

IRFAN ULLAH

Mohallah Nasar Khail PO Saidu Sharif Tehsil & District Swat, KP Pakistan.

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Marital Status: Married

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Date of Birth: April 20, 1980

CNIC: 15602-0443095-1

Height: 5'11" **Weight:** 88kg

Gender & Domicile: Male, Swat – KPK



OBJECTIVE:

Seeking a position to revitalize my divers' expertise in the development sector and provide me the space for professional growth

SUMMARY OF EXPERIENCE

Talented and motivated professional with 14 years of experience in leading Human Resource Management, Finance, Operations and Logistics management. Complete procedural understanding of working in Development and Emergency context that involves Recruitment & Selection, Procurements, Financing, Warehousing, distributions, fleet management, assets managements and area coordination's. Open and clear communicator at all levels with demonstrated vision, leadership and supply chain operations expertise.

I am looking forward to using my strong educational background, skills and work experience as a platform to accomplish any goals and challenges. I have always been a team player and transform myself into an efficient leader whenever required. I believe that in order to succeed, a person must have perseverance and an optimistic outlook.

AREA Of INTEREST	KEY SKILLS AND COMPETENCES
<ul style="list-style-type: none"> Human Resource Management Employee compensation Performance Management Teamwork and collaboration Procurement of goods and services in emergency and development projects. Warehouse management Distributions Fleet Management Assets management Legal Management 	<ul style="list-style-type: none"> Time-efficient, systematic working methodology Rapid adaptability to new problem-solving and new locations Communication skills, Ability to convince people Logical and systematic approach to work Good time management ability Ability to solve problems and make decisions Strong interpersonal skills and ability to work well as part of a team, as well as manage people Excellent communication skills, both oral and written Negotiation and analytical skills Positive attitude to continued learning. Excellent command of English, Urdu and Pashto including excellent ability of reporting, manual preparation and conducting workshops in these languages for varying training needs across different tiers of government / Civil societies. Applied to become a member of HRD Network Islamabad. Human Rights Commission of Pakistan (HRD)

KEY QUALIFICATION:		
S.#.	Degree & Main Courses	Institutions
1	M.Sc in Economics	University of Peshawar Pakistan
2	MBA in (Banking & Finance)	Qurtuba University Peshawar Pakistan
3	Diploma in Hotel Management (Font Office)	Allama Iqbal University Islamabad Pakistan

WORK EXPERIENCE:

Position	Organization	From	To
Human Resource Coordinator	LASOONA- Society for Human & Natural Resource Development	January 2018	Till date

Performing duties for the following key Projects of Organization

Projects 1: Enabled Environment for Right-Based, Inclusive Development and Improved Governance in Swat and Shangla Districts in Pakistan
Technical Assistance: Welthungerhilfe (WHH) and LASOONA
Funding Agency: European Union (EU)

Projects 2: Promoting Food and Water Security through climate change adaptation in rain-fed areas of District Swat, KP, Pakistan
Technical Assistance: Norwegian Church Aid (NCA) and LASOONA
Funding Agency: Norwegian Church Aid (NCA)

Projects 3: Combating to prevent COVID-19 spread in District Swat, KP Province in Pakistan through Non-Health CR WASH interventions.
Technical Assistance: Norwegian Church Aid (NCA) and LASOONA
Funding Agency: Norwegian Church Aid (NCA)

Projects 4: Enhancing Disaster Resilience of Vulnerable Rural Households in KPK
Technical Assistance: Diakonie katastrophenhilfe (DKH) Pakistan and LASOONA
Funding Agency: Bread for the World and Federal Ministry of Economic Cooperation and Development (BMZ) Germany

Projects 5: Provision of adequate institutional WASH facilities to fulfill the unmet needs in return areas of Central and Lower Kurram District, KP
Technical Assistance: UNOCHA and LASOONA
Funding Agency: UNOCHA

Projects 6: NATIONAL POVERTY GRADUATION PROGRAM (NPGP)
Technical Assistance: Pakistan Poverty Alleviation Fund (PPAF) and LASOONA
Funding Agency: International Fund for Agricultural Development (IFAD)

Projects 7: Rehabilitation of basic WASH infrastructure in earthquake affected areas of District Shangla.
Technical Assistance: Concern Worldwide and LASOONA
Funding Agency: Concern RAPID fund (a United States Agency for International

