

# Aziz Mohammad Zadran

## Logistics Officer (Partner Support)

Johanniter International Humanitarian Assistance For Afghanistan (JUH) organization Kabul Country Office

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Présent Address: Qallai Abdullah Gardez Paktia Province Afghanistan.

Permanent Address: Qallai Abdullah Gardez Paktia Province Afghanistan.

Gender – Male

**To: IRC HR Department**

**TITLE: SUPPLY CHAIN OFFICER**

**REF: 17382**

Dear Sir / Madam,

WORKING IN (IRC ) I SEE HOW IMPRESSIVE IS YOUR ORGANIZATION'S PRESENCE AND ACTIVITY WITHIN WHOLE AFGHANISTAN, AND I WILL BE VERY HAPPY TO BECOME AN INTEGRAL MEMBER OF YOUR TEAM. PLEASE, CONSIDER ME AS A CANDIDATE FOR THE VACANCY POSITION (**SUPPLY CHAIN OFFICER-ROVING IN KABUL COUNTRY OFFICE**) HEREWITH I SEND YOU MY CV AND OTHER RELATED DOCUMENTS FOR YOUR TENDER CONSIDERATION AND PLEASE THINK THIS AS MY COVER LETTER; YOU WILL FIND DETAILED INFORMATION ABOUT MY INTEREST AND HONESTY INTO IT.

I believe, I may have all the necessary qualifications and experience required for said position. I was exposed to a number of aspects that are relevant to the position in your **IRC** organization.

I have built up my capability to work with people in creative processes and to find solution in complicated situation. In particular, I have got ability to manage and organize my responsible activities in precise style as **Manager** too as well as keep in touch officially with link associations, agencies and relevant contact ministries.

I've strong analytical skills to conceptualize and evaluate complex development issues and problems and proven ability to organize and lead simultaneously several teams.

**I am also very much interested in new challenging tasks, which give me the opportunity to learn, to experience and to understand. I believe my experience and skills qualify me for this position.**

Please contact me by email (azizmohammakhaksar@yahoo.com) or Skype: azizmohmmad2012 phone (0782256771) or (0 765940655) for more details please refer to my documents and or let me for an interview I will highly appreciate this act of kindness.

Best Regards

Aziz Mohammad Zadran

# Experience

Sept,2000 –  
Dec,2006

## STORE KEEPER

IRC –Hangu/Kohat Districts Pakistan

### Responsibilities:

- Projects Materials Receive & Issue.
- Update Stock Registers.
- Update Stock Card & Bin Cards.
- Update Asset Register.
- Update Inventory List.
- Monthly Base Spot Check of stock
- Field Visit from Site Stores.
- Prepare Site Store Reports.
- Prepare Monthly Stock Reports

Jan.2007-  
Dec.2007

## ADMIN/FINANCE ASSISTANT

IRC –Hangu/Kohat Districts Pakistan

### Responsibilities

- Projects Materials Receive & Issue.
- Support in the development of project review and planning system, Develop training plans in coordination with technical focal leads Perform quality control and checks over supplier bills/invoices support IT Task.
- Update vouchers in Finance System.
- Prepare Site Store Reports & field Visit.
- Update Finance Journal.
- Managing staff Salary payroll submit to the Bank for payment process.
- Prepare Monthly Stock, Admin and Finance Reports.

Jan, 2008 –  
August, 2009

## LOGISTIC/ADMIN ASSISTANT

IRC –Hangu/Kohat Districts Pakistan

### Responsibilities

- Projects Materials Receive & Issue.
- Update Stock Registers, Stock Card, Bin Cards, Asset Registers, Asset/Inventory List for Stock.
- Monthly Base Spot Check of stock
- Observes staff regulations and security rules at all times support IT Tasks.
- Update vouchers in Finance System.
- Prepare staff Salary payroll submit to the Bank for process
- Understands and adheres to the IRC Code of Conduct.
- Prepare Transport Plan for office staff.

