

Ahmad Farid Rahimi CV

Father Name: Akhtar Muhammad

Nationality: Afghan

Date of birth: 5-May-1986

Marital Status: Married

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PROFESSIONAL EXPERIENCE:

Organization: ANHDO/WHH
Duration: 1st March-2019 up 31st October-2021
Position: Logistic & Procurement officer
Job location: Kabul Main office

Main Responsibilities:

Logistic & Supply Chain officer tasks

- ❖ Maintain and update program inventory.
- ❖ Ensure that cooks and cleaners are trained.
- ❖ Ensure that facilities including office and guest house are safe, operational, and equipped; particular attention is to be paid to daily maintenance of high traffic spaces (kitchen, latrines/washrooms) for upholding hygiene standards for health and well-being of staff.
- ❖ Ensure drivers are trained in close coordination with the security officer and vehicles are operational, maintained, and equipped.
- ❖ Assist the smooth functioning and support of field offices, and their logistics staff, including short visits to field offices as necessary.
- ❖ Carry out a transparent and efficient bidding (quotation) process as outlined in the Project Procurement Procedures Manual and in coordination with the Operation Department.
- ❖ Make every effort to obtain the lowest price and highest quality of items.
- ❖ Procure all requested items in timely manner to facilitate program and operational needs without gap.
- ❖ Account for purchased items and coordinate with appropriate logistical and admin staff members to absorb items in inventory and supply management systems.
- ❖ Ensure that all travelers have proper authorization (trip ticket).
- ❖ Organize transportation as needed.
- ❖ Ensure transportation of goods/supplies to field offices.
- ❖ Ensure that all transported goods have the appropriate documentation, e.g., waybills, receipts, and that all inventories and stock lists are updated at the receiving and sending ends, per Project field procedures.
- ❖ Manage all vehicles and drivers and ensure proper maintenance for Project vehicles, including arranging for routine inspections for security and repair needs.
- ❖ Ensure the use of vehicle travel and fuel use logs in all vehicles; logs are kept up to date, and arrange appropriate vehicles inspections and repairs for all vehicles.
- ❖ Ensure that all rental vehicles are in safe working order and have all relevant equipment. Ensure that vehicle owners undertake necessary repairs and maintenance for rental vehicles.
- ❖ Ensure the safety, full equipping, and road worthiness of all program.

- ❖ Vehicles, via routine review of each vehicle and driver practices.
- ❖ Organize all logistics processes, including purchasing, warehousing, communications and transport, as well as the related administrative procedures, for ANHDO operations.
- ❖ Prepare ID form for each items which received to staff.
- ❖ Receiving and processing all invoices, expense forms, and requests for payments
- ❖ Update and revision of Procurement Policy as need
- ❖ Arrangements of travel and accommodations for staff.
- ❖ Distribution and tracking stock consumable materials
- ❖ Carry out a transparent and efficient bidding (quotation) process as outlined in the ANHDO Procurement Procedures Manual.
- ❖ Ensure that all transported goods have the appropriate documentation, e.g., waybills, receipts, and that all inventories and stock lists are updated at the receiving and sending ends,
- ❖ Follow up the Vendor Payments with finance Department.
- ❖ To report on all logistics activities to the Managing Director.

Organization: ANHDO/RI
Duration: 07April-2014 to 31-Dec-2018
Position: Admin / logistic officer
Job location: PHDC-Jalalabad

Main Responsibilities:

Logistic & Administrative tasks 50-50%

- ❖ Supporting the PM and undertake the HR tasks for the Sub Objective staff including monitoring their attendance.
- ❖ Prepare and Keeping staff timesheets, receive and forward for approval Leave Requests etc. in accordance to the ANHDO/RI HR policies and procedures.
- ❖ Set up and maintain an efficient filing system for office records.
- ❖ Support the PM to prepare periodic reports on Administration activities.
- ❖ Receive official letters and draft official correspondence.
- ❖ Support the PM in preparation of MoE and Directorate of DAIL report.
- ❖ Prepare meeting notes and minutes as required.
- ❖ Keeping track of employee data leave records, contract, benefits, salary advances, ID & Business Card and etc. and to ensure that they are up-to-date.
- ❖ Maintaining a proper personnel filing system for all employees
- ❖ Arrangements of all training materials for the technical staff.
- ❖ Updating leave record for all staff in daily and monthly base
- ❖ Create and update staff contact list and records in database sheet.
- ❖ Follows up and prepares prepared plans and provides reports to line manager as required
- ❖ Preparing fuel consumption report for office generators and office vehicles at the end of each month
- ❖ Managing and controlling office stationary with other consumable items in monthly base
- ❖ Reviewing Support staff (Guards, Cook, Cleaner, Drivers) performance form
- ❖ Filling monthly online MIS attendance all support staffs
- ❖ Undertake any other tasks which assigned by supervisor.
- ❖ Coordination with the Logistics Manager which located in Kabul Programme Office (CU) and provide in a timely manner, collecting quotations, invoices, receipts, Generator Fuel Logs, other logistic related forms and files and etc. in accordance to the ANHDO/RI Procurement policies and procedures.
- ❖ Keeping records of all purchased of goods and get signatures from requesters and PM on time
- ❖ Prepare matrix form for every quotations and get signatures on time.
- ❖ Prepare GRN form for every purchased of goods and take the supplier and receivers signature on time

