

Resume

Name: Asad Raza Virk

Position Title: Senior Officer – Foodgrain Procurement, Storage & Distribution

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Location: Sheikhpura, Pakistan

Professional Summary

Dedicated Senior Officer with over 25 years of experience in foodgrain procurement, storage, and distribution within the Punjab Food Department. Skilled in data analysis, inspection, compliance, risk management, and supply chain operations. Recognized for integrity, accountability, and leadership in ensuring food security and transparent grain management. Holds certifications in Data Analytics, Data Science, and Advanced Analytics, combining public service expertise with modern analytical skills.

Education

- Google Advanced Data Analytics Certificate – Google, 2025
- Certificate in Data Science & Analytics – HP, 2024
- Google Data Analytics Certificate – Google, 2024
- Certificate in Effective Presentations – HP, 2024
- Bachelor of Science in Computer Science – Virtual University of Pakistan, 2006
- Bachelor of Arts – Punjab University Lahore, 1999
- Diploma of Business Administration – PBTE Lahore, 1997
- Diploma in English Language – National Institute of Modern Languages, Islamabad
- Certificate in Computer Science (DOS, Lotus 1-2-3, WordStar, dBase III Plus) – Lahore, 1995
- Matriculation in Science – BISE Lahore, 1995
- Attended Microsoft Pakistan Developer Conference, 2004

Work Experience

Punjab Food Department, Government of Punjab

Senior Officer – Foodgrain Procurement, Storage & Distribution

April 2000 – Present

Key Responsibilities & Competencies:

- Conduct regular inspections of procurement centers, warehouses, and mills to ensure compliance.
- Oversee procurement, storage, and distribution of wheat and other foodgrains.
- Maintain accurate procurement, stock, and distribution records.
- Ensure fair dealings with farmers including accurate weighing and transparent payments.
- Monitor supply chain logistics, warehouse utilization, and stock levels.
- Prepare and submit detailed compliance and inspection reports to senior management.
- Collaborate with law enforcement and administrative authorities to address irregularities.
- Supervise, train, and mentor junior staff and procurement teams.

Professional Highlights:

- Successfully led inspections ensuring quality control and transparency.
- Played a critical role in supporting provincial food security initiatives.
- Recognized for integrity, accountability, and effective decision-making under pressure.
- Contributed to risk management and prevention of pilferage/wastage in grain storage.

Core Skills

- Data Analysis & Reporting
- Supply Chain & Logistics Management
- Inspection & Compliance Monitoring
- Risk & Quality Management
- Stakeholder Communication
- Leadership & Team Management
- Public Sector Governance
- Problem Solving & Decision-Making