Duties & Responsibilities:**1. Recruitment & Selection:**

- Maintenance of applicant's CVs database on daily basis
- Developing job description in consultation with the concern department head or Project Coordinator
- Search for potential candidates in current employees through internal promotions and transfers, searching existing data bank of active applications, contacts with other CSOs/NGOs, Head Hunting and advertising in media (mostly newspapers).
- Conduct test and interview for Initial short listing of candidates in consultation with concern Department Head.
- Checking two references of selected candidate.
- Confidential filing of test and interview documents of applicants
- Offer of appointment to selected candidate and collect end of probation period appraisal from Supervisor.
- Signing contract with employee upon satisfactory performance report from Supervisor
- Documentation of recruitment and selection process
- Maintenance of Employee's database on regular basis.
- Filing of signed appointment letter, arrival/Joining report, contract agreement, updated short form health questionnaire in personnel file and any other required documents to the organization and donor agencies.
- Orientation of newly inducted staff on LASOONA Administrative (HR/Admin) Policies and Procedures
- Orientation of existing staff on HR policies and procedures from time to time.

2. Performance Appraisal:

- Orientation of staff on Performance Appraisal System
- Conduct annual performance appraisal of staff (regular and project)
- Conduct end of project performance appraisal

3. Compensation & Rewards:

- Developing compensation and rewards strategies that attract and retain talent.
- Design compensation packages and bonus programs that align with the Organization strategic plan.
- Performing salary reviews based on market and sector-specific benchmarking to ensure competitiveness.
- Recommendation to management to harmonize the pay level in comparison with the same size of organizations in the market.
- Structure compensation in ways that will yield the highest value for the organization.
- Managing the organization's benefits programs, which may include health & life insurance, retirement plans, EOBI, holidays and paid time off, and other fringe benefits.
- Communicating with employees about the organization's compensation and benefits programs, explaining how they work, and addressing any questions or concerns employees may have.
- Collaborating with recruitment to develop strategies for attracting and retaining top talent through competitive compensation and rewarding benefits.
- Working with external sister organization's on the design and management of employee benefits (such as employee support programmes provided by external organization)

4. Monthly payrolls:

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, EOBI and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing systems, and procedures.
- Performs other duties as assigned

5. Leave Management:

- Communicates with employees regarding their needs for leave and/or modified work schedules. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
- Maintains reasonable communication with employees on leave to facilitate smooth and timely return to work; relays communication between employees and their managers during leave within reason.
- Advises managers and employees on the interaction of leave policy.
- Administers other company time-off programs as assigned in accordance with internal policy and applicable laws.
- Drafts and/or recommends revisions to organization leave policies to ensure compliance with govt laws and regulations.
- Maintains complete and accurate records of leave by collecting staff time sheets, monthly

- Clearances and final settlements
 - Experience certificates preparation
- 7. Human Resource Development**
- Training Needs Assessment (TNA) of LASOONA staff (Program and Projects) keeping in view the long-term future needs and efficiency of the current project.
 - Data Entry in TNA software to generate various reports as required to Management.
 - Developing capacity building plan based on TNA data and staff priorities
 - Identify and liaise with relevant organizations/Training Institute for capacity building of staff
 - Establish and maintain database of Training Institutes, Trainers and Trainees.
 - Evaluate and assess impact of the trainings imparted and suggest for further improvement.
 - Develop various training modules and manuals required for capacity building of staff
 - Maintenance and record keeping of all capacity building programs.
- 8. Life and Health Insurance**
- Calculation/estimation of Health and life insurance budgeting
 - Collecting relevant information needs to Insurance Company for health and life insurance of staff.
 - Review policy proposals in comparison with previous proposal and staff and their dependents' information mentioned therein.
 - Processing payment request for acquiring new and revised policies.
 - Facilitate employees in panel hospital and insurance claim.
 - Verification of claims submitted by employees and keep record of claimed documents
- 9. Employees Old Age Benefits:**
- Estimating Old Age Benefits budget for Existing staff and upcoming projects
 - Registration of new employees with Employee's Old Age Benefits Institute of Pakistan.
 - Request and follow up for employee's registration (EOBI Number and Original cards)
 - Monthly Processing and depositing payment in EOBI Bank Account @ 5% of minimum Salary rate announced by Govt. for a specific year and deduction made from employee @1% of minimum Salary.
 - End of year reconciliation with EOBI with complete list of staff retained and payment done.
- 10. Administration, Logistics**
- Responsible for management of Administration team, contractual engagement including checking and overseeing all payment and services.
 - Coordinates logistics and procurement processes.
 - Maintains an accurate and up-to-date supplier information database.
 - Liaise regularly with finance on supplier's issues (terms and conditions of payments, quality, reconciliation of data between finance system and supply system).
 - Training of newly recruited logistics and procurement staff
 - Fleet Management
 - Arrangements for all movement of guests and foreign delegates.
- 11. Coordination and cooperation;**
- Represents the organization by participating in coordination meetings, supports and participates in trainings hosted by relevant partners.
- 12. Logistics development;**
- In close coordination with Manager Operations; follows up, executes and provides input to the logistics development programmes.
- 13. Security Management:**
- Manage and coordinate all security related tasks, provide technical support to projects on all policies, procedures, guidelines and planning for staff safety, operational security and program continuity.
 - Ensure regular trainings for staff on safety and security.
 - Provide security updates and ensure security induction to new staff.
 - Context analysis and developments in relation to the security situation.
 - Manage and ensure close contacts with all relevant stakeholders.
 - Support project management staff to develop a security management system.
 - Manage all security incidents.
 - Ensure that staff has the security skills and awareness that they need to be effective, by providing appropriate learning and development opportunities, including delivering training.
- 14. Legal Management**
- Facilitate the link between the organization and Civil/Military authorities.

