

Muhammad Sheraz

H # T-96, St # 1, Sarafa Bazar
Mohalla Shah Chan Chiragh.
Rawalpindi 46000, Pakistan

Contact: +92-300 855 2146,
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Msherazi01@yahoo.com

Objective

Experienced professional with 20+ years in Supply Chain, Property and Inventory Management, Executive Assistance, Program Management, and Records Management, seeking to contribute expertise and leadership to a dynamic organization.

Work Experience

USAID/Pakistan – Office of Executive Management (EXO)

Property and Supply Supervisor | Aug 2022 – August 2025

Warehouse & Supply Chain Management

- Supervised warehouse operations, including shipping, receiving, storage, and order fulfillment.
- Coordinated with carriers to ensure timely unloading and loading of goods.
- Conducted cycle counts, inventory reconciliations, and audits to maintain 100% accountability.
- Ensured compliance with HACCP-equivalent and organizational safety protocols.
- Oversaw supply chain workflows, liaising with vendors, contractors, and other donor agencies to minimize delays and maintain service standards.
- Implemented safety and security protocols within warehouses and storage facilities.

Property & Asset Management

- Managed USAID/Pakistan Mission's \$10M portfolio of nonexpendable (NXP) and expendable (EXP) property across Islamabad, Lahore, Karachi, and Peshawar.
- Oversaw the full property lifecycle from acquisition and inspection to allocation, maintenance, and disposal, ensuring accountability and audit readiness.
- Developed and enforced property management policies and procedures in compliance with USAID and U.S. Government regulations.
- Conducted periodic property inspections, verified inventory, and reconciled discrepancies between records and physical assets.
- Maintained and updated property and asset management systems (e.g., ILMS) to ensure accurate records and reporting.
- Coordinated customs clearance and import/export documentation for official shipments in collaboration with procurement and finance teams.
- Prepared annual property utilization and office space allocation plans, including assignments for Temporary Duty Staff (TDYs) and new arrivals.

Fleet & Vehicle Management

- Coordinated vehicle allocation and scheduling across multiple sites, ensuring timely availability for official travel, staff relocations, and project activities.
- Implemented preventive maintenance schedules and monitored vendor performance, reducing downtime and ensuring fleet safety, reliability, and cost efficiency.
- Prepared and maintained fleet documentation and performance reports, including fuel usage, maintenance records, and compliance with organizational policies.

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Housing & Facilities Management

- Coordinated housing assignments with the U.S. State Department and ICASS Housing, handling new residence arrangements, lease renewals, and maintenance issues.
- Managed the USAID Staff House, coordinating with landlords, contractors, and staff house teams for repairs, contract renewals, room reservations, and event coordination.
- Implemented safety, health, and security protocols across staff housing and office facilities.

Budget, Procurement & Reporting

- Administered annual operating budgets, monitored expenditures, and ensured compliance with USAID and U.S. Government financial guidelines.
- Coordinated with procurement teams to source, acquire, and distribute property, supplies, and services in alignment with Federal Acquisition Regulations (FAR) and Mission requirements.
- Reviewed and validated vendor invoices, purchase requests, and contracts to ensure cost-effectiveness and accountability.
- Prepared financial and operational reports, including quarterly budget reviews, property accountability statements, and fleet cost analyses.
- Supported audits by providing accurate budget reconciliations, inventory data, and procurement documentation to ensure full compliance with audit standards.
- Collaborated with cross-functional teams to forecast resource needs, optimize spending, and reduce operational costs.
- Tracked procurement cycles, monitored delivery timelines, and maintained records of all USG-acquired property for transparency and accountability.

Leadership & Logistical Support

- Supervised a diverse workforce, ensuring fair treatment and compliance with organizational policies and collective agreements.
- Oversaw the logistical operations of the warehouse, including assignment of vehicles, scheduling, and movement coordination within the compound and off-compound residences for goods delivery.
- Provided training and technical guidance to warehouse, fleet, and property staff to strengthen operational capacity and ensure policy compliance.
- Managed and monitored the movement and utilization of fleet vehicles to support official transport and material delivery needs efficiently.
- Prepared operational performance reports, briefing materials, and dashboards for senior management, auditors, and visiting delegations.
- Ensured timely submission of financial, inventory, and property management reports to the Washington office and Mission leadership.
- Provided logistical support for official events, conferences, training sessions, staff relocations, and temporary assignments.

