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| nz HARD SKILLS  * MS Office * MS Outlook * ERP  SOFT SKILLS **Interpersonal Communication:**  Write clearly and concisely; Listen attentively; Openly express ideas, negotiate/ resolve differences; Provide and ask for feedback; Offer well-thought-out solutions; Cooperate and work well with others; Thrive in a collaborative environment.  **Planning and Organization:** Forecast/predict; identify and gather appropriate resources; Thoroughly research background information; Develop strategies; Think critically to solve problems; Handles details; Coordinate and complete tasks; Manage projects effectively; Meet deadlines; Plan and arrange activities; Multitask; Create plans.  **Management and Leadership:**  Lead and direct others; Teach/train/instruct; Counsel / coach; Manage conflict; Help team members set and achieve goals; Delegate effectively; Make and implement decisions; Enforce policies; Oversee projects; Measure team results; Appreciate and acknowledge team’s performance. AWARDS  * 20 Years Distinguished Services Award – awarded by the Administrator, UNDP Headquarters, New York for Sustainable Human Development. * Certificate of Appreciation awarded by H.E. the President of the Republic of Timor-Leste for extending exceptional procurement support for the Presidential and Parliament Election 2007. * Silver Medal and Certificate of Best Performance awarded by the Minister of Petroleum &Minerals, and Vice Chairman of the Royal Commission for Jubail & Yanbu, Saudi Arabia. * Distinguished Service Shield awarded by the Vice President and Programme Manager of the Saudi Arabian Parsons Limited, Yanbu, Kingdom of Saudi Arabia, in recognition of my loyal and dedicated services to the Project. * Extraordinary Achievement Award in recognition of my Extraordinary Achievements and superior Job Performance by the General Dynamics Services Company, Islamabad, Pakistan.  CERTIFICATIONS  * Certified SURGE Procurement Advisor, Bureau of Crises Prevention & Recovery, UNDP New York, USA * Certified Roving Procurement Officer, Bureau of Management, UNDP New York * Resource Person/Training Facilitator on Procurement Management * UN Learning Facilitator on HIV/AIDS * Qualified Level 2 Procurement Certification from CIPS UK *(Chartered Institute of Purchasing & Supplies).*  countries work experience  * Iraq * Jordan * Pakistan * Saudi Arabia * Timor-Leste  EXPERTISE  * Procurement of Goods & Services * Civil Works * Contract Development & Management * Policies & Procedures Development * Lease Development &Management * Strategic Procurement * Humanitarian Relief Supplies * Capacity Development & Training * Warehouse Management * Asset Management * Human Resource Management * Protocol, Visa & Travel Services * Project Startup Operations * Shipping, Custom & Freight * Facilities Management * Capacity Assessment of Ips * Procurement Audit * Reporting & Presentation  COUNTRIES VISITED  * Cambodia * Indonesia * Iraq * Jordan * Laos * Malaysia * Pakistan * Saudi Arabia * Spain * Thailand * UAE * USA | |  | | --- | | **noor m. zia**supply chain professional **|****HOUSE 35, STREET 4, PHASE 1, BAHRIA TOWN, RAWALPINDI, PAKISTAN** |  **SUMMARY** A strategic manager with comprehensive experience in operations and program support functions encompassing planning, development, implementation and compliance across the entire spectrum of support functions (*supply chain, logistics, administration, IT and human resources*). Possess strong expertise in the Procurement of highly complex Products, Services and Works, Contract Development & Management; Capacity Assessment and Development, Lease Development and Management, Procurement and Distribution of Humanitarian Relief Supplies, Warehouse Management, Asset Management, Human Resource Management including hiring of Consultants, Safety & Security Services, Staff House Management, Facilities Management, Management of Common Services, Fleet Management, Protocol & Travel Management, Project Start-up Operation, IT Support, Shipping and Freight, Financial Resource Management, Reporting and Representation, and Procurement Audit. Goal-oriented and visionary in developing and implementing effective technical, operational strategies and processes. Resource Person in developing and delivering training modules on procurement management, asset and stock management. Effective negotiator, result-oriented professional in Supply Chain Management, excellent team player, able to work effectively under time constraint, and proficient in collaborating with senior management, and other tiers of the entire organization. **academic qualifications**  * Master of Business Administration, MBA (Project Management) from Preston Institute of Science and Technology Islamabad, Pakistan: Year 2001 – 2002. * Bachelor of Arts from the University of Punjab, Pakistan: Year 1974 – 1976.  **eXPERIENCE** **Procurement Specialist: Freelance Consultant**  **Pakistan – Islamabad (Sep 2017 – Present):**  Working for different private sector organizations managing their procurement portfolio; brief description is as follows: formulate procurement policies and procedures, develop procurement training modules and deliver trainings to their procurement staff, conduct market research for high value products & services, prepare Scope of Works, Terms of Reference, Request for Quotations, Request for Proposals, Invitation to Bid documents, be part of bids and proposals evaluation, formulate recommendation for contract/PO award, develop contract agreements with terms & conditions.  **Operations Manager, Biowel Diagnostics – Biowel Sciences:**  **Pakistan – Rawalpindi – (Mar 2015 – Aug 2017):**  Led the firm by providing direction and technical advice on procurement and contracting, marketing and sales, financial management, HR, asset & stock management of diagnostic equipment, accessories and reagents. Conducted international procurement, carried out market research of private sector labs & hospitals in order to validate the business volume vs. equipment capacity. Led Negotiations with international principals, local customers to promote the Special Chemistry Analyzers and Hematology Instruments, Reagents and Consumables.  **Critical Achievements**:   * Developed and maintained market research for diversification by inducting new instruments in order to ensure that the Biowel Diagnostics remains introducing the high-end products by applying cost-effective methods and approaches. * Negotiated with international principals and local customers to expand business volume and leasing the Special Chemistry Analyzers, hematology instruments, reagents and consumables. * Developed and implemented procedures relating to International and Local Procurement of diagnostic equipment, asset and stock management, International and National Travel of management and engineers with applicable subsistence and travel allowances.   **Country Logistics Manager, Save the Children International:**  **Iraq – Erbil (Aug 2014 – Feb 2015):**  As Country Logistics Manager executed an over-arching role of logistics management for Save the Children International humanitarian aid throughout Iraq covering Field Offices of Erbil, Sulaymaniyah, Dohuk, and Basra. Conducted international and local procurement and contract management for the Country and Field Offices. Developed and implemented Country Logistics and Procurement Strategy, led in-country logistics activities, including international, national and provincial procurement of humanitarian relief supplies, planned and implemented distributions of NFI’s, administered Asset management, Stock and Warehouse management. Monitored overall logistics, procurement and vendor performance, and undertook root cause analysis and problem resolution for all logistics operations. Ensured that country specific Logistics Manual is in line with organizational procedures and template, are fit for purpose, meet SCIs minimum operating standards with adequate control mechanisms.  **Critical Achievements:**   * Imported and custom-cleared Multiple NFI consignments from international donors (DFID, NORAD, CIDA and AUSAID), transported to SCI warehouses based in Erbil, Sulaymaniyah and Duhok. Inventoried stock, and later dispatched to the IDPs and Syrian Refugees camps. Conducted spot visits to Distribution Centers verifying proper delivery of the NFIs. * Undertook capacity assessment of the CSOs/NGOs in consultation with WFP for the implementation of WFP Grant for Refugees. Collaborated with the Donors (USAID, DfID, CIDA, AusAID, and NORAD) about Grants planned for distribution to IDPs and Refugees. * Identified buildings, negotiated with landowners, formulated Lease Agreements for the Country Office additional office space and five team houses; procured office furniture and equipment; furnished, equipped and operationalized the team houses on regular basis including fortification of the security parameters for the Office and team houses.   **Procurement Specialist – Grant Thornton:**  **Pakistan – Islamabad (Jan 2014 – Jul 2014):**  Conducted Post-Procurement Review (Audit) of the World Bank Projects in Pakistan ranging from Goods, Services and Works to hiring of Consultants in the sectors of Health, Education, Municipal, Governance and Agriculture Projects. Developed and finalized the Post Procurement Review, outlining Issues/Observations, Impact and Remedial Measures, Visited the site of each implementing entity selected in the sample using the documentation provided by the entity to verify the procurement and contracting procedures and processes are followed by the project, and identify non-compliance with the agreed provisions of the legal agreement, inappropriate practices or questionable decisions/actions and whether there was any evidence of corrupt practices. Reviewed and commented on systemic and contract management issues as dealt with by the implementing agencies; reviewed and assessed the capacity of the implementing agencies in handling procurement to determine whether adequate systems and procedures for procurement planning, implementation, monitoring and documentation are maintained per required standards.  **Critical Achievements:**   * Conducted the Post Review according to the WB prescribed procedures covering Pre-Qualification Process, Expression of Interest, Invitation of bids, Advertising procedures and bidding period, Bidding documents and addenda, Sale of bidding documents, Pre-bid meeting, Receipt and opening of bids, Bid evaluation and recommendations for award of the contract, Closing of contract, Timeliness of payment to contractors, Time taken for processing of the various procurement actions, Material modifications to the contract during execution, Increase in the value of the contract, and Review of pricing of products by reference to prevailing market prices with a view to identify and highlight the audit recommendations. * Examined Procurement Records, developed and shared Audit Reports based on the project procurement record and shared with the Project Authorities with a view to solicit their comments, if any. * Finalized and presented the reports to the World Bank to pursue for compliance in the areas of project procurement, asset verification & technical compliance, review of the procurement systems and suggested measures for improvement for identified deficiencies.   **Head of Procurement Unit, United Nations Development Programme:**  **Pakistan – Islamabad (Nov 2005 – Nov 2013):**  Led the Procurement Portfolio of highly complex and technologically advanced products, services and civil works for the CO and the Projects including hiring of international and national consultants with an annual volume of $65M-$120M. Ensured compliance of procurement activities with UNDP rules, regulations, policies and strategies; Implemented an effective internal control, proper design and functioning of a client-oriented procurement management system; Identified procurement needs at the project development stage; developed realistic procurement plans complemented by appropriate procurement strategies; Conceptualized, elaborated and implemented procurement and contract strategy including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, administration of the contract and the performance management of the contractors, legal considerations and payment conditions as well as risk assessment; Prepared and reviewed technical specifications / terms of references; Managed procurement contracts; Formulated cost estimations for the required goods/services; Reported on acquisition processes using procurement process monitoring systems and mechanisms; Analyzed the quality of goods and/or services delivered in relation to the needs of the operation/stakeholder and established quality standards; Worked with concerned stakeholders on procurement needs, providing technical support on specifications, cost implications and logistics for safe delivery both externally and internally; Finalized specifications, prepared shortlists based on needs and investigation of related market, identified suitable vendors with due consideration to price, quality, delivery time, warranty and after sale servicing where applicable; Developed and issued invitations to bid, requests for quotation, and requests for proposals; Published procurement advertisements and awards and maintained a database on procurement activities; Evaluated submissions to ensure technical compliance with the needs and cost-effective purchase of goods and services; Ensured all procurement actions were conducted as required according to UNDP Financial Rules and Regulations and the applicable policies and procedures as well as the highest degree of personal and professional ethics; Established Long Term Agreements and/or service contracts as an when necessary either through standard or emergency procurement procedures in compliance with the Procurement Policy.  **Critical Achievements:**   * Post Year 2010-Flood Disaster, prequalified 70 CSOs through Capacity Assessment *(institutional, technical, financial, and managerial*) for undertaking various Community Based Infrastructure Schemes in Swat Valley. Awarded Grant Agreements, Cash for Works (CfW) to CSOs with a proposed budget, and collaborated for successful implementation of 585 Community Based Infrastructure Schemes. Initiated the procurement process for engaging civil works firms for the rehabilitation of schools, hospitals and construction of community shelters in the earthquake affected areas. * Planned and carried out Election Procurement for 1997, 2002, 2008 and 2013 National, Provincial and Local Governments Elections in 397 districts of all 4 provinces and tribal agencies throughout Pakistan. The scope of elections procurement included; Procurement Planning for Elections, formulated Budgetary Proposals, source suppliers, developed solicitation documents, convened Bidders’ Conference; be part of the Bids Evaluation Committee, developed recommendations for submission to Contract Review Committees, formulated and administered Contract Agreements for the procurement of Elections material, selected institutions to deliver trainings to the Election Staff, organized logistics for the election trainings workshops; liaised with the Government for providing warehousing space for the storage of election materials; selected freight forwarders for leasing of vehicles for transporting the election materials at the district level etc. * Post-Year 2005-Earthquake Disaster, procured and mobilized inputs consisting of shelters, liquefied petroleum gas, cylinders, accessories, imported 700 prefab units, vehicles, equipment, furniture and comforters to the earthquake affected communities. * Spearheaded inter-agency tendering process for security, travel, office, shipping services, office supplies, and executed Long Term Agreements. Implemented Cost Recovery methodology for the services delivered to Projects/Agencies, and annually recovered costs exceeding $120,000. Developed over 450 Contract Agreements for Goods & Services and nearly 320 Agreements for engaging International and National Consultants for the Organization.   **Programme Officer, Sustainable Livelihoods, UNDP:**  **Pakistan – Islamabad (Jan 2004 – Oct 2005):**  Managed portfolio of projects by monitoring progress of work through field visits, project review meetings and technical reviews in accordance with annual work plans. Reviewed periodically commitments and disbursement levels of the portfolio. Monitored orderly liquidation of approved budget resources and identified approaches and modalities to achieve delivery targets and take timely actions. Prepared timely mandatory and substantive project/budgets revisions. Administered the effective provision of UNDP support services including financial, human resources, procurement, information technology to the implementing partners. Advised and guided national counterparts and other development partners on implementation modalities, and ensured compliance with PCOM. Monitored programme/project implementation, management and financial reporting through Atlas.  **Critical Achievements:**   * Collaborated with National AIDS Control Programme, UNICEF and Council of Pakistan Newspaper Editors (CPNE) to develop a specific Code of Ethics on Reporting about HIV and AIDS. Strengthened the capacity of Country Coordinating Mechanism Secretariat with staff and logistical support. Developed a training plan for conducting orientation workshops on HIV/AIDS for CPNE. * Pursued the National AIDS Control Programme, Economic Affairs Division, and the Ministry of Health for the implementation of the Project on Strengthening National Multi-Sectoral Response to HIV/AIDS. * Piloted the Simplification and Harmonization Process for District Kohat. Convened meetings with the Government, Implementing Partners, UN Agencies, and the Project to develop a Joint Annual Work Plan for the District Kohat.   **Manager, Operations Support Services, UNDP:**  **Pakistan – Islamabad (Jun 1993 – Dec 2003):**  Responsible to lead the Unit consisting of 16 staff members for providing range of services to the Country Office and the Projects; i.e. procurement of goods, services, civil works, UN Common Premises, Construction of the UN House, UN Security*,* Fleet Management, Asset Management, Travel Management, Events Management, Shipping Services andCost Recovery for the services extended by the UNDP. Preparation and review of technical specifications and/or terms of references. Management of procurement contracts; Cost estimations for the required goods/services; Analyzed the quality of goods and/or services delivered in relation to the needs of the operation/stakeholder and established quality standards; Worked with concerned stakeholders on procurement needs by providing technical support on specifications, cost implications and logistics for safe delivery both externally and internally; Finalized specifications and prepared shortlists based on needs and investigation of related market, identified suitable vendors with due consideration to price, quality, delivery time, warranty and after sale servicing where applicable.  **Critical Achievements:**   * Identified office space, prepared Move Plan of all UN Agencies from different locations of twin-cities to a 19-storey Saudi Pak Tower, named “UN House Pakistan”. Established and managed common services, conducted space planning and configuration, rental apportionment, charging of utilities, provision of ICT network for 88,000 sqft commercial space leased by 12 UN Agencies/Projects in a premises for10 year; and negotiated with the landlord “zero” rent increase for the first three years. * Identified business processes for converting into web-based applications to address the issues of accountability, efficiency and standardization. Inducted web-applications for managing issuance of Custom Exemption Certificates, Purchase Orders for International and National air travel, vehicles fuel consumption and maintenance schedule. * Developed training modules encapsulating UNDP Programme and General Administrative Manual, Project Cycle Operations Manual, and periodically delivered trainings to the CO and Project staff on Procurement Management. * Formulated UN House Construction Strategy and shared it through presentations with UNHoA. Developed plan for the construction of UN House, undertook space assessment, engaged consultants for initial designing and planning phase. * With concentrated and persuasive efforts, obtained UN Privileges for the UN Afghanistan and maintained it throughout their temporary stay in Pakistan for 10 years. * Prior to establishment of UNDSS in Pakistan, from 1993 to 1998 I provided Security Services to UNDP, interacted with the Government Security Agencies and foreign missions on security matters.   **Administrative Officer, National Rural Support Programme:**  **Pakistan – Islamabad (Nov 1992 – Jun 1993):**  NRSP is the largest NGO in Pakistan funded by the World Bank, USAID and the Government of Pakistan for undertaking Poverty Alleviation Projects throughout Rural Areas of Pakistan. Led the overall functions of the Admin and Procurement Unit. Developed Unit Annual Work Plan, Procurement Plan and ensured timely implementation. Initiated Procurement Process for Goods, Services, and hiring of administrative and ancillary staff. Managed operations budgetary planning, expenditure tracking. Conducted market surveys, developed Procurement and Assets Management Procedures to implement the procurement of Goods, Services, Asset and Warehouse Management. Managed Staff Houses, including upkeep and charging rental for the stay of non-NRSP staff.  **Supervisor, Personnel Support Services – General Dynamics Corp., USA:**  **Pakistan – Islamabad (Aug 1988 – Nov 1992):**  General Dynamics Corporation, USA was contracted for the up-gradation of “M Series” Tanks for Pakistan Army at Heavy Rebuild Factory, Taxila, and were working under the auspices of ODRP, USA Embassy, Islamabad, Pakistan. I led the international and domestic travel, management of staff houses, shipping and custom clearance, security management, fleet management, protocol services including liaison with the Government and US Embassy. Invited travel proposals from the leading travel agents, developed cost comparison, negotiated airfares, and entered into Travel Management Agreement. Interacted with the Government senior officials at the Ministry of Foreign Affairs, M/o Interior and Passport Office for securing Pakistan Visas for the International staff and their family. Coordinated with the various Government Departments for processing of duty-free consignments of the staff. Initiated paperwork for securing different protocols from the American Embassy and the Government of Pakistan for the US staff. Selected the shipping agent on competitive basis for the custom clearance, inland transportation of incoming consignments relating to the project and the staff. As National Security Coordinator, interacted with the US Embassy Security Department and the Civil Police about the evolving local security conditions.    **Critical Achievements:**   * During the Gulf War of 1991, I managed evacuation of all international staff from Islamabad within 48 hours timeline through Atlantic and Pacific routes. * Facilitated US staff to secure users’ privileges at the US Embassy Medical Clinic, Commissary, US Embassy Security and APO use. Facilitated the international staff in obtaining diplomatic privileges from the Government of Pakistan. * Leased three residential buildings for establishing Team Houses occupied by the managers/engineers/technical crews. Furnished and managed team houses, and deployed staff to provide security and support services.   **Admin Analyst, Ralph M. Parsons, USA:**  **Saudi Arabia – Yanbu (Mar 1979 Sep 1987):**  As a Management Consulting firm, Parsons implemented the design, planning and development of Yanbu Industrial City. I provided an overall administrative and legal support to the Economic Development Department mandated with the Industrial, Commercial, and Residential Lease Development for the Royal Commission. Assisted in developing background material for the formulation of proposals for commercial, industrial and residential lease development. Developed recommendations and advertised different commercial business opportunities. Established and managed the office supporting functions, i.e. systematic filing, storage and retrieval of correspondence, documents and drawings. Extended administrative support to the Municipal, Health, Utilities, Maritime, Postal and Education Services to the Institutional Development Department.  **Critical Achievements:**   * Developed Lease Agreements for 7 primary industries, 21 light and support industries and 64 commercial businesses for the Yanbu Industrial City. Monitored the Lessees’ performance as per terms and conditions of the Lease Agreements. * While working with the Institutional Development Department, extended administrative support for the establishment of Municipal Services, Maritime Services, Utilities Services, Education and Health Services for the Yanbu Industrial City. * Provided administrative support to the Deputy DG Programme of the Royal Commission for the establishment of first 60-beds Hospital at the Yanbu Industrial City. * Extended support towards the establishment of first International School for Expatriate Children operated by ISS (International School Services) New Jersey, and the first Arabic School Rawadat Al-Ma’Arif, Ministry of Education.  **DETAIL ASSIGNMENTS** **Procurement Specialist, UNDP Iraq:**  **Jordan – Amman (Feb 2008 – Apr 2008):**  Initiated procurement process for the selection of Civil Work Contractor for the Rehabilitation of Basra Children Hospital. Developed solicitation document invited proposals, conducted evaluation process and awarded contract to the institution selected through competitive basis for the Capacity Development of Youth. Initiated procurement process for the selection of firm for designing and delivering variety of Skills Development Programmes for building capacities of under-privileged communities based in Central Iraq. Initiated complex procurement of electronic panels relating to the activation and conversion of Taji Power Plant from Gas Firing System to Fuel Firing System.  **Head of Procurement, UNDP Timor-Leste:**  **Timor-Leste – Dili (Apr 2007 – Jul 2007):**  Developed Procurement Plan for the Presidential and Parliamentary Elections of the Year 2007 for the Republic of Timor-Leste in collaboration with the Election Commission of Timor-Leste and accomplished the entire procurement within the timeframe of four months. The scope of elections procurement included; procurement of ballot boxes, security seals, voters’ screens, indelible ink, printing of ballot papers and election parties campaign materials, training material for the Election Committee, chartering of an aircraft for lifting of printed ballot papers from Indonesia to Timor-Leste, selected firms for capacity development of election staff, printing of promotional material for the political parties, and the training material for the election staff.  **Head of Admin & Finance – UNOCHA:**  **Pakistan – Islamabad (Oct 2005 – Jan 2006):**  The UNDAC/UNOCHA team landed in Islamabad consequent to Post-Earthquake 2005, established Procurement and Logistics Operation by developing administrative, financial, procurement and asset management system for UNDAC/UNOCHA. Generated different financial management reports on funding, programme and operational expenditures, bank reconciliation reports, settlement of advances against fund advanced. Established eight (8) site offices in the earthquake affected zone, procured equipment, furniture and other logistics in order to operationalize the offices supporting the relief operation.  **-.-** |