

Full Name: Huner Mahdi Salih
Place of Birth: Shorsh, Erbil, Iraq.
Nationality: Iraqi Kurdish
Phone: 964 750 4127301
Email: Huner.mahdi.saleh@gmail.com

EDUCATION

March 2023 to September 2023 – Mini Masters in Industrial Engineering Management, Technical University of Rosenheim, Munich, Germany
November 2013 to September 2017 – Bachelor of Engineering in Petroleum Engineering, Koya University, Erbil, Iraq

CAREER OBJECTIVES

- **Logistic Specialist** with more than 7 years of experience in Purchasing, Negotiation and Logistics of International Firms
- Based in Erbil with Strong Knowledge of all city's geography
- Proficient Computer and IT skills (ERP System) with very good report writing.
- Excellent Organizational and Communication Skills

WORK EXPERIENCE

September 2024 – Current: Senior Procurement & Logistics Specialist at Master Group GmbH, Erbil, Iraq

Duties and Responsibilities:

- Negotiate contracts with suppliers to obtain best price and services
- Prepare Purchase order in SAP, perform contract administration activities pertaining to work completions.
- Develop, lead, and implement procurement strategy.
- Analyze RFQ/CFT packages to prepare accurate and compliant proposal submissions.
- Maintain communications with warehouse staff to avoid delays and misunderstandings.
- Overseeing the flow of goods and materials from suppliers to customers, ensuring efficient and timely delivery
- Prepare and maintain procurement reports and analysis to monitor cost trends and supplier performance.
- Negotiate contracts and pricing agreements to ensure optimal cost control and quality.
- Supervising and Supporting field teams
- Developing alternative supplier networks to minimize supply chain disruptions and ensure competitive pricing.
- Ensure all Logistics activities comply with company policies, ethical standards, and industry regulations.
- Lead **end-to-end procurement process**, from requisition to delivery, ensuring efficiency and transparency.
- Working collaboratively with finance, legal, and operations teams to align procurement strategies with business goals.
- Implementing supplier due diligence processes, including audits and compliance checks.
- Planning and monitoring inbound and outbound shipments.
- Responsible for all development of contracting strategy, Logistics, award proposals and administration of contracts
- Coordinating the tender process within the tender team, set deadlines and responsibilities
- Managing and maintaining accurate purchase and pricing records.
- Developing cashless procurements and spend under management.
- Drafts contracts and agreements, processes amendments and variations and ensures internal & external approvals are obtained;
- Leads the tendering, evaluation and negotiation process in relation to the award of contracts and agreements
- Optimizing supply chain operations, mitigating risks, and ensuring timely procurement of goods and services
- Establishing procurement policies, **standard operating procedures (SOPs)**, and guidelines, ensuring efficiency and transparency
- Developing annual procurement plans, coordinating with department heads to forecast purchasing needs and budget allocations.
- Ensuring **procurement ethics and anti-corruption measures** are strictly followed across all procurement activities.
- Developing and maintain a **centralized procurement database** for supplier records, contract documents, and purchase history.
- Improving procurement workflows by **reducing lead times, eliminating bottlenecks, and ensuring faster procurement cycle times**.
- Developing contingency plans for procurement-related risks, such as supplier failures, price hikes, or regulatory changes.
- Serving as the **primary liaison with internal stakeholders, external vendors, government bodies, and regulatory agencies** to streamline procurement and Logistics activities.

September 2020 – September 2024: Procurement and Logistics Officer at Farzeen Oil & Gas Service Company Working with Clients (DNO, Rosneft, Oryx Petroleum, Gulfkeystone and Taqa)

Duties and Responsibilities:

- Handling all ongoing projects like civil works, camp installation, and delivering P.O. materials.
- Procuring Oil and gas production and drilling tools, chemicals and valves.
- Assist in the preparation of tender documents to ensure the assembly of realistic and commercial tenders.
- Review, format and preparation Quotation for EPC Projects.
- Stay updated on local and international market trends, pricing fluctuations, and emerging suppliers to inform procurement decisions.
- Communicating internally, prepare for and conduct internal meetings for each bid
- Overseeing and supervising employees and all activities of the procurement section.
- Manage the tendering process, including preparation of tender documents, evaluation, and contract award.
- Generating monthly procurement reports, identify and investigating unusual items and report accordingly.
- Provide monthly reporting for management on purchasing, controls, and processes.
- Preparing and maintaining detailed logistics documentation and reporting.