USAID/Pakistan – Program Office (PO)

Administrative Assistant | May 2017 – August 2022

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- Managed the Program Office (PO) Director's calendar, scheduled appointments, and coordinated availability with internal and external stakeholders.
- Organized Program Office meetings, workshops, and conferences at both on-compound and off-compound venues, including agenda preparation and logistical arrangements.
- Coordinated with host government officials, prepared briefing documents and talking points, and facilitated official meetings.
- Maintained domestic and international travel arrangements for PO staff, including ticketing, accommodations, and itineraries.
- Processed and tracked Electronic Country Clearances (ECCs) for official travel and coordinated with relevant offices.
- Prepared access requests for visitors, secured approvals from the Regional Security Office (RSO), and provided escort services as required.
- Served as Records and File Custodian for the Program Office, maintaining electronic and hardcopy files in compliance with USAID guidelines.
- Prepared and submitted required documentation such as Disposition File Plans, Personally Identifiable Information (PII) inventories, and Annual Essential Records Reports in coordination with the Communications & Records Unit.
- Updated and monitored the Mission correspondence tracker, ensuring timely circulation of documents for Program Office Management and technical office clearances.
- Processed supply requests, maintained office stock, and ensured timely availability of materials for staff.
- Coordinated with the USAID Travel Office to prepare Welcome Packs, arrange orientations, and allocate workspace for new staff and TDY personnel.
- Processed and validated timekeeping records: FSN time sheets in WinTA and USDH/PSC WebTA submissions, securing supervisor approvals.
- Coordinated with the State Travel Office for No Objection Certificates (NOCs) for official in-country travel (Lahore, Karachi, Peshawar, and other applicable cities).
- Provided logistics support, including airport expediter coordination, motorpool requests, and myServices submissions.
- Tracked unsolicited proposals submitted to the Mission and drafted responses to Government of Pakistan correspondence.
- Assisted in drafting meeting minutes, briefing notes, and official communication on behalf of the Program Office.
- Supported special events and high-level delegations by arranging venues, preparing materials, and liaising with partner organizations.
- Managed logistics and property management operations for the Program Office, ensuring efficient use and accountability of resources.
- Prepared financial reports and contributed to budget planning for annual Program Office expenditures.
- Coordinated procurement activities, including vendor liaison, purchase requisitions, and tracking of goods and services for the PO.
- Organized and managed donor and partner coordination meetings and events, ensuring effective communication and follow-up actions.
- Facilitated and secured approvals from host government officials for Program Office activities, meetings, and official events.

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USAID/Pakistan – Office of Executive Management

Communications & Records Management Assistant | 2011 – 2017

- Assisted the Communications & Records Supervisor in implementing the USAID/Pakistan Records Management Program by providing technical support to organize and maintain file stations, retire or dispose of inactive files, and manage Communications & Records files and logs.
- Updated and distributed the USAID/Pakistan Telephone Contact List, ensuring accurate and up-to-date information for American organizations operating in Pakistan.
- Managed all incoming and outgoing correspondence and mail, including local couriers, FedEx/DHL/UPS, and unclassified pouch mail systems through the Embassy mailroom.
- Controlled the Mail Room operation, overseeing local and international courier services including Pakistan Post, FedEx, DHL, and the USG unclassified pouch mail system.
- Oversaw reproduction and fax transmittal services for USAID/Islamabad offices.
- Processed over 300 bills and invoices per month, each valued at approximately USD \$3,500–\$4,000.
- Provided administrative support to the USAID Procurement Section on procurement-related matters.
- Prepared and processed work orders, ensuring timely completion and follow-up.
- Provided EXO Secretary backup support during absences, including maintaining the EXO Director's calendar, routing documents, organizing meetings/conferences and securing necessary approvals.

