



# Muhammad Zafeer

Logistics Officer at MERF

## Contact Info

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🏠 Village & PO Attershisha District & Tehsil Mansehra (Pakistan).  
Mansehra, Pakistan

I am humanitarian Aid worker with sixteen-years experience in disaster response, relief, early recovery, development programs funded by ECHO, CIDA, MFA, UK-Aid (DFID), UNHCR, Red Cross, Caritas (Germany) WFP, UNICEF, OFDA, BMZ, MOFA and CERF (OCHA) BMZ, AA in Conflict & Natural Disaster with remote infrastructure with the multi-cultural teams.

Experience in Logistics, Fleet Management, Administration, Warehousing, Security management, Procurement, Human Resources, Supply Chain Management, Shelter, NFIs, Disaster Risk Reduction, WASH and Emergency Food Security

## Strengths & Skills

✓ Administrative Skills

✓ Logistics

✓ Purchasing

✓ Supply Chain

## Academics

Title	Institute	Date
B.A	Hazara University, Dodhial, Mansehra	2015

## Experience 16 years

Company	Designation	Duration	
Trans Continental Pharma (TCP)	Logistics Officer	Oct 2021 - Dec 2021	2 months
MERF	Logistics Officer	May 2020 - Sep 2021	1.3 years
Malteser International	Logistics Officer	Mar 2013 - Nov 2019	6.7 years
Save the Children	Logistics Officer	Jan 2010 - Feb 2013	3.1 years
Pakistan Red Crescent society	Logistic Assistant officer	Nov 2005 - Dec 2009	4.1 years

## Work History

Trans Continental Pharma (TCP)	Oct 2021 - Dec 2021 (2 months)
<b>Logistics Officer</b>	Peshawar, Pakistan
<ul style="list-style-type: none"><li>Overseeing and supervising logistics staff at PMU &amp; Projects level including all activities of the Procurement/logistics department at PMU level as well as at Project/Hospital level.</li><li>Preparing plans for the purchase of equipment, services, and supplies. To Study work orders to determine department-specific logistic requirements</li></ul>	
MERF	May 2020 - Sep 2021 (1.3 years)
<b>Logistics Officer</b>	Peshawar, Pakistan
All procurements and logistics responsibility at KPK projects COVID -19, DHQ, and Cat-D Hospital. NMD,s	
Malteser International	Mar 2013 - Nov 2019 (6.7 years)
<b>Logistics Officer</b>	Khyber pakhtunkhwa, Pakistan
<i>With following Terms of References &amp; Duties to Perform</i> <ul style="list-style-type: none"><li>Purchase and provide all projects and office needed materials when required in the light of Malteser International Pakistan Logistics/ Procurement procedures.</li><li>Make sure the budget line and a funding line attached with each item is correct and still funded.</li><li>Get three (03) quotations from the market respecting the specifications of the request and purchase procedures.</li><li>He has to make sure himself that the purchased item price is reasonable.</li><li>Fill in the request for quotation and attach the 3 quotations to the purchase form</li><li>Make sure specifications of the items' in request forms are clear.</li><li>The logistics Officer is responsible for the all follow up procedure of its purchase, from the order form to the delivery of his purchased item(s) and ensure transportation for the item to the requester/ designated place.</li></ul>	

- If he cannot find some items, he should refer to the Senior Logistic manager to find other ways to buy the item.
- He should be respecting the delivery deadlines in order form.
- He has to keep note/record for payments on what he purchases.
- Ensure management of assets, controlling and checking that the asset's inventory and follow-up is being properly done;
- Supervise all logistics support staff like drivers, cook, cleaners, and guards etc to ensue the smooth functioning of routine matters.
- Cooperate with other Organizational staff such as Project Managers, Country Administrator, Finance Officers, Senior Logistics officer, Transport Manager and Logistics Assistant to improve work and to solve problems
- Supervise the logistics assistant to ensure that log books are maintained by the drivers as well as for generators and make sure that the log books are up to date.
- Making a monthly report on fuel consumption and reparation of vehicles, generators etc;
- Conducting regular vehicle inspection programs and maintaining records of the observed facts
- Checking the transport related service requests by other departments and scheduling them as per the work priorities
- Maintaining smooth working of all the operations in the transportation and resolving internal conflicts
- Arranging meetings with the external dealers, agents and other supporting professionals.
- Be prepared to work flexible hours to accommodate the office hours requirements (e.g. assist with official visits in the evening and on weekends).

