

Raed Hasan Khudhair

Erbil, Iraq

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Professional Summary

Highly motivated and detail-oriented **Procurement and Logistics Professional** with over **5years of experience** in procurement, logistics coordination, supply chain management and sales. Proven ability to manage local and international purchasing, negotiate with vendors, and ensure timely delivery of goods and services. Strong organizational and leadership skills with a track record of improving operational efficiency.

Key Skills

- Procurement & Logistics Management
 - Supplier Negotiation & Evaluation
 - Contract Management
 - Team Leadership & Coordination
 - Time Management & Prioritization
 - Problem Solving & Decision Making
 - Communication & Interpersonal Skills
 - Adaptability & Innovation
 - Compliance & Safety Protocols
 - Deadline Management
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Professional Experience

Local Purchaser & Logistics Officer | NRCO General Trading FZE – Erbil | June 2025 – Present

- Managed local procurement for oil, agriculture, fertilizer, and HDPE manufacturing sectors.
 - Handled select international purchases and liaised with foreign suppliers.
 - Oversaw logistics operations including transportation, warehousing, and distribution.
 - Ensured compliance with internal policies and legal standards.
 - Built strong vendor relationships and supported cost-saving initiatives.
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Logistics Officer | Iraqi Institution for Development (IID) – Erbil | September 2024 – June 2025

- Developed procurement plans and managed supplier selection and evaluation.
 - Coordinated logistics operations across Erbil, Mosul, and field locations.
 - Supervised logistics teams including drivers and field staff.
 - Maintained accurate procurement and logistics documentation.
 - Ensured compliance with donor regulations and safety protocols.
 - Managed the end-to-end tendering process, including preparing RFPs/RFQs, evaluating bids, negotiating terms, and ensuring compliance with company policies and regulations
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Procurement Officer | Al-Mesalla Organization – Erbil HQ | January 2022 – June 2024

- Identified and evaluated suppliers and contractors.
- Managed competitive bidding and contract negotiations.
- Drafted and monitored supplier contracts and performance.
- Conducted cost analysis and implemented cost-saving strategies.
- Ensured procurement activities aligned with organizational standards.
- Managed the end-to-end tendering process, including preparing RFPs/RFQs, evaluating bids, negotiating terms, and ensuring compliance with company policies and regulations

Key Account Manager | E Bazar Co, E commerce | January 2020 – January 2022

- Signing contract with suppliers according to required item
- Entering the products on the system with writing the title and a detailed explanation for each product
- Strengthening relationships with sellers in order to gain them and keep them with the platform
- Building relationships with clients based on trust and respect.
- Collaborating with internal departments to facilitate client need fulfillment.
- Collecting and analyzing data to learn more about consumer behavior.
- Resolving complaints and preventing additional issues by improving processes.

Languages

- Arabic – Native
- Kurdish-Native
- English – Intermediate

Personal Attributes

- Self-Confidence & Leadership
- Team Player & Collaborative
- Organizational & Time Management
- Flexible & Innovative
- Strong Work Ethic

References

Available upon request.