کمیسیون مستقل کمیسیون های انتخاباتی

دارالانشا،

فورم معلوماتی کاندید نهایی کمیسیون انتخابات



شماره فورم: (AOP-275)

اسم و تخلص: عبدالقادر قریسی ولد: عبدالواسع

ولایت: بلخ ملیت: ازبک

سن: 39 درجه تحصیل: لیسانس

قضاوتمل جاوید رشیدی

رئیس کمیته

داکتر عبدالله شفایی

عضو

احمد ضیا لنگری

عضو

ماری اکرمی

عضو

محمد یوسف رشید

عضو

ANNEX C:

Abdul Qader Quraishi

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Procurement Specialist

- Regional wise award winning employee from donor sponsored project with more than eight years extensive work experience in the field of Procurement, Admin and finance with multi-million dollar projects such as PFMRII and International organization as UNHCR.
- Respected leader of creative teams, procurement divisions and financial allocations. Conceptualize and orchestrate methods that effectively reinforced and enhanced budget expenditure more than the national average in Procurement Entities and sub-national governance entities.
- Expert in the technical, conceptual and content development of procurement management. Proven ability to drive record-high budget expenditure in relations to the development of capacity building of civil servants in governmental organizations.

Skills

- Contract Management
- Departmental Communications
- Creative Team Leadership
- Data analysis
- Risk management
- Focus on needs assessment
- Development of Training Materials
- Prepare standard document/SBD
- Prepare/Modify Law/ Rules of procecudre
- Bid Evaluation

Procurement Professional Trainings

Two weeks extensive training in Supply chain Management and Public Procurement (Goa, India), 2012

Studied the recruitment and selection method of consultant under world bank sponsored projects of ITC/ILO *(Turin, Italy),*2012

International Certificate on procurement from Chartered Institute of Purchasing and Supply (CIPS) based in UK*(for two years),*2010

Participated the procurement training program held by *(Mr. David Bennett)* 2007

Finance Management, one month intensive course by United Nations*(Islamabad, Pakistan)* 1995

General management course, a three weeks course by United Nations*(Islamabad, Pakistan)*1996

Completed two weeks training in bid document preparation for Goods and Works under world bank procurement guidelines in ASCI*(Hyderabad, India),*2010

Professional Experience

NATIONAL PROCUREMENT AUTHORITY, ADMINISTRATIVE OFFICE OF THE PRESEIDENT OF THE
ISLAMIC REPUBLIC OF AFGHIANSTAN, Kabul, – *Multimillion-dollar grant (PFMRll) from World Bank*

.ocurement Specialist,) Appeal and Review Committee) 4/2015 **to Present***Selected*

Accomplishments:

- Assisting and enabling Procurement department with procurement of goods, works and services so as to minimize time delays, through establishing and operationalising internal control system of procurement decision making and delays alert and management system.
- Ensuring Procurement staff are trained and the procurement guidelines are systematically used and implemented.
- Drafting procurement training modules, so the civil sarvants have been trained in a more job oriented and objective procurement menthods
- assist the Procurement Director through coaching and advise on daily management issues affecting procurement of the Project;

- Coach, mentor and undertake trainings for the Procurement Staff so that they can gradually undert procurement responsibilities independently;
- Prepare models and advice on structure(s) and methodology for efficient procurement of goods, wo and services at both local and international levels;
- Ensure reporting system and formats for procurement are in place and complied to by the ministry a its partners;
- Ensure transparency is maintained in overall procurement and transactions under the project;
- Prepare/Consolidate regular procurement reports according to agreed formats and procedures a coach the counterpart staff on preparation of such reports;

MINISTRY OF FINANCE, Balkh – *Multimillion-dollar grant (PFMRll) from World Bank* **Procurement Controller,5/2012** to **4/2014*Selected Accomplishments:***

- Facilitated the procurement of goods, works or services of all provincial directorates in accordan with procurement law, rules of procedures and agreed procurement procedures.
- Facilitated the preparation of Procurement Plan by all provincial procurement directorates a assessed their procurement needs.
- Assisted Governor Office and all provincial directorates in uploading all procurement and monitorir plans, award of contracts and publication of bidding opportunities in PMIS.
- Monitored procurement proceedings of all provincial directorates to ascertain efficiency a compliance with law and instructions from Ministry of Finance.
- Reviewed all procurement records, files and report summary of findings to the Governor Office an Ministry of Finance through relevant directorates.
- Facilitated the usage of Standard Bidding Documents (SBDs), Forms and templates in provincia directorates.
- Participated in the Bid Opening meetings and provide advice/facilities to procurement committees.

  Reviewed the evaluation reports and instructed the evaluation committee on evaluation metho as/when required.

MINISTRY OF FINANCE/PPU, Kabul – *Multimillion-dollar grant (PFMRll) from World Bank*
Procurement Liaison Officer,1/2010 to **6/2012*Selected***
Accomplishments:

- Coordinated with the relevant Departments of MoF, Line Ministries and other agencies and institutions and established regular working relationship networks with staff from all relevant entities.
- Liaised with the Regional/ Provincial Offices in Afghanistan and promoted the exchange of information from/ between the Regional / Provincial Offices and visited them as required.