**Save the Children**

**Jan 2010 - Feb 2013 (3.1 years)**

### **Logistics Officer**

**Swat, Pakistan**

- Ensure that all procurements are in compliance with the policy and procedures of SCI.
- Perform procurement for office and program related supplies.
- Carry out assigned procurement jobs and maintain required documents.
- Send out quotation requests and tender documents, prepare bid-analysis and purchase orders.
- Assist in Performance of regular market pricing survey for routine supplies.
- Inspected of the goods for quality and quantity before delivery, received and checked invoices form the suppliers, and submission to finance.
- Clear the advance granted for purchasing on weekly basis with the accountant/cashier.
- Gather with Storekeeper prepare request for quotations, Purchase Order, and work order.
- Help administration in arrangement and handling of materials, inventory and other items at all SC premises.
- Arrange procurement committee meetings for review and approval/selection of supplier's/service providers;
- Prepare official contracts and correspondence with suppliers/contractors.
- Willingness to work in emergency contexts and deployment on emergency programs as part of our commitment to dual mandate;
- Prepare daily, monthly, quarterly and annual procurement reports and submit on time.
- Preparing and updating procurement tracker on weekly and monthly basis
- Preparing and updating procurement plan on weekly basis
- Any other task assigned by Supervisor/Sr. Management
- Liaison with program teams to ensure adequate logistical consideration for coordination
- Managing all procurement for the office as well as any procurement escalated from field bases, according to established procurement procedures and maintaining diligent filed paper and electronic records of all procurement
- Managing and tracking all vehicles on the fleet, including movement planning, day-to-day allocation, log book control, reporting, rental contracts, staff (driver) management, duty drivers and driver shifts, and the monitoring of fuel consumption
- Oversight of onward transport of any freight or purchased goods to field bases, including trucking contracts, record keeping (waybills), and any related liaison with government and other agencies
- Maintaining up-to-date control of all assets including tracking donor, value, and location, managing staff issue, and recording all asset movements and disposals
- Managing all program stocks maintained in the base as per established procedures. Reporting stock inventories on a regular basis and liaison with the Supervisor, to monitor and track ongoing and historical supply chain pipeline against targets
- Supporting ongoing setup and maintenance of the ICT infrastructure including organizing and monitoring external support when necessary
- Providing technical support and guidance to program teams on logistical elements of distribution & procurement planning, and the setup of tents.
- Manage the supply chain from Procurement to delivery of supplies in the field, ensuring timely and cost effective transportation and distribution.
- Supervise the Drivers, including making sure there are cars available when required (Travel board, weekly planning/booking of transport requirements), completing log books (mileage, petrol purchases, and consumption).
- Arrange for vehicle maintenance when required, and ensure cars are road worthy on a daily basis. .
- Identify suitable mechanic for vehicle maintenance
- Check Driver log books weekly, mileage, petrol purchases and consumption
- Ensure the maintenance of all assets e.g. computers, printers, generators and telecommunications.
- Ensure safe conditions of office and housing buildings, including proper electrics,

**Pakistan Red Crescent society**

**Nov 2005 - Dec 2009 (4.1 years)**

### **Logistic Assistant officer**

**Mansehra, Pakistan**

- Manage the filing, storage and safety of documents.
- Manage the repair and maintenance of computer and office equipment
- Timely reporting and handling of maintenance and repair of all office equipment, building and furniture, fixtures, vehicles.
- Supervision of support staff.

- Managing daily procurement.
  - Ensuring proper travel arrangements for all staff and guests between different offices
  - To ensure that appropriate contract agreements for the office and accommodation are drawn up & signed.
  - Maintaining proper record of documents issued or received till the final receipt of goods and final payments to suppliers.
  - Receive and verify all the goods from supplier and verify bills for which the payments are due.
  - Dealing various matters regarding insurance of vehicles, building and Assets.
  - Supervision of arrangements of seminars, conferences and interviews.
  - Supply and deliver equipment and materials to required destinations in an efficient and cost effective manner
  - Coordinate with Area Office for technical assistance.
  - To provide relevant reports to area office.
  - Establishing domestic arrangements for operational teams, including renovating accommodation, and making
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- Implement and maintain and follow Federation standard warehouse practices regarding the maintenance of loading lists and updating of Bin cards.
  - Maintain the record of goods movement (Goods Received Note, Store Release and Waybill).
  - Maintain accurate physical stock records at all times by updating bin cards.
  - Oversee and coordinate all loading and offloading procedures.
  - Organize warehouse loaders for a timely and efficient reception and dispatch of commodities to/from the warehouse.
  - Monitor report stocks in Operation's warehouses and prepare weekly stock report.
  - Record Keeping.
  - Fleet management.
  - Procurement.
  - Follow-up the decisions taken in the coordination meeting and by the delegation and keep the Head of Field Office ( HoFO) informed on the improvement

## Awards

Title	Authority	Date
Award a certificate of Save the Children	Programme Manager	2012
Award a for continuous support in successful completion	secretary general(PRCs)	2009
Awarded a certificate in Annual General Meeting	Governor KPK	2008

## References

### WaqarAli | 0345 8558440

Malteser International  
waqar.ali@malteser-international.org

### Fayyaz Hussain Shah | 03458508438

Malteser International  
Fayyaz.shah@malteser-international.org

## Industries

- Distribution and Logistics

## Functional Areas

- Administration

## Languages

- English - Beginner
- Urdu - Beginner