- Monitor status of contracts / Service Orders by anticipating renewals and related strategy.
- Extensive experience in reviewing, preparing, and compiling Technical Proposals. (Upstream and Downstream)
- Monitor and track logistics to ensure the efficient delivery of materials to project sites.
- Archive procurement documents and related records securely and systematically.
- Maintain a thorough understanding of regulatory requirements and compliance standards relevant to procurement activities.
- Obtaining quotations, preparation of purchase requisition and accurate processing of purchase orders and goods receipts.
- Procuring Oil and gas production and drilling tools, chemicals and valves.
- Seek out and build partnerships with reliable vendors and suppliers
- Optimize routing and dispatch systems to minimize transport costs and enhance customer satisfaction.
- Providing those valid bills are received for all payments and that all payments are supported with needed documents when purchasing.
- Review tender documents and specifications to identify requirements and risks.
- Analyze and consult of new RFQ and tenders to determine and verify delivery schedules and project pricing that gets to each customer.
- Collaborate with project managers and engineers to forecast material needs and order accordingly.
- Develop and maintain strong relationships with suppliers, subcontractors, and vendors.
- Delivery follow-up, including preparing and/or checking waybills, vendor's invoices, and packing lists.
- Coordinate pre-bid clarification meetings and site visits with end user,
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Identify and evaluate suppliers, negotiate favorable terms, and finalize contracts.
- Maintain a database of tender documents, contracts, and related information.
- Prepare presentation materials and documentation for internal and client-facing meetings
- Assisting in supplier communication to resolve transactional issues and manage projects procurement activities

September 2019 – August 2020; Logistics and Procurement Officer at Blumont, Erbil, Iraq

Duties and Responsibilities:

- Coordinating the tender process within the tender team, set deadlines and responsibilities
- Overseeing and supervising employees and all activities of the purchasing department.
- Assisting in supplier's communication to resolve transactional issues and manage projects procurement activities
- Identify and evaluate potential vendors based on their capabilities, pricing, and quality of products/services.
- Provide support for procurement of goods and services according to Blumont procurement policies and procedures;
- Supervising logistics teams in field.
- Investigating qualitative and quantitative discrepancies between goods ordered and goods received.
- Prepare Payment Requests, Purchase Orders, PAR forms, RFQs, and BPAs when required
- Following up procurement issues (Preparing ITB, Tender Planer, Technical Evaluation, Sample Checking and Vendor Evaluation Form.
- Identify, assess, and manage supplier relationships, with a focus on international procurement.
- Coordinate with procurement, logistics, and warehouse teams to ensure smooth operations.
- Generate purchase orders, reports, and documentation for finance and leadership.
- Develop and maintain a database of approved suppliers and vendors in **(ERP System)**
- Monitoring the receipt of order confirmations, products and services being shipped and received
- Establish and maintain relationships with vendors, negotiating contracts and terms to secure favorable agreements
- Preparing plans for the purchase of equipment, services, and supplies.
- Serve as a communication bridge between drivers and operations
- Monitor inventory levels and maintain optimal stock levels to prevent overstocking or stockouts.
- Assisting for appropriate supplier selection/bidding processes for selected purchase requests
- Follow up ongoing Logistics activities and report status regularly;
- Assist in resolving Logistics related issues or disputes efficiently and effectively.
- Coordinate in invoice processing with accounts, facilitating Service Entry Sheets.
- Conduct regular audits of supply chain processes and recommend improvements.
- Process purchase orders accurately and in a timely manner, ensuring alignment with budgetary constraints and organizational requirements.
- Communicating internally, prepare for and conduct internal meetings for each bid
- Matching invoices, goods received notes, and service fulfillment reports to contracts and purchase orders, filing copy documentation
- Prepare and follow up clearance procedure and Coordinate Logistics
- Review and interpret technical specifications, data sheets, and drawings.
- Co-ordinate between supplier and end users for mobilization and demobilization of equipment/personnel.
- Provide an update on the procurement actions' status. Maintain communications, papers, and database records pertaining to purchase orders
- Resolve issues related to delivery delays, damaged goods, or discrepancies in inventory.
- Exceptions/qualifications, prepare commercial bid evaluations and bid award recommendations.
- Stay updated on industry trends, emerging technologies, and best practices in procurement.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Track and analyze market trends to identify opportunities for procurement and cost optimization.

