

[Abdul Wali Wahedi]

[District#1, Kabul Shah Baba, Kandahar, Afghanistan]
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SKILLS SUMMARY

Highly organized and efficient person, with a thorough and precise approach to projects, which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relations skills.

EMPLOYMENT

Senior Logistic Assistant
MADAIR Emergency Relief and Recovery **Jan 25, 2015 to Present**
Kandahar, Afghanistan

- Providing logistical and admin support to Nutrition program.
- Receive shipments and ensure both quality and quantity.
- Trace, track and expedite purchase processes.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interact with third party logistics service providers
- Audit freight cost and documentation.
- Ensure accuracy of all inventories.
- Maintain communication with warehouse staff to ensure proper working order.
- Review bills, invoices and purchase orders.
- Ensure all payments are processed in time.
- Assist customers with inquiries.
- Manage warehouse security related work such as preparing badges, passes and identification cards

Sub Contract and Procurement Assistant **May 08, 2013- Dec 2014**
Creative Associates International Inc. CCI
Kandahar, Afghanistan

- Work Closely with Kandahar Procurement team and their designees on tracking, organizing, reviewing and recording of procurement requisitions including their final payments.
- Prepare and Release RFQ /RFP and obtain quotations from local market.
- Ensure proper documentation and recordkeeping for all procurement action.
- Ensure maintenance of procurement files and records for audit purposes and institutional memory.
- Perform any other tasks that support the overall program as assigned by the supervisor or his/her designee.

Procurement Assistant **April 2011 – May 2012**
Chemonics, Afghanistan Stabilization Initiative-South
Kandahar, Afghanistan

- This role involved Provision of support to organization of the procurement process, i.e. including drafting and releasing of Requests for Quotations, drafting and releasing Purchase Orders and Leases, receipt of quotations, receipt of delivery.
- Supervised and completed more than 40 projects in less than five years.
- Preparation of contracts for procurement of goods and services in full compliance with the OTI/Chemonics rules and regulations and make all necessary arrangements for procuring goods and services, including finalizing purchase documents and ensuring that technical specifications of goods are in compliance with the required need of project.

Warehouse, storekeeper, **Dec 2009 – Mar 2011**
International Relief development – IRD- AVIPA
Kandahar, Afghanistan

- For this role, I maintained and organized warehouse tasks and took full responsibility for the management of warehouse and all movements of materials in and out of the warehouse.
- Kept accurate records of materials received, stored and distributed, Assisted the Regional Coordinator in all logistical aspects of IRD AVIPA activities related to the management of the warehouse and kits distribution.
- Participated in logistical meetings and contribute to/follow up all logistics issues related to incoming materials and their distribution, Checked warehouse conditions and maintain a proper environment for the correct storing of goods.
- Assess any problems or deterioration in the conditions, propose solutions and report to the Regional Coordinator, Arranged and update all logistical files and documents of the warehouse in proper archives, In coordination with other Store Keepers.

Watch keeper and Operation Administrator**GLOBAL-Strategies group***Kandahar, Afghanistan*

August 2008 - November 2009

- Operates radio networks, truck 24 system/ receives and dispatches messages etc.
- Ensures that all communication equipment's are in working condition.
- Radio Check with static Guards after every one hour.
- Monitors the VHF/HF system for incoming/outgoing voice/data messages from vehicles and other networks
- Implement and monitor staff movement and tracking systems while maintaining operational security.
- On a daily basis advise Guards and Drivers on safe routes to take and to update him on reaching destination and on starting back. Provided security cover while vehicles are on the high way by checking movement every hour.
- Security check on international staff if they are at base every night at 8pm.
- Based on the country Risk management policies, ensure the team is fully equipped for the mission.
- Recording every hour radio check in log book and perform any other duties as assigned.

Administrative Assistant**UNOPS/USAID***Kandahar, Afghanistan***January 2007 - December 2007**

- Monitored the daily attendance registration of the USAID staff.
- Managed and supervised support staff. Driver, cleaner, guards.
- Review and process the administrative forms (travel authorization, travel expenditure ,DSA, leave request , etc)
- Responsible to register incoming and outgoing correspondence for the regional office and distribute accordingly.
- Perform any other duties as requested by senior manager.

Bachelor's degree in LLB**Law and political Science with Specialization in Administration and diplomacy**

Mirwais Neeka University, Kandahar, Afghanistan (2012-2016)

EDUCATION**High School Certificate**

Zahir Shahi High School, Kandahar, Afghanistan (1993-2005)

**TRAINING/
COURSES**Project cycle & proposal writing training HRU
Monitoring and Evaluation training JICA PCI**OTHER SKILLS****Computer skills**

- Regular user of Microsoft Office, including Excel, Word and PowerPoint
- 90 words per minute typing
- Highly Organized and efficient
- Excellent communication skill, both written and verbal
- Polite and professional manner
- High level of attention detail

Language skills

- Pashto (Native, English (Fluent) Dari (Fluent) and Urdu.

Driving skills (B)

- Driving License No: 640546

Personal Detail**Personal Information**

- Father Name: Abdul Wasi
- Place of Birth: Kandahar, Afghanistan
- Gender: Male
- Marital Status: Married

REFERENCES

- 1- **Naqibullah Ahmadi** Senior Logistic Officer/ **MEDAIR**
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- 2- **Shabir Ahmad Kakar** Logistic Officer / **NRC – Norwegian Refugee council**
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- 3- **Abdul Wakil Shakoree** Logistic Officer / **DRC**
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