- Surveillance of local legislation and practices.
- Processing and renewal of all administrative agreements, Registrations, MOUs, NOCs, authorizations and privileges granted by the various bodies of the Government and Security Agencies.

Position	Organization	From	To
Senior HR Officer	LASOONA- Society for Human & Natural Resource Development	Nov 2016	Dec 2017

Duties & Responsibilities:

- Oversee all HR related day to day operations and associated responsibilities
- Make recommendations and update standards and HR policies in accordance with Organization global HR framework.
- Assist locally hired staff and close consultants in understanding HR policies and procedures, and provide customized assistance
- Ensure all HR related tools, mechanisms, and processes are in place
- Oversee all HR processes for: Selection and Recruitment, Welcome, Onboarding, Performance management and End of contracts.
- Act as the focal point for employee trainings and/or professional development needs
- Manage, update and maintain employees and consultant's database, ensure that all employees and consultants' contracts and personnel files are valid and up to date
- Support teams in the development of new employee job descriptions and consultant Terms of Reference, and ensure.
- Oversee annual renewal of insurance policies
- Perform assessments to ensure that remuneration/benefits packages Organization policies and government labor/employment regulations
- Perform HR administrative and clerical function (e.g., contracts, holidays, general work permit issues, benefits administration etc.) and ensure effectiveness and accuracy in implementation and execution
- Assist in the dissemination and implementation of HR administrative policies and procedures

Position	Organization	From	To
Admin/Logistic & Procurement Officer	LASOONA- Society for Human & Natural Resource Development	June 2012	Oct 2016
Project:	Sustainable Solution to Food & Nutrition Insecurity in KP		
Technical Assistance	Welthungerhilfe (WHH) & LASOONA		
Funding Agency:	Federal Ministry of Economic Cooperation and Development BMZ (Germany)		

Duties & Responsibilities:

- Pre-qualification of vendors/supplier and recording & updating approved vendors/suppliers list
- Develop and monitor procurement plan
- Preparation and review of Request for Quotation/Tender Notice
- Develop tender documents and review through Procurement Committee
- Analysis and short listing among bidders based on short listing criteria
- Sample inspection particularly in goods and materials
- Market Assessment for comprehensive General Insurance and tracking companies
- Inspection of Assets (Vehicles/goods) through Service providers
- Payment processing upon the receipt of bills from service provider
- Assist the Project Managers in the planning, implementation and monitoring of safety & security management.
- Installation of security system, recording, and daily monitoring of CCTV Cameras recorded videos and appropriate guidance to staff to follow security protocols.
- To orient/train all drivers regarding Govt. driving rules and regulations (safe Driving, Parking, road signals and safety & security).

