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| **Sayed Ahmad Reshad QURAISHI**(Resume) | 7th District Kabul, Afghanistan0093-788-840-8660093-728-887-772syd\_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 nowSalary: 85,000 AFNProject 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 2020Salary: 85,000 AFNProject 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 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

**HEAD OF ADMIN and Procurement**GFA International Consulting Ltd.Feb 2012 – Aug 2015Salary: 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 2012Salary: 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 WaterJune 2005 – Feb 2009Salary: 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 WaterFeb 2004 – May 2005Salary: 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.
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| **PROFESSIONAL ABILITIES** | * Ms. Office package
* Translation (English to Dari and from Dari)
* Interpretation (English to Dari and from Dari)
* Managing skills (HR, Admin, Finance)
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| **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)
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| **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
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| **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 LeaderGFA Consulting Ltd.Kabul, Afghanistan0093 707 352 378 andrew.mckenzie@gfa.ae**Eng. Hujatullah Yousufzai**Project ManagerDSIEP, Directorate of SupervisionMinistry of Energy and WaterKabul, Afghanistan0093 791 229 451hujatyousufzai@gmail.com  | **Engineer Shah Mohammad**DSIEP, Director of SupervisionMinistry of Energy and WaterKabul, Afghanistan0093 779 928 231shahmew@gmail.com  |