

CURRICULUM VITAE

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Personal Profile

I have done my Master of Business Administration (MBA) specialization in marketing. My professional experience entails Admin, Logistics, Procurement management. I am working with public sector organization “Small & Medium Enterprises Development Authority (SMEDA), Ministry of Industries & Production, Government of Pakistan as Manager-Admin and also has been part, number of national and international development projects. I have worked as a counterpart professional with various international organizations including Japan International Cooperation Agency (JICA), United Nation Development Program (UNDP), United National Development Organization (UNIDO) and Growth for Rural Advancement and Sustainable Progress (GRASP) the European Union (EU) funds project. Over the years, I have developed strong networking and close working relationships with a number of private and public-sector organizations in Pakistan and abroad.

Academic Credentials

2009-2011: Master of Business Administration (MBA),
The Minhaj Univesity Lahore, Pakistan

2006-2008: Bachelor (Economics),
Alama Iqbal Open University, Islamabad, Pakistan

Professional Experience

Manager-Admin

**Small & Medium Enterprises Development Authority (SMEDA)
(2010 to date)**

Main Tasks/Responsibilities:

Administration & Logistics:

- Spearheaded comprehensive fleet management, ensuring optimal utilization and cost-efficiency in transportation, lodging, and events management across multiple locations.
- Strategically oversaw administrative surveys and space management initiatives, aligning them with organizational goals for improved resource allocation and operational efficiency.
- Played a pivotal role in the development and continuous improvement of Admin policies and procedures, driving operational excellence and compliance.
- Manage driver's duties by providing necessary instructions and monitoring duties through vehicle management system.
- Manage vehicle's repair & maintenance as per maintenance schedule and prepared a maintenance report of each vehicle on weekly basis.
- Enforce the transportation rules i.e. driver's fitness, driving licence and vehicle maintenance requirements.
- Stock tacking & inventory management.
- Administered and optimized the SMIS system for employee attendance and leave management, integrating new technology to enhance accuracy and accountability.
- Led the resolution of complex administrative complaints, implementing solutions that enhanced service delivery and stakeholder satisfaction.
- Report writing & annual plan.

Procurement:

- Undertake procurement of goods and services using the e-procurement software and follow the Public Procurement Regulatory Authority (PPRA) procurement rules and guidelines.
- Procurement planning, real time budgeting, vender management and preparation of procurement timelines.
- Prepare tender documents by identifying the technical requirement and bidding procedure in accordance with rules/policy.
- Collect bids/proposals and prepare the comparative statements for presenting to management.
- Negotiate with vendors/suppliers (where permissible) the cost of different services and goods.
- Conduct desk research to find best procurement practices and prepare the documents accordingly.

- Ensure that goods and services are provided in accordance with agreement and process the invoices to for payments.
- Act as resource person for contractors in their correspondence with SMEDA from issuance of POs to invoicing & payments.

Experience with International Donor Funded Projects:

- Managed procurement of Assets & logistics support for two UNDP projects of SMEDA (Early Recovery Project & LEP Project) World Bank cost of USD 8 million.
- Supervised successful establishment of 29 Business support centres in 29 districts across Pakistan (including procurement of assets and logistics for 29 BSCs) cost of 3 million USD.
- Provided procurement and logistic support to SMEDA-UNDP “Livelihood & Enterprise Development Network” (LEDN) project staff the total cost of project was USD 2 million.
- Providing procurement and logistics support to SMEDA-UNIDO “Investment Promotion Unit” (IPU) Project staff.
- Managed the procurement of USD .5 million and logistics support to SMEDA-JICA “Energy Efficiency Management Program” Project.

Training & Development

Institution/Organization	Training Theme	Year
International:		
Japan International Cooperation Agency (JICA) Kobe, Tokyo, JAPAN	Knowledge Co-Creation Programme on Small and Medium Enterprises Development Policies (A)	June 26 - July 23, 2025
Japan International Cooperation Agency (JICA) Sapporo, Nagoya, JAPAN	Knowledge Co-Creation Programme on Regional Industry Promotion by Cluster Approach (B)	Jan 22 - Feb 18, 2019
Japan International Cooperation Agency (JICA) Fukuoka, JAPAN	Knowledge Co-Creation Program for Young Leaders for Pakistan/Economic Administration (Industrial Development and Promotion) Course	10-23 November, 2016
Local:		

USAID	Training on Monitoring & Evaluation	August 23, 2013
USAID	Training on Procurement Management	21-22 August, 2013
USAID	Training on Human Resource and Financial Management	May 8, 2013

Acquired skills:

- Strong analytical and problem solving skills.
- Ability to work effectively in a multicultural team of personnel.
- Ability to perform under pressure.
- Effective communication and self-motivation with added responsibility.