# Skills

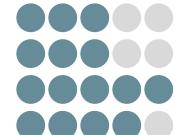
## PROFESSIONAL

Communication

Report writing

Public speaking

Community mobilization



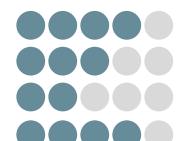
## OTHER SKILLS

Team player

Decision maker

Critical thinker

Problem solver



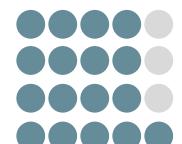
## PERSONAL

Honest

Commitment

Flexible to change

Self-Motivated



# Education

## 2004 – 2007

- BBA from Preston University District Kohat Province Pakhtoonkhwa Pakistan. **1998-2000**
- FA (Intermediate & Secondary Education Afghan Refugees School Hangu District Pakhtoonkhwa Province Pakistan).
- Computer Course from IBM Dec/01/2003 to May/31/2004.
- Computer Course from BASE June/11/2007 to Sept/29/2007

# Experience

Dec, 2010 -  
March, 2011

## ADMIN/FINANCE OFFICER

SWCC –Logar Province Afghanistan

### Responsibilities:

- Prepare staff payroll.
- Update monthly finance reconciliation report.
- Orient project staff on project deliverables, and M&E monitoring plan in close coordination with M & E officer. Prepare staff Attendance Sheet.
- Weekly base Cash Advance for daily base expenditure.
- Prepare monthly voucher reports for Finance Director at Kabul Main Office
- Enter advance requests in the advance book translate the account document.
- Develop high quality annual plan including detailed quarterly implementation plan with quarterly financial forecast in accordance to approved donors' budget and log frame. Update vouchers/and accounting records in the QuickBooks system.
- Compiles security related data/information and its source/origin on a regular or ad hoc basis with the necessary discretion and accuracy.

Training /Workshops

Feb.2011-  
August.2011

## LOGISTIC/ASSISTANT

IRC – Paktia Province Afghanistan

### Responsibilities

- Prepare RFQ and distribute to eligible suppliers, Facilitate the Transport Plan.
- Prepare Bid Annalise and Bid Summery for Procurements.
- Update Inventory List for office all departments and Ware House.
- Update Stock Registers, Stock Card, Bin Cards, Asset Registers, for Stock.
- Projects Materials Receive & Issue from Central stock.
- Procurement for Projects when approve PR for items purchase.
- Daily base two times submit Security reports to IRC Kabul Main office.
- Compiles security related data/information and its source/origin on a regular or ad hoc basis with the necessary discretion and accuracy.
- Prepare monthly stock reconciliation report submit on time to line Manager.

1. Training on Human Rights & Refugees Protection arrange by IRC on 27-28-June-2004.
2. Project Proposals Feasibility Reports arrange by IRC/WESNET Unicef on 27-28-June-2005.
3. English Language Course arrange by IRC on Jan-2003-June-2004.
4. Refugees Protection arrange by IRC on 27-28-June-2006.
5. Computer/IT Training arrange by Burraq Academy (BASE) on 11-June-2007-29-Sept-2007.
6. Training on Procurement arrange by IMC on 29-April-2012.
7. Logistic/Procurement Training arrange by IRC on 25-27-July-2011.
8. Finance Logistic/Procurement arrange by IMC on 24-25-March-2014.
9. Grant Management arrange by IMC on 23-24-March-2014.
10. Anti-Corruption arrange by IMC on 15-Feb-2015.
11. Annual Planning Meeting Workshop 2016 arrange by Concern Worldwide on 21–23-Feb2016
12. Training on Supply Chain Management arranged by MRCA in Kabul Feb, 2018.
13. Training of Effective Supervision Skill Arranged by MRCA Paktia sub office Feb, 2018.
14. Training of HR Management Arranged by MRCA Paktia sub office Dec, 2018.
15. Training workshop on Hygiene and Water Sanitation arranged DACAAR NGO from 01-April-2019 to 03-April-2019.