- ❖ Manage Rented Vehicle movements and organize staff transportation as needed
- ❖ Asset Verification & Physical check of Regional office and main office Asset every 6 month.
- ❖ Prepare ID form for each items which received to staff.
- ❖ Receiving and processing all invoices, expense forms, and requests for payments
- ❖ Update and revision of Procurement Policy as need
- ❖ Arrangements of travel and accommodations for staff.
- ❖ Track stocks of office supplies and place order when needed.
- ❖ Preparing monthly operational cost report & clearance with finance & logistic at the end of each month
- ❖ Support the logistic manager in preparing of PR's filling system and other logistic related tasks
- ❖ Performed official assigned task with main office logistic and finance team at the end of each month
- ❖ Organized transportation as needed for the team members to duty stations and site works
- ❖ Set up and arrangements of all training materials in site works and in PHDC-office
- ❖ To provide accurate and proper calculated cash requirements to supervisor on time required.
- ❖ Keeping update and controlled office vehicles log sheets and generators in daily and monthly base
- ❖ Undertake every other update tasks which was take to me by supervisor in daily base

Organization: ECC / CLCC (Ehsan Aziz JV California Liberty Construction Company)

Duration: 1st Feb-2010 up to Dec 2012

Position: Admin/Logistic & Finance officer

Job Location: Kabul Main office Karti Char, Kabul Afghanistan.

Main Responsibilities:

- ❖ Manages supply of goods and equipment's to health facilities.
- ❖ Maintain logistic section all filling system is update and in place
- ❖ Preparation of monthly reports of all vehicles and generator·
- ❖ Follows up and prepare plans and provides reports to line manager as required.
- ❖ Keeps update records of all inventory lists.
- ❖ Delivers the procured goods to the relevant sites and collects the good receipts notes.
- ❖ Prepare Purchase requisition form bid summary, analysis, PO (Purchase Order) and complete procurement papers for the requested items
- ❖ Assist Project manager in preparation of site project weekly activity report,
- ❖ Updating leave record for all staff in daily and monthly base
- ❖ Follows up and prepares prepared plans and provides reports to line manager as required
- ❖ Support the project manager and keeping update attendance of employees.
- ❖ Helping with other departments staff's closely.
- ❖ Preparing monthly operational cost report & clearance with PM at the end of each month
- ❖ Keeping records of all purchased of goods and take signatures from PM on time
- ❖ Processing monthly payroll of main office staff's.
- ❖ Controlling of office vehicles and generators and support staff's
- ❖ Checking and controlling the Purchase invoices of logistics activities

- ❖ Purchase and controlling office consumable items in monthly base
- ❖ Receiving and processing all invoices, expense forms, and requests for payments
- ❖ Reviewing of Support staff (Guards, Drivers, Cleaners, and cook) performance form
- ❖ Updating Inventory Database System of main office and site offices
- ❖ Purchasing of goods Big & Small Amount according to company Policy
- ❖ Prepare monthly attendance for skilled labors and done the payment process in monthly base
- ❖ Collect Quotation as well as purchase order request for any kinds of expenses as per company policy
- ❖ Perform any other task advised by Deputy Program Manager in the related field.

Organization: UBCC (Unique Builder Contraction Company)
Duration: Mar 2007 up to Dec 2008
Position: Admin/Finance /Logistic officer
Job Location: Kunar Pech Valley Road

Main Responsibilities:
Admin/Logistic and Store keeper tasks

- ❖ Support the project coordinator and keeping update daily project activities report
- ❖ Prepare monthly attendance for skilled labors and done the payment process in monthly base
- ❖ Preparing monthly operational cost report & clearance with project coordinator at the end of each month
- ❖ Keeping records of all purchased of goods and take signatures from Project Coordinator on time
- ❖ Processing monthly payroll of Security guards and camp office staff's
- ❖ Controlling of office vehicles and generators logbook in daily, weekly and monthly base
- ❖ Prepare purchase request and take the project coordinator signature on time
- ❖ Collecting quotations for all kinds of goods and make matrix form for all quotations
- ❖ Purchase and controlling office consumable items such as stationery items and refreshments
- ❖ Preparing contracts for all Heavy and small Machinery
- ❖ Update office policies as need
- ❖ Arrangements of travel and accommodations for staff.
- ❖ Track stocks of office supplies and place order when needed.
- ❖ Prepare monthly payment sheet for all machinery and do the payment process at the end of each month
- ❖ Reviewing of Support staff (Guards, Drivers, Cleaners, and cook) performance form
- ❖ Updating Inventory Database System of site office
- ❖ Assist Project coordinator in preparation of site project weekly activity report for donor,
- ❖ Perform any other task that advised by project coordinator in the related field

