | | |
| **TRAININGS RECIEVED** | * Microsoft Project 2012, Ten Days, MEW, Kabul, Afghanistan, 2013 * Wind Turbine Technology, 1 Month, C-WET, Chennai, India, 2011 * Project Management, 6 Months, USAID, Kabul, Afghanistan, 2010 * Bookkeeping & Accounting, Three Months, ADB, Kabul, Afghanistan, 2009 * Management (HR & Administration) Skill with Computer Skills and English Language, 6 Months, Civil Service Commission, Kabul, Afghanistan, 2008 * Procurement and Project Administration, 5 days, SMEC International, Kabul, Afghanistan, 2008 * Ms. Access Fundamentals & Internet, Four Months, Civil Service Commission, Kabul, Afghanistan, 2006 | | | |
| **LANGUAGE ABILITIES** | * Dari (Native Language) * Pashto (Very good in Reading, writing and speaking) * English (Able to translate/ interpret in to Dari or Dari into English and very good in reading, writing and speaking) * Hindi (Able to speak fluently and understand easily) | | | |
| **REFERENCES** | **Andrew McKenzie**  Team Leader  GFA Consulting Ltd.  Kabul, Afghanistan  0093 707 352 378  [andrew.mckenzie@gfa.ae](mailto:andrew.mckenzie@gfa.ae)  **Eng. Hujatullah Yousufzai**  Project Manager  DSIEP, Directorate of Supervision  Ministry of Energy and Water  Kabul, Afghanistan  0093 791 229 451  [hujatyousufzai@gmail.com](mailto:hujatyousufzai@gmail.com) | **Engineer Shah Mohammad**  DSIEP, Director of Supervision  Ministry of Energy and Water  Kabul, Afghanistan  0093 779 928 231  [shahmew@gmail.com](mailto:shahmew@gmail.com) | | |