Dec, 2011 -  
March.2015

## LOGISTIC OFFICER

### IMC – Paktika Province Afghanistan Responsibilities

- Prepare Procurement Plan for Projects.
- Prepare RFQ and distribute to eligible suppliers.
- Prepare Bid Annalise and Bid Summery for Procurements.
- Support the development of training manuals, toolkits, and reference materials as well as documentation of capacity building activities.
- Updates Asset List on quarterly base submit to IMC Kabul Operation department.
- Update Stock Registers, Stock Card, Bin Cards for Stock.
- Strong facilitation, training design and presentation skills, able to organize and leading meetings, workshops, trainings and conferences.
- Conduct trainings and workshops in collaboration with technical focal leads also to IT/Admin Assistant.
- Update contracts for rental houses, rental vehicles and for fuel.
- Reports security-related events and changes that could have an impact on IMC's activities. Coordinate with Finance Procurement Plan for Projects.
- Circulate update PR Tracking Sheet with all departments on weekly base.
- Attend weekly Project Management Board Meeting
- Reconcile Pharmacy monthly stock, Ware House, Logistic, Transport, Admin/IT and Liaisons reports submit on time to Kabul office and line Manager.
- Monthly Meeting about OFDA,EC, BPRM donor budget with Finance for Procurement System Smooth running.

March, 12,  
2015 –June,  
10, 2015

## VOLUNTEER

### LLC – Paktia Province Afghanistan

#### Responsibilities

- Prepare meeting minutes of participants who attend the meetings.
- Prepare meeting stationery and refreshments items for tea break.
- Prepare the meeting report submit on time to line manager review.

#### Languages

- English
- Pashtu
- Dari
- Urdu

#### Appreciation Certificates

- [Appreciation Certificate IRC Pakistan.](#)
- [Appreciation Certificate CWSP/A Pakistan.](#)
- [Appreciation Certificate IMC Paktika PH Afghanistan.](#)
- [Appreciation Certificate Paktika PPHD Afghanistan.](#)
- [Appreciation Certificate Paktika Provincial Council Afghanistan.](#)
- [Appreciation Certificate Paktika Police Head office Afghanistan.](#)
- [Appreciation Certificate MC Paktika office Afghanistan.](#)
- [Appreciation Certificate MC Kabul office Afghanistan.](#)
- [Appreciation Certificate PH Director Paktika Afghanistan.](#)
- [Appreciation Certificate Paktia PPHD.](#)
- [Appreciation Certificate Paktia Provincial Council Afghanistan.](#)

June/14/2015 to  
07/Jan/2017

## **LOGISTICS/PROCUREMENT OFFICER**

**Concern Worldwide – Takhar Province  
Afghanistan Taloqan Main Office**

### **Responsibilities**

- Prepare Procurement Plan for Projects and coordinate with departments.
- Prepare RFQ and distribute to eligible suppliers.
- Prepare Bid Annalise and Bid Summery for Procurements.
- Update Contract and Payment Registers and share with line Manager.
- Resilience to live, travel and work under confining security protocols as well as in isolated and possibly insecure locations.
- Update Market Price List and share with Program all departments.
- Demonstrated ability to think strategically, plan effectively, set priorities and meet project deadlines in an emergency relief/ development context. Prepare Weekly Logistic reports to Concern line Manager.
- Update contracts for rental houses, rental vehicles and for fuel.
- Commitment to the vision, mission and values of Concern Worldwide.
- Circulate update SR Tracking Sheet with all departments on weekly base.
- Analyses security situation and advises management on the potential risks to the Concern staff, operations and reputation. Contributes to risk analysis exercises undertaken by the delegation
- Field Visit from Program all field offices check the procurement and Ware House documents prepare reports and share feedback with responsible staff
- Prepare Logistic monthly reports submit to line Manager.
- Prepare the Transport Plan for Country office and for sub offices. and Act as lead for Logistic unit when Logistic/Admin Manager is on leave or on official travel.

