

Avraz Abdulkarim Qasim

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Professional Summary

Result-oriented Supply Chain professional with over ten (10) years of progressive experience in logistics, procurement, warehousing, fleet, and asset management across humanitarian and development contexts in Iraq and Syria. Demonstrated expertise in managing complex operations under major institutional donors including **ECHO, SIDA, DANIDA, DFAT, PRM, UN agencies, MYRP, ECW and others**, ensuring full compliance with donor regulations and organizational policies. Known for integrity, transparency, and a strong commitment to compliance and value creation. Adept at building cross-functional relationships, supporting local partners, and leading cross-border operations with a focus on operational efficiency, strategic alignment, and system strengthening.

PROFESSIONAL EXPERIENCE

Kurdistan Save the children(KSC)-iraq

8/2025-12/2025

Procurement officer

- Develop annual and project-based procurement plans in coordination with programs and logistics teams.
- Ensure procurement aligns with donor regulations and organizational policies.
- Conduct market surveys to identify reliable suppliers and service providers.
- Maintain an updated supplier database with pre-qualified vendors.
- Prepare and launch Request for Quotations (RFQs), Requests for Proposals (RFPs), and tenders.
- Collect, review, and analyze bids to ensure fair competition.
- Negotiate terms and conditions with suppliers.
- Ensure all procurement processes follow KSC policies, donor guidelines, and international procurement standards.
- Maintain proper filing and archiving of procurement records for audit purposes.
- Draft and manage supplier contracts.
- Work closely with program, finance, and logistics departments to align procurement with project needs.
- Track procurement activities to ensure adherence to timelines and budgets
- Uphold KSC's code of conduct, ensuring zero tolerance for fraud, favoritism, or corruption

Save the Children International (SCI), Iraq & Syria

01/2017 – 06/2025

Supply Chain Officer

- Led supply chain operations for Livelihoods, Education, Protection, and Food Security programs across Iraq and NES, supporting over **400,000** beneficiaries.
- Managed procurement of diverse goods/services in line with donor rules (ECHO, SIDA, DANIDA, DFAT, PRM, UNs, MYRP, ECW).
- Processed **60–80** PRs/month via ProSave, ensuring timely approvals and accurate documentation.
- Maintained and managed Framework Agreements for key categories, reducing lead times by **70%**.
- Coordinated cross-border shipments to Syria, ensuring full clearance and compliance with KMCA, JCC, and border authorities.
- Handling international shipments involves coordination, compliance with global trade regulations,
- ensuring all required documents are accurate and complete for the shipment including the Packing List, Certificate of Origin (COO), Certificate of Analysis (COA), Air Waybill (AWB), and Commercial Invoice. Also verifying other possible documents required depending on the destination or commodity, such as the Bill of Lading (B/L), Insurance Certificate, Dangerous Goods Declaration, Export/Import Licenses, etc.

- Conducted quarterly stock takes with 95–98% accuracy across multiple warehouses.
- Managed assets and stock through Total Inventory Management (TIM) system, ensuring real-time tracking and compliance.
- Maintained centralized asset register tracking over **\$250,000** in equipment and program assets.
- Delivered training on **ProSave** and procurement SOPs to SCI and partner staff.
- Facilitated timely vendor payments with finance and program teams, ensuring full documentation.
- Supported partner assessments and capacity building on procurement, warehousing, and asset management.
- Worked with compliance and audit teams to address findings and strengthen internal controls.
- Oversaw **15+** vehicles, ensuring daily movements, maintenance, and fuel tracking.
- Shared weekly KPI and procurement reports to support planning and transparency.

Save the Children International (SCI), Iraq & Syria

10/2016 – 12/2016

Logistic Officer

- Managed logistics support for **8+** field locations in Duhok and Nineveh, ensuring smooth flow of goods and services.
- Coordinated weekly dispatches based on field program needs, reducing delivery delays and optimizing supply routes.
- Oversaw **5** warehouses, ensuring proper storage, stock arrangement, temperature control, and safety standards.
- Supported cross-border movement to NES, preparing shipment documents and securing approvals from KMCA and JCC.
- Maintained stock records and updated the TIM system to track incoming/outgoing items with high accuracy.
- Led distribution logistics for winter NFIs and learning materials to over **4,000** households, ensuring timely delivery.
- Supervised **12** vehicles, planned daily movements, and tracked fuel logs and maintenance schedules.
- Delivered basic logistics and warehousing training to **7+** assistants, improving on-site handling and stockkeeping.
- Participated in procurement committees, supporting bid evaluations and ensuring proper vendor documentation.

Save the Children International (SCI), Iraq & Syria

04/2015 – 09/2016

Logistic Assistant

- Supported warehouse operations including receiving, inspecting, and dispatching supplies using **GRNs** (Goods Received Notes) and **Waybills**, ensuring traceability and compliance.
- Maintained stock cards and ensured proper **FIFO** (First-In, First-Out) application to prevent spoilage and manage shelf life.
- Assisted in preparing Packing Lists, verifying quantities, and organizing field dispatches in coordination with program teams.
- Helped maintain organized, clean, and secure warehouse storage in line with SCI warehousing standards.
- Coordinated with procurement and admin teams to collect vendor quotations, support Purchase Order (**PO**) follow-ups, and track deliveries.
- Delivered materials and equipment to project sites across Duhok and Nineveh, ensuring proper documentation and handling.
- Monitored and updated vehicle logbooks, fuel records, and maintenance schedules under the fleet unit.
- Maintained and updated the **PR** tracking database, ensuring timely status updates on all Purchase Requisitions (PRs) submitted.

- Assisted in updating monthly procurement plans in coordination with field teams, aligning supply delivery with activity timelines.
- Supported logistics arrangements for events, trainings, and NFI distributions, including movement coordination and loading operations.
- Filed and archived key logistics documents such as **PRs, GRNs, POs, and Waybills** for audit readiness and reference.
- Contributed to monthly stock counts and reconciliation processes with warehouse and program staff.

EDUCATION

Duhok University, Duhok, Iraq
Bachelor of computer Science

2014

LANGUAGE

- Kurdish: Native
- Arabic: Advance
- English: Advance

SKILLS & OTHER

- **Communication:** Strong communicator across multicultural teams and departments; effectively engages with operations, finance, compliance, and field teams to ensure seamless logistics and procurement coordination.
- **Logistics & Operations:** Strong background in warehouse, fleet, and cross-border logistics across Iraq and NES.
- **Procurement & Compliance:** Skilled in managing **PRs, POs, GRNs, Waybills**, and ensuring donor compliance (ECHO, SIDA, PRM, UNs).
- **Systems Proficiency:** Proficient in **ProSave, TIM**, Excel trackers, and KPI reporting.
- **Inventory & Asset Management:** Oversaw assets worth **\$500k+** and maintained **98%+ stock accuracy**.
- **Training & Support:** Delivered procurement and logistics training to staff and national partners.

CERTIFICATES

- A step-by-step journey into supply chain planning-SCI
- Activity-Based Project Management Training -SCI
- Embedding sustainability into end-to-end supply chains-SCI
- Fleet Essentials-Training -SCI
- Kidnapping and Hostage -SCI
- Mastering Asset Management -SCI
- PSS (English)_Personal Safety and Security-SCI
- Safeguarding Essentials-SCI
- The essentials of Good Distribution Practice-SCI
- Warehouse Management in Action-SCI
- Procurement essential Training -SCI

REFERENCES

Available upon request