

Sami Ahmad Sahebzada

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KEY SKILLS:

- Strong leadership and management
- Excellent communication skills
- Fluent in English, Farsi, and Pashto, Urdu
- Experienced team player, and able to work independently

PROFESSIONAL EXPERIENCE

Sr Admin

Castro Valley Motors

Sep/2017 – Current

- Supervision of all staff
- Weekly meeting with all staff and assigning task for every individual
- Weekly report and forecast report to CEO
- Purchase and ordering of new parts and used parts
- Negotiating with vendors and walking costumers
- Day to Day data entry of sell and buy into Desk Manager Software
- Issuing checks, invoices and receipts
- Filing and documenting

Procurement Advisor

03/2014 – 12/2016

PAE Government Services Inc.

- Provide over all support and control of activities to Grants and Procurement, Contracts, procurement, compliance and implementation Departments.
- Provide on Job training to managers.
- Leading Bid opening Meeting
- Negotiating with vendors
- Control and Manage new contracts and RFP
- Creating purchase requisition and monitoring the approval process
- Develop training materials for field and Justice Institution Procurement Staff
- Control and follow the progress of ongoing projects
- Technical and financial evaluation of projects
- Providing Technical advice to provincial Procurement Directorates
- Weekly Report and forecast Report to Top management

Logistic/Admin Senior Officer

05/2010 – 02/2014

IDLG (Independent Directorate of Local Governance)

- Prepare regular reports on the status of the overall project procurement process
- Maintain data on the delegation of authority (DOA) and act as per rules where DOA exceeds financial limit
- Ensure to submit invoices received for the goods delivered/services rendered to financed department after verification along with supporting documents
- Guide staff and implement proper filing system for Logistics and Procurement Unit
- Impart training to agency staff on procurement and logistic related procedures

EDUCATION

High School Diploma, Amani High School

Diploma in Information Technology – Kardan University

A+ Certification – Afghan Information Technology Institute

Access Project Database Certificate – Afghan Information Technology Institute

Leadership & People Management Certificate – Rebuild Consultants

ACHIEVMENT:

Certificate of Appreciation - Deputy Minister of Finance and Administrative, Ministry of Justice

Certificate of Appreciation – Deputy Chief of Team PAE Government Services Inc

Certificate of Appreciation – Organization Capacity Building Section Leader, PAE