**Sami Ahmad Sahebzada**

25200 Carlos Bee Blvd, #93, Hayward, CA, 94542

(916) 695 8233 **∙** Samai.sahebz@gmail.com

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