

# Seerat Yaqub

House # 1, Gul Mohr Lane,  
University Town, Peshawar, Pakistan  
Contacts: 00923008593591  
Email: [yaqub.seerat@outlook.com](mailto:yaqub.seerat@outlook.com)  
Skype: Yaqub. Seerat

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## Academic Qualifications

M.A (Operations & Supply Chain Management) Virtual University, Pakistan	2016-2018 (ongoing)
B.Sc. Economics and Mathematics A & B, Punjab University	1995 - 1997
SCLP-1 Supply Chain Learning Program Level 1	2017
CIPS Introductory Certificate in Public Procurement (Level 2)	2016
ICM (UK) Diploma in Logistics & Supply Chain Management	2016

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## Career History

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Supply Assistant  
Supply Chain Unit  
UNHCR, Peshawar

2008 - to date

- Receive the shipping documents from STS or supplier, register in procurement status, computerized data system and file them in the related active files for tracing/updating;
- Assist in preparing the monthly procurement status report to be sent to STS for information;
- Prepare all necessary documentation, liaise with customs and the clearing, forwarding, handling and warehouse agent(s) to ensure that the movements of goods are facilitated in and out of the country, as instructed
- Assist in coordinating clearance and forwarding of consignments/shipments ( for local use or on transit for the region), including obtaining account codes from consignee(s) and all other related documentation
- Liaise with local agents regarding actual arrival time of consignments;
- Assist in the clearance of Admin./Personal effects from customs and dispatch to destination;
- Provide logistical support to the activities of UNHCR/NGOs working in the region under the UNHCR umbrella of SO Peshawar. Coordinate deliveries of non-food assistance to project sites with other NGOs, UN and other parties concerned
- Draft and send out quotation requests and relevant correspondences.
- Evaluate offers and prepare bid tabulations to select the most suitable supplier(s) meeting specifications and criteria.
- Prepare purchase orders by sending confirmations, send regret correspondences and request for inspections and payments.
- Maintain and update the supplier rosters. Send out Supplier Profile Forms for registration.
- Track monthly Purchase Orders and prepare data on expenditure.
- Follow up on execution of placed purchase orders, including deliveries, inspections, payment to suppliers, and requests to the Logistics/Supply Officer for release/dispatch of goods to their final destination.
- Prepare tax/duty exemption forms and requests for goods procured locally or internationally.
- Evaluate Purchase Authorizations for completeness of specifications and adequacy of allocated funds.
- Provide logistics support and assist in the implementation of the annual and special programs.
- Obtain detailed data, specifications and quotations on items required being purchase on the local market and providing evaluations, comments and recommendations.

- Undertake administrative and operational procurement employing standard UNHCR practices, arranging for delivery, installation and after-sales service when applicable
- Maintain updated logistics files and computerized databases of companies and suppliers as well as inventories of non-expandable and special items
- Process payment requests (PFRs) and expedite payments after checking the invoices/bills of suppliers
- Prepare contract/agreements for warehouses, transportation, loading/unloading, procurements, customs clearance leasing and other commercial contracts. Perform any other Logistical & Purchasing/Procurement/Supply duties as required.

ASSISTANT, Procurement  
Supply Department  
UNICEF, Islamabad

2006 - 2007

- Assist drafting and typing routine correspondence.
- Assist with assembling pouch material form within the Section for dispatch through Registry.
- Identify alternative sources, if need be, in order to cater to the project needs within stipulated delivery time.
- Assist Sr. Supply Assistant in preparing tender documents and comparative statements for printing contracts.
- Assist in the preparation of purchase orders and payment requests.
- Receives screens and routs correspondence, attach necessary background information and maintains Chrono and Tickler Follow up System. Ensures quick and appropriate distribution of mail to the concerned desks.
- Maintain General S&P O Files, Contracts Files including UNICEF Programme/Admin Instructions, Supply Manuals, Newsletters, Computerized Consignee Lists, Expires, and Warehouse Catalogues etc.
- Prepare progress report on a daily basis and keep Chief of Section posted with development.
- Assist with arranging appointments, receives visitors and screens telephone calls and respond to routine inquiries.
- Any other duties assigned from time to time.

Logistics/Admin Assistant  
Admin & Logistic Department  
ACTED Pakistan (French INGO)

2005 - 2006

- Making sure the procurement cycle are accordance to ACTED Procedures.
- Supervise the timely delivery of items to bases, Supervise the Filling system.
- Procurement
  - Need Assessment of the required Product
  - Conducting Market Surveys, Analyses of Quoted rates
  - Product availability, Issuance of Work order
  - Out Sourcing of assignments, Contract issuance, Event Management for Orientation Meetings
- Maintenance of all record related to Immoveable Assets.
- Tagging on the Assets (with Unique Inventory NO.
- Development of Database for Moveable Assets, which helps to enter, all procured items in account of Moveable Assets
- Additionally helping to retrieve, List of all vendors
- List of all issued items from the store during fiscal year, Department wise, Employee wise, and Item wise. Communication/Transportation Advertisement, Short Listing, Minutes of the interviews
- Extension / Termination of Staff Contracts
- Supervise the Log Books are complete and proper fuel coupon are used.
- Supervision of schedule for Vehicle(s)
- Supervision of repair and maintenance for vehicle
- Supervision of Vehicle Fuel & Log Book
- Assist the conduction of meetings and arrangement of Logistics for the participants.