TRAINING AND WORKSHOPS:

PDT (Peace Dividend Trust Afghanistan)

2011

Participated in International Procurement procedure's training Course
3 days from 29-31-March-2011 in Kabul, Afghanistan

ACBAR (Agency Coordinating Body)

2015

Participated in **Data Collection and Analysis to report writing and decision making, Labor law, Income Tax law, NGO;s Law, & CoC.**

Held by ACBAR
From 19-25-May-2015

ACBAR (Agency Coordinating Body)

2015

Participated in Humanitarian Access in Situation of Armed Conflict 4days Workshop

Held by ACBAR
From 26-28-May-2015

ASRA (ASRA CONSULTING)

2015

Participated in Procurement and Contract Management 3days Workshop

Held by ASRA Consulting
From 25-27-October-2015

ANHDO (Afghanistan National Horticulture Development Organization)

2020

Participated in Management training one day Workshop

From 08-Dec-2020
Held by ANHDO

Participated in Effective Presentation Skills 2020

From 21-Dec-2020
Held by ANHDO

Participated in Effective Presentation Skills training one day Workshop

From 21-Dec-2020
Held by ANHDO

Participated in Integrated pest management trainings

From June- to Dec-2020
Held by ANHDO

Participated in Layer Chicken management Training

From June- to Dec-2020
Held by ANHDO

Participated in Kitchen Gardening (Small Greenhouse Management training

From June- to Dec-2020
Held by ANHDO

Participated in Kitchen Gardening & Seasonal Vegetable Management training

From June- to Dec-2020
Held by ANHDO

Participated in Fruit & Vegetable Processing training

From June- to Dec-2020
Held by ANHDO

Participated in Hygiene & Nutrition training

From June- to Dec-2020
Held by ANHDO

SKILLS:

- Supervisory skills
- Team player and self-motivated.
- Excellent communication flows
- Active, creative and quick learning
- Ability to work hard and under pressure
- Strong thinking capability
- Good coordination skills
- Problem solving
- Team building skills
- Decision making skills
- Time Management skills
- Effective Verbal and listening skills
- Computer skills ability to operate computerized separate sheet
And work processing programs at a highly proficient level

OTHER SKILLS:

- Ability to installing of hardware and software all kinds of Computer Software Program such as: Window 7, window 8 and window 10 with MS Office programs etc.
- Ability to Installing network devices such as (printers, access points, scanner machine, wireless phone device and all kinds of access points and etc.)
- Sharing resources (Internet, local drives and local printers)
- Troubleshooting of the network
- Able to work with Scanner, Photocopy machine, printer, fax machine and camera

PROFICINAL INTERSTS:

- Logistic & Procurement
- Fleet Management
- Project Management
- Stock Management
- Inventory
- Asset Management
- HRM
- Cashier
- Transport / Maintenance Management
- Safety /Security Management

- Finance/ Accounting
- Administration
- Business/Marketing
- IT Work
- Software /Hardware Programing

I AM COMMITTED TO:

- Work with a team in a helpful
- Be creative, and sincere
- Be hard working, smart and logical
- Meet declines and work under pressure
- Able to work as part time
- Be honest and trustworthy
- Be respectful
- Be flexible

HOBBIES:

- Respect the rules, regulations and policies of the organization
- To work with people in different level
- To work hard and with honesty
- Learn different work
- Saying the truth
- Playing Football and Cricket
- Reading books
- Reading and Watching News

EDUCATION AND QUALIFICATIONS:

DIT (An-Nasr Languages & Science Educational Center)

2014

DIT (Diploma in Information technologies)
One year from 2013 to 2014 in Jalalabad, Nangarhar, Afghanistan

AIIT (Diploma in MS office package)

2005

Certificate in office programs
From Peshawar Pakistan

Baccalaureate (IRC) High School

2004

Diploma in High School
From Peshawar Pakistan

Advance Certificate in English from Nasrat English Language Center

2001

Peshawar Pakistan

Certificate in MS office Program 2000 from Ittifaq Computer Center

2004

Peshawar Pakistan

COMPUTER SKILLS:

Professional in using of MS Office, Internet system, MIS system and outlook.

IT SKILLS:

Professional in Software and Hardware in installation of MS Office, Windows, any Programming as well as troubleshooting of any type of Computer and Internet system devices, / outlook configuration.

Languages:

Native Pashto and Dari and proficient English, Urdu, Hindi.

REFERENCES:

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If required other references will be present.