



Nasir Saeed

Administration + Project Procurement Management

EDUCATION

MS/phil (Project Procurement Management)
Riphah International University Islamabad (2019).

PROFESSION

Admin & Proc and Training Specialist

NATIONALITY

Pakistani

LANGUAGES

English
Urdu
Arabic

DATE OF BIRTH

07 April 1991

SUMMARY

I am a Procurement specialist with over 7 years of experience in Procurement, Administration, Finance and resources management. My expertise Handling Procurement matters like procurement of goods and services as per requirements by the departments and higher management and also different tasks like filing, record-keeping, and managing office supplies, Managing employee relations, recruitment, training, and payroll, Establish and maintain document control procedures systems and project procurement management. Since completing my master's degree in 2014, I have played an important role in Audit of Partner's schools, Later from 2017 to 2021 I was performed my duties as admin assistant at Admin & Procurement department with the details working of Procurement matters like Identifying, selecting, and managing suppliers. Further working as Manager operation at Admin & procurement department at RICC Mcdonad's Riyadh KSA.

PROFESSIONAL EXPERIENCE

Punjab Education Foundation, Lahore Pakistan.
Assistant officer at Admin & Procurement department (Head Office Lahore)
From: 23/06/2017 to 11/12/2021

Routine day at Work involves:

- Establish and maintain Procurement document control procedures and systems.
- Daily Basis Procurement as per Organization needs where running 7500 School across the province.
- Routine day Purchasing of goods as per Approval of Higher Authorities.
- Cost controlling / Cost Effective Procurement
- Quotation base work as per Government Sop's.
- Proceed Quotations in the Procurement committee meeting for final selection of Quotation.
- Proceed work Order/Purchase Order after Approval from Competent Authority.
- Classify, categorize, and organize documents according to the organization's filing system.
- Member of the security committee of procurement of different goods and services.
- Member of Technical and Financial Bids opening committee
- Fully command and Authorise on day to day procurement of goods on Quotation basis
- Followup of Different Vendor and Supplier regarding the Procurement matters for timely delivery products
- Ensure proper version control of documents to avoid confusion and errors.
- Facilitate the review and approval process for documents.

Nasir Saeed

Administration + Project Procurement Management

- Compliance of Technical Proposal & Financial Proposals Before Tender Opening/ Finalization Process
- Work with A.F. Ferguson & Co during Audit regarding procurement matters
- Work with EY during Audit regarding procurement matters
- Coordinate with relevant stakeholders to ensure timely reviews and approvals.
- Handling purchase/ procurement of items / goods/ services from diverse market of Vendors (Both individual and commercial).
- Stationery issuance to all Programs and departments of the Foundation.
- Drafting of Meeting's minutes, reports and official emails
- Liaison role between vendors and Parent department of the Foundation
- Assisting in Preparation of Annual procurement plan and Annual Budget
- Classify, categorize, and organize documents of Training Department CPDP,CTDP according to the organization's filing system.
- Daily follow up of all partner's school regarding the training session
- Ensure that the data give to trainer should be deliver to concern partner's School.
- Ensure proper version control of documents to avoid confusion and errors.
- Facilitate the review and approval process for documents.
- Coordinate with relevant stakeholders to ensure timely reviews and approvals.
- Handling purchase/ procurement of items / goods/ services from diverse market of Vendors (Both individual and commercial).
- Stationery issuance to all Programs and departments of the Foundation.
- Drafting of Meeting's minutes, reports and official emails
- Liaison role between vendors and Parent department of the Foundation
- Assisting in Preparation of Annual procurement plan and Annual Budget
- Meetings/ events Arrangement
- Fixed Asset Management
- Liasoning administrative matters among PEF department
- Communicating directives, notification and orders of administrative matters
- Inter-departmental Liasoning role at Foundation
- Maintaining files and records of all information pertinent to Admin department
- Knowhow of SOPs of all programs i.e. NSP (New School Program), EVS (Education Voucher Scheme), and FAS (Foundation Assisted School) Programs.
- Drafting of Meeting's reports
- Direct purchase through quotations
- Monitoring and Evaluation of PEF Partner's Schools.
- Arrangement of District Coordination Meeting.
- Monitoring during Quality Assurance Test (QAT) Exam of PEF Partner's School across the province of Punjab.
- Playing a Great role in Books Distribution Activity
- Sites verification for New partner's School & NGO's