Business Executive/Warehouse Assistant  
Xianle Co, Rawalpindi

2003 - 2005

- Support to effective and efficient functioning of the Branch (office/operations/ administration)
- Support to administrative and logistical services

- Support to office maintenance and assets management
- Support to events and activities organized by the Branch
- Initiates, processes, monitors, reviews and follows-up on actions related to the business entries of the Branch's new consumers, ensuring consistency in the application of regulations and procedures.
- Enters, maintains business data and records for clients.
- Maintains files of rules, regulations, business instructions and other related documentation.
- Maintains up-to-date work files of the Branch (mainly electronic but also paper when needed).
- Coordinates extensively with service units and internal team members both at Headquarters and in the field.
- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Verifies the contractors' invoices against the goods and services provided by the contractor.
- Supports the organization of events and activities of the Branch's plan-of-work.

Lecturer cum Administrative Officer  
**Government Community Model College,**  
**Dist. Gujranwala**

2001 - 2003

- planning and preparing lessons;
- teaching across a range of qualification types and levels, in day or evening classes or open access workshops;
- teaching large and small groups of learners from a range of backgrounds, abilities and ages;
- monitoring, assessing and marking students' work;
- maintaining accurate records and monitoring students' progress;
- setting and overseeing examinations and liaising with awarding bodies to ensure quality standards are met;
- contributing to course team meetings to monitor, review and evaluate relevant courses;
- Undertaking a range of administrative tasks.
- Communicate effectively with students and staff.
- Participate in development of campus improvement plans with staff, parents, and community members.
- Assist principal with observing employee performance, record observations. Serve as second appraiser for designated teacher appraisal system, in interviewing, selecting, and orienting new staff.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise monitoring of student attendance and investigate when appropriate.
- Work with department heads and faculty to assist in development of campus budget.
- Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
- Comply with federal and state laws, State Board of Education rules, and board policy.
- Conduct conferences on student and school issues with parents, students, and teachers.
- Performs other duties as assigned.

Lecturer/Lab Assistant  
**AIH Schooling system,**

1998 - 2001

- teaching all areas of the related curriculum;
- taking responsibility for the progress of a class of secondary phase pupils;
- organizing the classroom and learning resources to create a positive learning environment;
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- motivating pupils with enthusiastic, imaginative presentation; maintaining discipline;
- preparing and marking to facilitate positive pupil development;
- meeting requirements for the assessment and recording of pupils' development;
- providing feedback to parents on a pupil's progress at parents' evenings and other (often less formal) meetings;
- coordinate activities within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
- working with others to plan and co-ordinate work;
- taking part in school events and activities that can be run at weekends or evenings;
- Liaising with colleagues and working flexibly, particularly in similar schooling systems in area.

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## ***Para-Academic Achievements***

### **Trainings**

- Trainings offered by UNHCR during 8 years regarding soft Skill, ICT, Protection, and Security (list could be provided as factsheet of SM)
- Advance Security training & HIV/AIDS Training with UNICEF, Islamabad.
- UNICEF ProM's training on-going...
- Received a training of 7 days for "FLAT=Finance+ Logistic+ Administration as TEAM" at ACTED Pakistan January 2006.
- Received training of D.E.O by Comsats
- Received training for IT-Courses as a Tool in working environment by E-Tech.
- Received training for CSC by CIT College with major in computers and MS-Office
- Received training (online) for "Managing Anger & Stress at Work Place".
- Received training for windows all versions, MS Office all versions
- One day workshop on WTO in Pakistan
- First Aid Training by Red Crescent Peshawar
- Fire Fighting Training by Fire Fighting Unit Peshawar

### **Memberships**

- Blood Volunteer of PRCS,
- Work Volunteer of PRCS,
- Member of Asian Group Study

### **Languages**

- Excellent in English, Urdu, and Punjabi. Certificate beginner Level in Chinese and Arabic.
- UN Language Proficiency in English language

### **Skills**

- Tech Savvy
- Communication Skills
- Negotiation Skills
- Adoptability& Flexibility
- Team Work
- Negotiation Skills

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## ***References***

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|--|--------------------------|
| - Saad Saleem: HR Associate, UNHCR     | Email: saleems@unhcr.org |
| - Munazza Hadi: Program Officer, UNHCR | Email: hadi@unhcr.org    |
| - Javed Naz: Supply Officer, UNICEF    | Email: jnaz@unicef.org   |

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## ***Personal Detail***

**Age:** 40

**Gender:** Female