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## Objective

Expecting a challenging and dynamic career where I can apply my knowledge and skill development and proceed in an effective environment conducive for personnel success, intellectual growth and career advancement. To achieve a position that would help in supporting the most vulnerable communities and offer self-job satisfaction.

## Experience

**Company Name: WEWORLD – GVC**

**SENIOR PROCUREMENT / LOGISTICS OFFICER**

January 2024 – Ongoing

- \* Responsible for effective and streamlined Supply Chain Management across WeWorld mission
- \* Ensures strict application and respect of WeWorld and donors procurement procedures and guidelines.
- \* Responsible to independently implement high level procurement procedures including competitive bidding, local & international tendering as well as lower-level procurement
- \* Project planning; including creation of comprehensive procurement plans for each project, liaison with project managers, finance departments and regional procurement unit on approval and updates of PP
- \* Writing of high-level Supply, Service, Works and Framework Contracts
- \* Responsible for extensive Contract management and follow up including execution of complex supply, works and service contracts
- \* Coordinate with finance to ensure correct payment terms and schedules are respected for supplier payments
- \* Responsible for coordination between program teams to ensure supply chain is highly functioning and efficient
- \* Support in achieving custom clearance and importing regulations for International Cargo / Freight upon need
- \* Develop comprehensive and high-level procurement documentation including tender documents and manage supplier selection process
- \* Establish a procurement follow up report to ensure timely processing of procurement orders
- \* Work with all WeWorld staff to ensure smooth understanding adoption of procurement procedures
- \* Ensure compliance to procurement procedures across WeWorld mission and mitigate instances of fraud, collusion, and conflict of interest
- \* Ensure procurement documents and files are archived and organized according to Archiving Guidelines to ensure effective organization and compliance for audits and reviews
- \* Input procurement data for Interim and final procurement reports in accordance to donor needs
- \* Work with Country Coordination to Prepare procurement documentation for internal and external audits
- \* Support coordination team as needed with any other procurement related tasks
- \* Prepare other reports for project needs as requested
- \* Fleet Management
  - Supports in the optimization of WeWorld fleet, in accordance with the Fleet Management SOP
  - Complete and submits monthly Fuel and Fleet Reports to the Country Procurement & Logistics Manager
  - Conduct spot checks of logbooks and report any misuse or damages to Country Procurement & Logistics Manager

- \* **Asset/ Equipment Management**
  - Ensure the implementation of a streamlined asset/ equipment management system
  - Ensure all assets/ equipment are correctly coded, logged and followed up in an asset database
  - Ensure all assets are distributed and returned with signed handover sheets by use and country coordination
  - Manage communication needs and follow up at base level
  - Distribute Sim and Cellular phones for new staff
  - Submit monthly asset/ equipment reports to Country Procurement & Logistics Manager
- \* **Premises Management**
  - Ensure WeWorld offices and Guest Houses are well managed to ensure staff safety and comfort
  - Ensure the office has necessary supplies and equipment and all items are well maintained

**Company Name: Premiere Urgence Internationale (PUI), Lebanon**

Procurement Officer

April 2023 – January 2024

- \* Procurement Planning and Strategy
- \* Procurement Validation
- \* Purchasing at coordination level (central procurements: medical)
- \* Internal and external audits
- \* Archiving and reporting

**Company Name: INTERSOS, Lebanon**

Warehouse and Supply Manager

Jan 2014 – Dec 2022

The UNHCR warehouse in Zahle was managed by INTERSOS through a PPA between INTERSOS and UNHCR, the warehouse also containing the stock of UNHCR partners (Medair, Save The Children, ANERA).

- \* Warehouse project management [Budget, stock, staff (security, supervisors for loading/offloading, daily workers, forklift driver), maintenance] since the warehouse was a complete facility that was operating 24/7
- \* Warehouse budgeting, revision and amendment according to program demand
- \* Procurement planning (performed at the beginning of each project and followed up during the project cycle)
- \* Reporting [Logistic reports, PAT (Performance Appraisal Tool), Activities report, Narrative reports]
- \* Demand planning of UNHCR and partners through regular follow up with UNHCR program, UNHCR supply team, and UNHCR partners
- \* Forecasting the demand needs of UNHCR program and partners and request replenishments accordingly
- \* Planning the distributions of UNHCR and partners on quarterly basis, monthly basis, weekly basis, and on daily basis
- \* Control the storage conditions (QC and general conditions)
- \* Check the quality of the inventory (elevation of layers and checking for damages)
- \* Verify that all bins/stacks have Bin/Stack Cards
- \* Verify that Bin/Stack Cards & Stock Cards are timely updated
- \* Check that the layout & Storage plan is updated and matching the physical placement of inventory and storage area
- \* Check the completeness of documents, handling and filing routines in the storage area and in the warehouse office (receipt, signatures, updating, etc.)
- \* Security and safety checks
- \* Perform full physical inventory verification quarterly and annually with UNHCR

