

CURRICULUM VITAE

Personal details



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Date of birth: 6/3/1999
Address: Baghdad, Iraq
Gender: Male
Nationality: Iraq

CV

Work experience

Procurement Assistant

ACF Organization

My responsibilities were :

Feb2021-
March2024

- * Identifies potential suppliers for all kind of purchases on local, national and international levels.
- * Coordinates all purchases with responsible persons (mainly Program and Project Managers) in order to clearly understand the planned purchases in their scope, goods specification, type of delivery and timeframe for distributions.
- * Maintains Annual Procurement Plan (APP) in respective folders and update the table regularly with the assistance of respective Program / Project Managers.
- * Liaises with suppliers during the whole procurement process - invitation to tender, communication during bids preparations, announcing tender results, conducting negotiations, preparing contracts, coordination of goods delivery, final payments and final evaluation of the cooperation.
- * Closely communicates all purchases with Senior Logistics and Procurement Manager in order to follow proper procurement guidelines.
- * Ensures timely planning of goods delivery to distribution spots by Suppliers or to PIN warehouses in coordination with Warehouse Coordinator or any other responsible person(s).
- * Ensures smooth stock management during receiving items from supplier before and after receiving items like (student kits, teachers kit, Recreational kits).
- * Prepares stock documents like good reception note (GRN) during receiving items in warehouse and also if its direct distribution to the institutions or beneficiaries.
- * Prepares waybills in collaboration with Logistic manger while applying for security permission or when sending/dispatching items/goods to field offices.
- * Prepares permission documents from suppliers and truck documentation during distribution and proper provision of such documents to security department.
- * Ensures timely and proper preparation of tender documentation.
- * Ensures timely, systematic and proper archiving of tender documentation in and in original.
- * Coordinates payments to suppliers with Finance department, prepares invoices for payment.
- * Ensures transparent selection of suppliers by equal treatment of all potential suppliers, enlarging current scope of suppliers on on-going basis, using proper procurement procedures and close communication about non-transparent behavior of suppliers with Senior Logistics and Procurement Manager.
- * Coordinates registration process of PIN suppliers according to procurement guidelines and procedures.
- * Maintains the database of PIN suppliers, in particular controls application documents and verifies suppliers in databases, including the black list of suppliers.
- * Collects purchase requests from programs and logistics department, creates new tender folders in on the basis of purchase requests.

- * Coordinate and provide administrative support on requests for procurement with field offices.
- * Filling weekly money requests for procurement payments and informing PMs for approvals.
- * Controls consistency and proofreads all tender documentation before submitting to Senior Logistics and Procurement Manager, uploads final versions of tender documentation to.
- * Collects envelopes with bids from suppliers, prepares and ensures accuracy of Tender delivery reports.
- * Holds Envelope opening sessions, ensures participation of program, financial and logistics department representatives during opening envelopes, prepares and ensures accuracy of Envelope opening reports.
- * Evaluates tender offers and prepares Tender evaluation forms and tender evaluation reports.
- * Maintains physical archive of tender documentation.
- * Timely update of Procurement Tracking table.
- * Weekly reports upon performed and planned activities.
- * Reports to Senior Logistics and Procurement Manager on every problematic issue according to need.

Feb 2018-
Aug2020

Logistics Assistant

Save the children

My responsibilities were :

- * ensure procurement of supplies, goods and services.
- * Prepare RFQ, Tender packs, collect quotations for goods and services and facilitate the bidding process.
- * supervise and support all security guards and warehouse casual.
- * assist the logistics officer/PM in the implementation of logistics operational management, including: recommendations for the logistics purchasing and supply preparedness.
- * Manage all drivers by ensuring that they follow regulations, drive safely and respect local communities and beneficiaries.
- * ensure that the proper administrative procedures and standards for order follow-up, ordering, stock keeping and dispatch are followed.
- * Collect & receive goods in the warehouse.
- * Issue out goods from the warehouse and transport to the distribution sites.
- * Support in distribution.
- * Manage the warehouse (cleanliness/Organising).
- * Maintains and updates records for the warehouse.
- * Produce monthly report for the ware house.
- * Ensure security of items received in the warehouse.
- * Ensure warehouse is fitted with the required health and safety equipment.
- * Ensure cleanliness and maintenance of office and supervise the office cleaner.
- * In collaboration with PM and safety officer, ensure Liaison with local authorities when and where needed.
- * Report to the logistics officer/PM on monthly basis for all supply chain

Education

October 2011 - June 2015	Bachelor in engineering Nahrain University information engineering
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Course/certification

April /2018	General training on Procurement activities ACF Organization
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March/2019	General training on LOG activities Save the children
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Certificate

November/2015	time management Iraqi center for democracy
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October/2015	Project management Iraqi Engineer Union
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Other experience

June 2008 - Current	Computer * Very good in Microsoft Office (Word, Excel, Outlook & PowerPoint).
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- * ODK and KoBo Collect systems.
- * Windows 7,8 and 10 .
- * E-mail and Skype.

Language skills

Arabic	Spoken: Excellent	Written: Excellent
English	Spoken: Good	Written: Excellent

Additional information

- * Ability to establish and maintain effective working interpersonal skills and ethnic environment with sensitivity and cultural, multi-relations in a multi-respect for diversity.
- * Strong interpersonal skills, ethical sensitivity and ability to empathise with children and their carers.
- * Ability to learn new skills in short time.
- * Ability to supervise and mentor staff to achieve results.
- * Ability to travel independently and work long hours.
- * Good computer skills (MS Office, including Outlook for email).
- * Positive attitude in sharing of work responsibilities and establishment of work priorities in a team.
- * .Willingness to learn from others.
- * Ability to work individually and as part of a team.
- * Strong understanding of the situation of children in the community.
- * Technical knowledge and skills in the field of CP.