

SADDAM HUSSAIN

Permanent address:

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Distt Dir Upper KPK Pakistan.
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Saddam Hussain C/O
Komrat boot house
main bazar Dir.

Objective

To work in a challenging environment where I can prove my abilities and utilize my knowledge for the best interest of the organization.

Personal information

Father Name	Saif-ul-Islam
Nationality	Pakistani.
Religion	Islam.
D.O.B	13/12/1982
N.I.C #	15701-3947881-5
Domicile	Dir Upper
Marital Status	Single

Education:

M.Phil

Major in "Finance"

From University of Malakand Chakdara Dir Lower.

CGPA: 3.4

MBA

Major in "Finance"

From *Institute of Management Sciences, Peshawar*

University of Peshawar.

CGPA: 3.0

BIT

From CECOS University of Information and Management Sciences Hayat Abad Peshawar.

CGPA: 3.0

BA (As a private candidate)

From University of Malakand

Major subjects (Sociology and political Science)

2nd Division

H.S.S.C

Pre Medical

From *Govt. Degree College, Timergara.*

B.I.S.E Swat.

58 % age

S.S.C

Science

From *Alfarooq Public School Timergara.*

B.I.S.E Swat.

1st Division

**Computer
Knowledge**

Micro Soft Office

Have done ms office which include MS Word, Ms Excel, and Ms Power Point and have good command over them.

Hardware

I have done the basic hard ware courses which include partitioning, installation and trouble shooting and Internet.Net surfing and searching.

**Professional
experience**

SHAHEED BANAZIR BHUTTO UNIVERSITY SHRINGAL UPPER DIR

Start date: April 2012

End date: December 2012

UNICEF Friends WSI Dir

Start date: April 2012

End date: December 2012

I have worked with Friends Pakistan UNICEF in its WSI phase II project as a *HR/Admin Officer* in Dir.

Key JDs/Accountabilities

- General Office administration, office set up and over all discipline of the Friends Office Dir.

- Assist employees and supervisor in day to day activities in the office and field.
- Arrangement and follow up of hotels during Training Sessions, meetings and consequently billing.
- Vehicle management as per the agreed plans, filling of agreements, letters & correspondence.
- Follow-up of the vehicle fueling(mobile oil+ petrol Diesel),
- Maintain & Follow-up of Log Book record.
- Making sure the proper arrangements and follow-up for all training events
- Collection of weekly plans of PM, PC, Field Officer, Procurement and Logistic Officer, Finance and account officer.
- Supervise all support staff and drivers in office & field.
- Drafting of routine letters, memos as & when requires.
- Develop and maintain proper filing systems for all correspondence and documents of HR and Administration.
- Assist in hiring of staff, CVs collection, conduct of interview, prepare letters etc
- Maintain all personnel files up to date at Dir Office
- Maintain Staff Leave Records.
- Collection of timesheets on monthly basis
- Ensure implementation of HR policy at Dir office.
- Assist in recruitment and selection, discipline, grievance, contracts, training and development, performance appraisal and quality management issues.
- Conducting exit interviews during employee terminations and resignations
- Assist in conducting orientation programs for new employees or employee motivation.
- Keep track of address changes, changes in job titles, benefits, and salaries.
- Ensure proper security of office, vehicles, equipments, and staff and that all IT and office equipments are in working condition and are safe.
- Provide authentic information from the employee's personnel records when requested by other sections / HO.
- Prepare duty roaster for guards and vehicles.
- Maintain visitor book and record of all visitors who came in office.
- Perform additional assignments and responsibilities as assumed or directed by supervisor.

ACTED(Agency for Technical Cooperation and Development)

Start date: August 2010

End date: June 2011

I have worked in ACTED as a *Community Mobilize* in its **FAO** project in Dir. My responsibilities are:

Formation of village organization , community organization in the project area which is flood effected. Assessment of beneficiaries for agriculture input as the project is FAO which distribute agriculture inputs in effected area. Arrange training for selected beneficiaries. Distribution of token and then distribution of inputs that is fertilizer ,

wheat and vegetable seeds. Assessment for live stock inputs and their distribution. Selection of water channel for Cash For Work activity. Documentation and report of all these activities.

USAID PAIMAN

Start date: 1st January 2007

End date : March 2009

I have worked in “*PAIMAN*”(Pakistan Initiative For Mother and Newborn) Project of USAID as a *Manager Administration and Finance*. My responsibilities were::::::

- Maintaining cash book, Bank book, Payroll.
- Preparing vouchers and supporting documents.
- Recording of all financial activities.
- Receives all RAHBAR mails, sorts, maintains record and arranges for delivery.
- Receives all out going mail, issues reference numbers, maintains record and arranges for Dispatch.
- Ensure safe keeping of all communication related files.
- Update inventory record on regular basis.
- Ensure proper travel and accommodation arrangements for events.
- Allocation of vehicles to staff (particularly making sure that project staff are dropped off and collected in the efficient manner).
- Ensure validity of agreements i.e. premises, vehicle rent, etc.
- Communication and coordination with Governmental and other relevant offices.
- Supervise maintenance of inventory record.
- Ensure procurement in compliance with the Internal Control Procedures of RAHBAR.
- Ensure recovery of personal telephone calls and usage of vehicles.
- Receives attendance register and conciliates it with travel Requests for updating attendance.
- Training of Administration staff.
- Certify all disbursement, receipt and journal vouchers
- Ensure all supporting documents are attached with the vouchers

SRSP (Sarhad Rural Support Program):

Start date: March 2006

End date: 31 December 2007

I have worked in SRSP in Earth Quack Effected Areas in District Mansehra as *Social Organizer* in its education Project IDRDF(International Development Relief Fund) with following responsibilities.

- Organizing community and finding their needs & requirements about Education.

- Forming Village Education Committee.
- Developing village community organization.
- Monitoring of community based schools of SRSP finding problems of students.
- Monitoring of the construction of new schools & provision of materials.
- Motivating people of the community to bring their children to school.
- Keeping records of enrollment of each class and review of the progress.

ICRC

Start date: April 2009

End date: February 2010

I have worked in “**ICRC**” as a *Hygien officer* in IDPs Camp in Dir upper.i have also worked in distribution of food items and NFIs in different camps of IDPs of Swat, Maidan and Dog Dara.As a hygiene officer my responsibilities were:::::

- To aware people about personal hygiene.
- Visiting tent to tent and checking the hygiene situation.
- Help the IDPs and provide them clean drinking water which is chlorinated.
- Reporting the situation to main office.
- Assessment of IDPs for food and NFIs.
- Distribution of food and NFIs.

SRSP (Sarhad Rural Support Program):

Start date: Feb 2010

End date: August 2010

I have worked in SRSP in Earth Quack Effected Areas in District Mansehra as *Community Rehab Worker* in its Disability project with following responsibilities..

- Assessment of PWDs in the carpet area of the project.
- Selection of PWDs in different categories like physical, mental and hearing etc.
- Organizing orientation sessions for communities in the carpet area to aware people .
- Arrangement of different trainings for their rehabilitation like entrepreneurship , skill.
- Distribution of hearing aids, wheel chairs and other devices for their rehabilitation.
- Help as liaison for PWDs to support them for their rehabilitation with different

government institute.

Trainings attended:

- Have attended six days training on “ *Social Mobilization, Poverty alleviation and Gender Issues* ” under SRSP in Peshawar.
- Have attended two days training on social mobilization under USAID PAIMAN.
- Have done six days training on “Special needs and inclusive education” under PPAF Disability project.

Extracurricular activities:

Sports, surfing and reading newspaper

References :

Mr. Murad Hussain:

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