- Monitored procurement proceedings to ascertain efficiency and compliance with the Procurement Law. Collected data or reports and reviewed procurement records and files of procuring entities as assigned.
- Assisted in preparing of annual budget for PPU as well as submission of financial reports of PPU.
- Assessed the procurement needs and capacity of procuring entities and arranged for implementation of measures aimed at developing human resources and professionalism for procurement including recruitment and training programme.
- Provided administrative support to the PPU in: Arranging for and receipt of office supplies; Maintaining inventory records and asset tracking; Entering data and general stock management; and Managing basic personnel management tasks and logistics.
- Maintained a record keeping system for all correspondence, documents, reports, etc, as assigned.
- Facilitated translation and language interpretation and acted as an official interpreter or translator in office meetings, workshops, seminars, training sessions, etc.
- Assisted the PPU in the translation (both to English and Dari/Pashto) of documents, official correspondences, etc without losing the spirit and content of the subject matter and conforming to desired standards.

MINISTRY OF FINANCE/PPRP, Kabul-*World Bank Financing Projects* **Procurement Trainer, 9/2007** to 12/2009***Selected Accomplishments:***

- Conducted basic & intermediate classes on Afghanistan Procurement Law, procurement of goods, works, consultancy services and procurement planning according to the curriculum to both non/governmental procurement officers in Kabul and other provinces of Afghanistan.
- Prepared, revised and updated the training materials needed for the procurement classes.
- Helped out with the preparation and design of the training plans with the international training coordinator.

Attended Certificate in Purchasing & Supply (CIPS) classes of the Chartered Institute of Purchasing & Supply based in UK.

- Attended the regular trainer's meeting and sharing ideas to improve teaching quality.

BARAT ALI TRADING CO.,DOSHANBE, Tajiskistan-*Private Sector-Multi-million private firm* **Country Officer Manager, 4/2004** to 5/2006***Selected Accomplishments:***

- Coordinated successfully and managed the overall operations of the company including procurement, administration, Finance and other matters.
- Opened the country office in Tajikistan and recruited the staff with necessary skills.



Established and maintained friendly working relationships/connections with known business peop both in Tajikistan and Afghanistan

- Effectively designed and applied administrative and Finance procedures in the country office
- Increased the level of imports almost by **50%** from US**$0.8** million in **2004** to almost to US$1. million in **2005**
- Increased the number of distributor clients from five only in Dushanbe to twelve in six cities both i Afghanistan and Tajikistan and successfully marketed all the imported goods
- Ensured that imported goods cleared from customs on time and transported to the customers i Tajikistan and Afghanistan
- Effectively supervised **10-15** support staff
- Prepared monthly progress and financial reports to Head office in Dubai

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AFSHAR IMPORT EXPORT CO.MASCOW,RUSSIA-*Private Sector*
Marketing Manager, 8/1998 to 3/2004
Afshar Import - Export Company is a multi million-dollar private firm operating in seven countries through its country offices. The company's area or work was import and export of different goods from/to different countries in Asia and Europe. Based in Moscow, I was responsible for finding new markets for the goods and opening and managing new offices.
Selected Accomplishments:

- Successfully found new markets for import and export in four countries.
- Opened six new offices in the above countries and recruited the staff with necessary skills
- Successfully managed the overall operations of the new offices including Logistics, administration, Finance and other matters until appointing and training Country Managers
- Effectively designed and applied administrative and Finance procedures in the new offices
- Increased the volume of business(imports and exports) from about US$ **3** million in **1998** to almost US**$5** million in **2003**
- Increased the number of distributor clients from two to eight and successfully marketed all the imported goods
- Ensured that imported goods cleared from customs on time and reach the customers
- Prepared weekly and monthly progress and financial reports to Heed office in Moscow

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UNHCR, Regional Office, North-*UN* **Admin/finance Officer, 9/2007** to 12/2009
UNHCR Afghanistan established its regional office in **1992**. With a multi-million- dollar budget and covering nine provinces in north, the regional office was responsible for assisting the Afghan returnees who were returning from Pakistan, Iran and other countries. Additionally, UNHCR was assisting **>20,000** Tajik refugees who fled Tajikistan due to civil war. UNHCR's assistance, included food ration, shelter and other infrastructure projects and repatriation assistance ***Selected Accomplishments:***

- Successfully managed all the administrative and financial matters of the regional office which had **>20** international and **120** national staff

- Ensured that the office radio room was open **24**hrs. during emergencies i.e. I ensured uninterrupted communication during evacuation of staff from Mazar to Hariaton, and established a new radio room in there.
- Ensured timely transmission of daily sitreps to Head office
- Effectively maintained regular contacts with sub-offices and field mission and monitored their movements
- Prepared road mission clearance request for each field mission and ensured to get clearance from UN's Regional ASC timely basis.
- Assisted in the installation of HF and VHF radios in the field offices and office vehicles

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Technology

Software: PMIS, Advance Excel, MS Office (Word, Access, Excel, PowerPoint, MS Outlook)

Web/Multimedia: Flash, Dreamweaver, Net surfing and software installation

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Education

KHATEM ANNABEYEEN UNIVERSITY, Kabul, Afghanistan
Master of Arts (Political Science), 2012/2014

KHATEM ANNABEYEEN UNIVERSITY, Kabul, Afghanistan
LB (Jurisprudence and Law), 2007/2011

ASADIA HIGH SCHOOL, Mazar-e-Sharif, Afghanistan
BACCALAUREATE (High School Subjects), 1992/1994

Language skill

- English: Fluent
- Uzbeki: Native Language
- Pashto: Fluent
- Dari: Second language
- Russian: Good