Jan/08/2017 to 31/12/2018

## **LOGISTICS/PROCUREMENT OFFICER**

Medical Refresher Courses For Afghans (MRCA) –  
Paktia Sub Office Afghanistan

### **Responsibilities**

- Prepare Procurement Plan for Projects and coordinate with departments.
- Prepare RFQ and distribute to eligible suppliers and process Bid Analyze with other support documents.
- Manage Asset and Inventory submits quarterly report on time to line Manager.
- Manage the supply of procured items to all locations as requested from fields and Monitor all consumption in Paktia sub office including HF
- Collect Analyze and process of the request forms from HF and implement internal control with the operation to standard procurement function
- Update Market Price List and share with Program all departments also draft and dispatch quotation request and/or tender.
- Provide technical support to District Coordinator in developing a robust district emergency response capability Coordinate emergency response with the Humanitarian Programme Officer in the event of disaster. Update contracts for rental houses, rental vehicles and for fuel.
- Update Vendor list for all suppliers time to time.
- Maintains a database and map of the security incidents, threats and trends. Follows-up on threats received by the MRCA and/or any security related issues that directly concerns the MRCA Field Visit from Program all field offices check the procurement and Ware House documents prepare reports and share feedback with responsible staff
- Prepare Logistic monthly reports submit to line Manager. Supports management in dealing with possible (judicial) investigations into security or safety accidents.  
Organizes regular drills (at least every four months) to ensure knowledge of all standard operating procedures by all staff.  
Monitors the effective implementation

Jan/02/2019 Till Now

## LOGISTICS/PROCUREMENT OFFICER

### Reconstruction, Health And Humanitarian Assistance Committee

(HEWAD) – Paktia Sub Office Afghanistan

#### Responsibilities

- Prepare Logistics/Procurement Plan for Project current operations and coordinate with departments.
- Prepare RFQ and distribute to eligible suppliers and process Bid Analyze with other support documents.
- Manage Asset and Inventory submits quarterly report on time to line Manager.
- Manage the Transport & supply of procured items to all locations as requested from fields and Monitor all consumption in Paktia sub office including HFs
- Collect Analyze and process of the request forms from HFs and implement internal control with the operation to standard procurement function
- Update Market Price List and share with Program all departments also draft and dispatch quotation request and/or tender.
- Manage Transportation System in HEWAD Paktia Sub Office and proper follow up of stock management
- Facilitate on Job training to HFs Admin staff
- Update contracts for rental houses, rental vehicles and for fuel update Travel Management.
- Update Vendor list for all suppliers time to time.
- Monitors the effective implementation and maintenance of all measures and reports any problem.
- Facilitate donor visit to project areas, and ensure that they are briefed properly of project accomplishments Field Visit from Program all field offices check the procurement and Ware House documents prepare reports and share feedback with responsible staff
- Develops external networking with formal and informal security forums (police and other law enforcing agencies, private security companies. Notifies the authorities of the HEWAD movements (if required).  
Ensures the security infrastructure in consultation/coordination with delegation administration (lights, extinguishers, building security, video-cameras, etc.).

From 22/Oct/2019 Till now

Logistics Officer (Partner Support)

Johanniter International Humanitarian Assistance For Afghanistan  
Kabul Country Office

I have join position follow according my JD Project Partnership with Johanniter Partner to build capacity of Partner Logistics Staff and have attend Trainings with following Organizations

Concern Worldwide

IMC

US AID

IRC

WHO



UNICEF

PPHD



**JOHANNITER**

MRCA



## References:

### 1. Janardhan Rao

Country Director of Mercy Corps  
South Sudan, Juba Country Office  
Cell: +211 916 721 469

E-Mail: [jrao@mercykorps.org](mailto:jrao@mercykorps.org)



Skype: Janardhan Rao

### 2. Fardin Faqiri

Supply Chain Coordinator  
International Rescue Committee (IRC)  
IRC Kabul Country Office  
Cell: +93-788703777  
✉ [Fardin.Faqiri@rescue.org](mailto:Fardin.Faqiri@rescue.org)

### 3. Khangelani Ncube

Logistics/Finance-Admin-HR Coordinator  
Johanniter International Humanitarian Assistance For Afghanistan  
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Skype: Khangelani Ncube

### 4. Fazauddin Azizi

Logistic/Admin Manager  
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### 5. Abdul Wali Abid

Logistic Supervisor  
MRCA Kabul Main Office Afghanistan  
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