During this period, I was also handling the position of **Procurement Officer and Security Focal Point** for the period between July 2014 & Dec 2019, and was responsible for the following tasks:

- \* Headed and reshaped the logistics department (Procurement, Fleet, Inventory, support)
- \* INTERSOS Suppliers List (identifying, registering and database)
- \* Developing procurement plans for different projects
- \* Demand/ Supply planning of INTERSOS projects
- \* Follow up for the procurement processes incoherence with the procurement plan
- \* Developing procurement processes and forms for contracts related to work (sanitation and rehabilitation), service (transportation, venues, communication, and maintenance), supplies (food, IT equipment, furniture etc.)
  - Tenders
  - Invitation to Bids
  - Request for proposals
  - Request for quotations
- \* Regular verifications of INTERSOS partners concerning their procurement processes (follow up if they are abiding to INTERSOS procurement manual)
- \* Assisting the finance department for their needs in preparing contracts, framework agreements, and service agreements
- \* Fleet Management and related aspects including:
  - Movement Plan
  - Fleet Report
  - Regular maintenance
  - GPS reports
  - Accident reports
  - SOPs
  - Regular checkups for damages and scratches
  - Speed reports
- \* Inventory Management of assets (IT, furniture, etc.)
- \* Maintenance of INTERSOS head office and community centers
- \* Supervision on Logistic activities
- \* Guiding and upgrading the logistic assistants
- \* Monthly logistic reports
- \* Goods and property report to donors
- \* Weekly liquidity plans
- \* Updates on security issues in the country and at locations of activities
- \* Regular meetings and follow ups with Municipality Support Assistants
- \* Regular Security reports to the Head of Base
- \* Communication with municipalities and Local Authorities to ensure smoothness of activities

**Company Name: Saudi Oger LTD, KSA**

IT Operations and Support Administrator  
December 2009 –October 2013

- \* Network management and maintenance at construction sites
- \* Establishing of network infra-structure
- \* Establishment of networks at offices in construction sites (ISA servers, DHCP, DNS, Exchange servers)
- \* Active Directory
- \* Advisory and consultation on future plans to enhance network and data transfer
- \* Maintenance of network and troubleshooting

**Company Name: Saudi Oger LTD, KSA**

Operations and Maintenance Supervisor at ARAMCO Temporary Facility -KAUST Project;  
April 2009 –December 2009

- \* Material control and arrangement of inventories
- \* Online and direct technical support
- \* Management of site facilities (Office need, Accommodation, Power Station, TV Station, Telephone Station, Restaurants)
- \* Maintenance of the site facilities (Telephone network, CCTV, TV station, etc)

**Company Name: ZONIK, KSA**

Sales Specialist

- \* Supervision on salesmen at a showroom for selling electrical appliances
- \* Inventory of stock at the showroom
- \* Supervision on presenting the product to the clients
- \* Direct contact with clients requesting further selling details

**Company Name: Al Amin, Lebanon (Masnaa Border)**

Customs Clearance

- \* Receiving the invoices and shipments details from the companies
- \* Preparing the customs declarations (B7, B1, B15)
- \* Arrange the trucks to move into the customs facility
- \* Finalizing the customs inspection and get the clearance for the trucks to leave or to enter the country

**Education**

Lebanese International University, Beqaa

- \* Master of Computer and Communication Engineering – Ongoing
- \* Bachelor's degree in Telecommunication Engineering – Graduated on spring 2006

**Skills**

- \* Great team worker
- \* Multitasker
- \* Ability to work under pressure
- \* Time management
- \* Collaborative
- \* Loyal and trustworthy
- \* Disciplined and focused
- \* Flexible
- \* Resourceful
- \* Detail oriented
- \* Fast learner

**Training courses**

- \* First aid training
- \* PSEA/CP training
- \* UNHCR procurement training
- \* Remote training on Leadership in crisis
- \* Field security management training
- \* Firefighting training
- \* Security training on action when security incident

**References:**

Available upon request

**Note:**

**Available transferable Visa/Iqama**