



**Objective:** Seeking a better position in a well known organization, where I can utilize my potentials, skills, and abilities and substantially contribute towards the development of the organization.

### Experience

12/2018 to Present

#### Head of Procurement and Supply Services department

##### Finance and administrative directorate, Kunar, Afghanistan

- Developing procurement strategies that are inventive and cost- effective.
- Negotiating with suppliers & vendors to secure advantageous terms.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Evaluating internal management systems, procedures and risks in order to provide recommendations.
- Overseeing and managing the IT systems.
- Preparing procurement report and annual procurement plan.

05/2016 to 12/2018

#### Accounting Officer

##### Finance and administrative directorate, Kunar, Afghanistan

- Maintaining and reviewing financial records.
- Prepare financial reports for annual audit teams.
- Ensuring compliance with accounting and tax laws.
- Prepared monthly reports for payment and account reconciliations and financial statements.
- Gathered financial information, prepared documents, and closed book.

08/2014 to 12/2017

#### Logistics Officer (Part time Job)

##### Saddiq Omar Construction Company, Kunar, Afghanistan

- Collaborated with project managers to discuss procurement, logistics and service requirements for optimized purchasing power.
- Selected transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Conducted qualitative and quantitative analysis of logistics operations to pinpoint and correct inefficiencies.
- Detected and enforced improvement opportunities in supply chain.
- Supervised logistics functions and operations.

01/2011 to 06/2014

#### Finance and Administration Manager (Part time Job)

##### Irfan Afghan Construction Company, Kunar, Afghanistan

- Managed expense tracking and personnel vouchers.
- Analyzed budgets, forecasts and current trends to support overall financial operations.
- Updated daily transaction records to assist with payroll and billing administration.
- Monitored and compiled data and reports to present to leadership.
- Developed strategic plans for day-to-day financial operations.
- Prepared internal and regulatory financial reports, balance sheets and income statements.

### Highlights

- Supply chain
- Payroll services
- General accounting
- Office management
- Ability to motivate staff
- Operations management
- Client relationship management
- Verbal & written communication skills

### Education

**Bachelor of Arts:** English Education-**2014**  
Sayed Jamal Ud Din Afghani University,  
Kunar, Afghanistan

**Master of Arts:** Governance and  
Development - **2020**  
BRAC University, Dhaka, Bangladesh

### Certificates

**4 months Basic computer program** (2012)  
USAID- LCC, Kunar, Afghanistan

**Payroll, taxes and procurement** (2017)  
Nangrahar finance directorate- Jalalabad  
city, Afghanistan

**Financial Management** (2018)  
USAID- ISLA, Kunar, Afghanistan

**Public Administration** (2018)  
USAID- ISLA, Kunar, Afghanistan

**Monitoring & Evaluation** (2019)  
BLUMONT, Kunar, Afghanistan

**HR- Management** (2020)  
USAID- ISLA, Kunar, Afghanistan

### Languages

- Pashto Native language
- Dari C2
- English C2
- Urdu C1

### Interests

Watching News, Sports, Reading articles  
& History books, Traveling and Finishing

### Reference

Najmudin Majeedy HR director, Kunar PGO  
Email: [najmudin.majeedy@gmail.com](mailto:najmudin.majeedy@gmail.com)  
Contact No: +93 77 230 2805  
M. Ajmal Admin/Finance director, Kunar PGO  
Email: [Aj.mommand@gmail.com](mailto:Aj.mommand@gmail.com)  
Contact No: +93 78 324 4300