- To make sure that all documents related to vehicles are up to date i.e. road permit, vehicle registration copy, annual tokens etc and copies have been filed in office record.
- Ensure that relevant documents are possessed like Vehicle Registration, Road permit, Driving license, NOC, CNIC, Service Card and any other documents required for official tour.
- To ensure that Fire Extinguishers, First Aid Box, and snow chains (where necessary) have been placed in the vehicle.
- Keep the petty cash funds in safe and secure lockable preferably (water proof, bullet proof and fire proof) storage and ensure that petty cash box is being kept in secure and lockable room.
- Orientation of support staff regarding their duties in an understandable language (Pushto/Urdu)
- Prepare support staff duty roasters/planners and monitor the daily work of support staff
- Ensuring that all the staff respect and follow the organization regulations
- Follow up of utility bills and ensure in-time payments and maintain separate record of utilities bills.

Position	Organization	From	To
Accountant	Swat College of Science & Technology	Mar 2011	May 2012

Duties & Responsibilities:

- Preparing accounts and tax returns
- Monitoring spending and budgets
- Auditing and analyzing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.

Position	Organization	From	To
Senior Supervisor (Foreign Remittances)	HABIB EXCHANGE COMPANY (L.L.C) UAE	June 25, 2009	Dec 20, 2010

Duties & Responsibilities:

- In charge **W.P.S (Wage Protection System)**, a well-organized and electronic salary transfer system of the Central Bank of UAE (CBUAE) for the employees.
- Overall, In-charge to remittance to Pakistan.
- Follow-ups of Inquiries, Amendments & Cancellations of remittances.
- Settlement Report for Express Remittances like Western Union & Xpress money etc.
- Debiting Branches against Express Remittances. Promotion and marketing of newly introduced remittance methods (especially for Pakistani Remittance).
- Verify & Authorize the Outward Payments for different countries.
- Mobilized expatriate to send money through legal way.

Position	Organization	From	To
Business Development Executive	HBL Habib Bank Ltd, contract with Professional Employer Services,	Feb 2006	Sep 2008

Duties & Responsibilities:

- Marketing and Sales of Consumer Assets.
- Providing market feedback to team leader commercial.
- Recovery and collection for the reduction of NPL
- Keeping good professional relationship with customers.
- General Banking (Finance, Remittance, ATM Supervisor, Administration, Cash handling, Accounting, Lockers, Sales & Marketing).
- Consumer loaning (personal Loan, life style loan), Auto Loan

- Maintenance of Computerize Ledgers of Advances in new Banking Version MISYS.
- In charge Remittance (Inward & outward clearing of Bills& transfer of funds)
- In charge ATM & supervisor

TRAINING OBTAINED:		
Training Title	Organizer/Institution	Duration
Competency Based HR Practices using Core Humanitarian Competency Framework	Community World Services Asia	4 days
Core Humanitarian Standards (CHS)	Welthungerhilfe (WHH) Pak	2 days
Human Resource Management	Community World Services Asia	3 days
Computer Office Automation	Institute of Rural Management, Islamabad	04 days

INTERNSHIP:

Two months internship with Pakistan Tobacco Company (PTC) Akora Khattak Complex from 1st June 2005 to 25th July 2005. Pakistan Tobacco Company is a subsidiary of British American Tobacco (BAT). The BAT is the world most international tobacco group. It has a business in 180 countries with a market share of 17%. It has over 300 brands in its portfolio

KNOWLEDGE OF ACCOUNTING SOFTWARE

1. **QUICKBOOKS**
2. **MISYS (EQUATIONS & CASHIER MODULE)**
3. **SIMEX Mighty System** Accounting Software

COMPUTER SKILLS

- Having excellent knowledge of MS Office
- Full command on Internet Browsing.

Languages	Speaking	Reading	Writing
English	Good	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent
Arabic	Good	Good	Good

References

Name and Designation	Company/ Organization	Phone/email	Acquaintance in years	
			Duration	Type
Anwar Ul Haq Manager Programs	LASOONA National NGO	Contact No: 00923449819813 Email ID: anwar.lp@lasoona.org	08 years	Professional
Muhammad Salim Khan Manager Operations	LASOONA National NGO	Contact No. 0343-9819811 m.salim@lasoona.org	08 years	Professional
Fayaz Muhammad Program Manager KP	Welthungerhilfe (WHH)	Email ID: fayaz.muhammad@welthungerhilfe.de Contact Number: 00923430255755	05 years	Profesional