United States Employees Association, Islamabad

Receptionist/Cashier | April 2009 – August 2011

- Provided front desk customer service as the first point of contact for members, guests, and visitors.
- Facilitated diplomats and their families by processing membership applications, renewals, and related documentation.
- Handled financial transactions at the American Club's front desk, including cash, credit cards, U.S. checks, and local currency.
- Supervised 20 cafeteria staff, including the head chef, cooks, and storekeepers, ensuring smooth daily operations.
- Managed billing, payment collection, and financial record-keeping in compliance with organizational policies.
- Coordinated incoming and outgoing mail through the Embassy mailroom and ensured timely distribution to relevant departments.
- Organized major events for the diplomatic and Embassy community, including Spring/Fall Bazaars, U.S. and Pakistani holiday celebrations, game show events, and weekly bazaars.
- Supported cultural and recreational activities by liaising with vendors, arranging venues, and overseeing logistics to ensure successful events.

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Islamabad College of Management & Commerce

Office Assistant / Accountant | September 2006 – April 2009

- Maintained accurate office accounts, including salary records, operating expenditures, and reimbursements.
- Prepared and maintained financial books, handled petty cash, and ensured proper reconciliation of transactions.
- Processed vouchers, invoices, and payments in compliance with organizational policies and accounting standards.
- Managed local procurement of office supplies and equipment, including vendor coordination and price negotiations.
- Maintained financial records, ledgers, and supporting documentation for audits and reporting.
- Assisted in preparing monthly, quarterly, and annual financial statements for management review.
- Monitored expense tracking to ensure adherence to approved budgets and financial controls.
- Supported administrative functions, including filing, correspondence, and document management.
- Coordinated with external vendors, banks, and service providers to resolve financial and administrative matters.

International College of Computer & Management Sciences

Short Course Instructor / Computer Lab Assistant | 2004 – 2006

- Delivered short courses on computer fundamentals, MS Office, email usage, and internet browsing to students and professionals.
- Assisted faculty and students in the computer lab with software applications, printing, and troubleshooting technical issues.
- Prepared course materials, lesson plans, and practical assignments to enhance student learning.
- Conducted orientation sessions for new students on lab rules, safety protocols, and system usage.
- Provided one-on-one technical support and guidance to students during training sessions.
- Maintained computer lab hardware and software, ensuring smooth functionality and minimal downtime.
- Installed and updated operating systems, applications, and antivirus software as required.
- Monitored lab inventory (equipment, peripherals, and consumables) and coordinated maintenance or repairs.
- Recorded student attendance, progress, and evaluation reports for short courses.
- Supported exam administration by setting up systems, monitoring tests, and ensuring fair practices.
- Assisted in organizing workshops, seminars, and skill-development programs related to IT and computer literacy.

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- Ensured proper data backup, network connectivity, and IT security protocols within the lab environment.

EDUCATION

- 2009-2013, Bachelor in Library Sciences (BLIS), Allama Iqbal Open University
- 2005-2007, Intermediate, Allama Iqbal Open University
- 2004-2005, Punjab Vocational Training Centre, 8th months Computer course
- 2000-2001, Matriculation, Board of Intermediate & Secondary Education (BISE/RWP)

TRAINING ATTENDED

- Supervisory Certification Course-USAID University
- Records Management and Freedom of Information Act.
- Programming Foreign Assistance
- Administrative Professional
- Performance Monitoring and Evaluation-Essential

INTERESTS and CORE SKILLS

- Warehouse and Distribution Management
- Shipping, Receiving & Order Fulfillment
- Supervision of Diverse/Unionized Workforce
- Maintained the organizational Standards & Safety Compliance
- Expendable and non-expendable Property and Inventory Management
- Cycle Counts, Audits & Accountability
- Training, Coaching & Performance Management
- Vendor and Carrier Coordination
- Fleet and Logistics Operations
- Proficient in Warehouse Management Systems
- Policy Development & Compliance
- Operational Reporting & Dashboard Preparation

REFERENCE

James Fleming

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Rachel Grant

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Kanwal Zehra Bokharey

Senior Partnership Advisor, USAID/Pakistan

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Samuel Matthews

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