November 2017 – August 2019; Logistics Assistant at Ishik University (TIU), Erbil, Kurdistan

Duties and Responsibilities:

- Preparing POs and contract administration and Preparing comparative tables to analyze bids
- Preparing bill of quantity, purchase requests (PRs) and checking contracts.
- Maintaining the administration of the tenders and Preparing bid bonds when required



- Analyze logistical problems and develop new solutions.
- Ensure technical compliance with material and component requirements.
- Maintain supplier information for regularly purchased items, and be informed of current local market conditions.
- Collaborate with cross-functional teams to align procurement strategies with project goals.
- Coordinating the tender process within the tender team, set deadlines and responsibilities
- Manage stationery requirements, reports, and other related requests.
- Maintain documentation for each driver including contracts, licenses, and compliance records.
- Coordinating and liaison with Procurement team on the progress of company
- Assist end user in preparation of Technical Evaluation Criteria aligned with technical package of tender requirements.
- Assist with maintaining proper and safe custody of relevant documents
- Support vehicle documentation tracking, including registration, maintenance, and insurance coordination.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Assist in operational reporting and process improvements related to logistics efficiency.
- Maintaining the Suppliers database in **ORACLE (ERP System)**
- Preparing POs, contracts and contract administration
- Facilitate accurate procurement data entry and maintain up-to-date documentation and records.
- Providing those valid bills are received for all payments and that all payments are supported with needed documents when purchasing.

LANGUAGE SKILLS

- Fluent in English Language (Written and Spoken)
- Native in Kurdish Language;
- Very good in Arabic language

TRAININGS & QUALIFICATION

- **Logistics Management** by Procmentskills, Erbil on April 15, 2025
- **Advanced Diploma in Supply Chain Management** March-April, 2025
- **Industrial Engineering Management in Munich, Germany** on March - September 2023
- **Introduction to Procurement** by MSelect, Erbil, Iraq on June 19, 2023
- **Supply Chain Management** Certificate by MSelect, Erbil, Iraq on June 15, 2023
- **Project Management**, ResmodTech, Erbil, Iraq on January 23-24, 2023
- **Training on Communications Skills in (Bucharest, Romania)** Organized by UNESCO and European Parliament, 22nd July – 4th August , 2019
- **Microsoft Excel Certificate, Alison training**, July 1st to July 5th, 2019
- **Leadership and Career Building** by Qandil Swedish Organization and giz September 16-18, 2018
- **Soft Skills & Successful Future Career Workshop by IREX**, Koya University on Problem Solving, Team Work & Working Under Pressure (May 19th -22nd 2016)
- Member of Kurdistan Engineers Union (2018- Present)

SKILLS AND COMPETENCIES

- Very Good **Procurement, Contract, and Logistics** skills
- Excellent **Sourcing, Vendor Management and International Logistics**
- Very Good in **International Sourcing, Vendor and Delivery Management**
- Very good **Negotiation, Networking and Research skills**
- Exceptional Interpersonal, Oral, Communication skills
- Very Good Project Management and time management (meet deadlines) skills
- Strong organization and detail-oriented
- Excellent analytical and problem-solving skills.
- Ability to multitask and manage priorities confidently and with minimal supervising

SOFTWARE SKILLS

- Excellent **Microsoft Office Suits (Word, Excel and Outlook) (Certificate)**
- Very Good **ERP System (Oracle and SAP)**
- Good at **Microsoft Project and Spreadsheets**
- **Matlab programing** – Very Good
- Windows and Emailing – Excellent

References are Available upon request