RICC Mcdonald's , Riyadh, KSA

Assistant Manager Procurement & Operation Deptt Dec 2021 - 2025

- Practicing professional accountancy experience
- Fully command and Authorise on day to day procurement of goods on Quotation basis
- Routine day Purchasing of goods as per Approval of Higher Authorities.
- Making cash payment vouchers on daily basis
- Procurement of goods on daily basis as per Sop's

Nasir Saeed

Administration + Project Procurement Management

- Working on procurements & Accounts matters
- Ordering of stock
- Work order proceed
- Procurement on daily basis
- Liaison with senior management regarding Procurement & operations matters
- Meeting arrangements
- FCC (Food controls controllable)
- Cost controlling
- Billing
- Floor activities operation
- Record management
- Assets management
- Department Accounts details
- Daily operations activity

Worked as ACCOUNTANT at DESCON ENGINEERING LIMITED

From: 06/09/2011 to 30/09/2012

- Coordinating site office to the Head office
- Assist in finalization of accounting package/ monthly reporting
- Salary disbursement
- Extracting site's balances at day end for reconciliation purposes
- Updating Excel sheets and Bank ledger according to site's payments
- Performing reconciliation at day end to remove differences between system reports and excel sheets.
- Making bank payment note
- Making payable list of vendor at monthly basis
- Transferring site payables to Head office
- Payment of tax amount of vendor using Acc Pac (Accounting Software)
- Making payment adjustment note
- Making aging list of vendor
- Replying to Emails of internal and external queries

RELEVANT PROJECT EXPERIENCE

- LFR Lahore Feder Route Project Metro Project Daewoo Lahore Pakistan
- Tender of Pilot Project of Quality Assurance Test of Partner's School all over Punjab Pakistan
- Data gathering & data analyst at M.S NEPTUNE Co. Ltd based on Italian company (Project in KSA)

AWARDS AND RECOGNITION

Got position in shift Leadership Training Certification Professional Development.

Nasir Saeed

Administration + Project Procurement Management

CERTIFICATIONS

Attend Assistant Leadership Programme (ASL) at Hamburger University RIYADH KSA (March 2023)

Attend Senior Leadership Programme (SLT) at Hamburger University RIYADH KSA (July 2023)

Attend Assistant Develop the Leader in Me Programme at Hamburger University RIYADH KSA (August 2023)

Outcomes:

- Good command on Microsoft Excel, Word and Outlook
- Good command on Acc pac (Accounting Software)
- Good communication and writing skills
- Groomed my personality
- Enhanced problem solving skills
- Ability to work persistently for long hours
- Improved time management skills

Trainings

- Workshop of PMP (Project Management Professional) Certification at Lahore Chapter
- Workshop of PEACHTREE SOFTWARE at COMSATSUNIVERSITY SAHIWAL
- Acc Pac (Accounting Software) (American Software)
- Peachtree (Accounting Software)
- Quick Books (Accounting Software)

SKILLS/ PROFESSIONAL ATTRIBUTES

- Have a high need for achievement.
- Pretty focused and concentrated approach towards work
- Able to work under pressure with accuracy.
- Never afraid of making mistakes.
- An effective team player with abilities and desire to lead

Nasir Saeed

Administration + Project Procurement Management

- Effective problem-solving skills.
- Having good interpersonal communication skills
- Concise, concrete and comprehensive report writing skills.
- Like to work smarter rather than harder by using innovative techniques

ACCOMPLISHMENTS

- Successfully conducted office supplies stock take of the organization during services at PEF.
- Carried out building/office shifting and merging three sub offices into one single building from Dec 2018 to March 2019 under supervision of Director HR & Admin
- Executed transparent and efficient distribution of Free Text Books of Government of the Punjab, Pakistan worth and quantity values millions across the 36 Districts of the Province
- Performed extra-ordinary services in organizing District Coordination Meetings (DCMs) across main cities of the Punjab.
- assisted and played pivotal role in the execution of Annual Quality Assurance Test (QAT) to gauge learning and outcome of students and performed efficient duty in the monitoring and student verification activities.
- Performed duty at Paper Marking at PEF Head Office Lahore
- Executed invigilator duties at PEF Paper conduct across schools of Punjab

DUTIES AND RESPONSIBILITIES

- Performed duty and was responsible for timely completion of assigned tasks/activities
- Rendered services and went extra mileage for time restrained and time boundt activities
- Assisted and supervised field monitoring and surprise visit duties.