

# Omar Mohammed Ahmed

Address: MRF QUATTRO TOWERS, Gulan St, Erbil, KRI

Mobile: +964(0)750 490 2358 | E-mail: [omar27mohammed@outlook.com](mailto:omar27mohammed@outlook.com) | Date of birth: 27<sup>th</sup> June 1989

## EDUCATION

|                                                                  |             |
|------------------------------------------------------------------|-------------|
| Bachelor Degree in Computer Science, <i>University of Duhok</i>  | 2010 - 2014 |
| Diploma in Computer Systems, <i>Technical Institute of Duhok</i> | 2008 - 2010 |

## EXPERIENCES

### International NGO Safety Organization (INSO)

Operations Officer (May-2024 to Apr 2025)

#### - Logistics & Procurement:

- Assist with procurement activities, including vendor identification, collecting price quotes, issuing RFQs, and preparing purchase orders in line with SOPs.
- Manage logistical arrangements for project events, workshops, seminars, and training.
- Administer office resources, including space, equipment, and inventory management (tagging, movement records, and bi-annual physical check).
- Oversee asset tracking, maintain inventory lists, and ensure timely reporting.
- Monitor vehicle movement and manage office maintenance and supplies.

#### - Administration:

- Coordinate travel arrangements (flights, accommodation, transport) and ensure proper documentation.
- Support event organization, maintain filing systems, and assist with policy development and compliance.
- Process purchase requests and liaise with finance for payment processing.
- Ensure timely invoicing with flight partners and manage staff permits, official letters, and liaison reporting.
- Ensure adherence to local laws and regulatory compliance (labour laws, NGO regulations).

#### - Human Resources:

- Assist in recruitment, staff onboarding, contract preparation, and payroll management.
- Maintain staff files, update trackers, and ensure accurate timesheet records.
- Support HR software (e.g., Cezanne) and contribute to staff training and orientation.

#### - Liaison:

- Act as a liaison with government offices, partners, and local authorities to manage documentation, renewals, and approvals.
- Resolve communication issues and improve information flow within the organization and with external partners.

### Welthungerhilfe (WHH)

IT Officer (Jan-2021 to Feb-2023)

- Provided onsite and remote technical support for all WHH offices and ensured efficient IT operations across offices.
- Managed IT-helpdesk and oversaw IT asset management.
- Set up new staff laptops and conduct IT inductions.
- Managed employee email accounts according to WHH policies.
- Configured and monitored IT equipment and network devices.
- Analyzed and resolved hardware, software, and networking issues.
- Maintained system security and backups.
- Managed CCTV, fingerprint, and scan servers.
- Administered social media platforms and WHH website.
- Reported IT updates to Regional IT Manager and HQ.

### Welthungerhilfe (WHH)

Senior Logistics Officer (Jan-2018 to Dec-2019) | Logistics Expert (Jan-2020 to Dec-2020)

- Provide procurement support and guidance for quality services.
- Lead regional and international bidding (tendering) processes.
- Ensure timely delivery in compliance with WHH and donor policies, including payment submission.
- Communicate with suppliers and maintain procurement tracker.
- Manage asset inventory and prepare reports for HQ and donors.
- Manage individual service contracts.
- Train partners on procurement/logistics procedures.
- Oversee logistics, transportation and warehouse assistants.
- Supervise logistics teams in field offices.
- Report concerns and policy violations promptly.
- Assist with IT tasks when IT officer is absent.

### Welthungerhilfe (WHH)

Logistics Officer (Jul-2016 to Dec-2017)

#### - Procurement:

- Follow up on RFQ processes, including collecting quotations, evaluation, approvals, goods reception, payment follow-up, and document archiving.
- Prepare and manage tender processes from call to contract filing.
- Support requestors in developing purchasing specifications and communicating needs to suppliers.

- Update supplier lists, procurement, and contract trackers.
- **Asset/Inventory and Warehouse Management:**
  - Register/update items and manage documentation.
  - Conduct physical inventory checks and handle asset disposal.
  - Assess asset and property needs for office, guesthouse, and warehouse.
  - Ensure accurate asset/inventory reports are produced and approved.
  - Supervise warehousing, stock management, and documentation.
- **Transportation and Fleet management:**
  - Manage timely and cost-effective shipments in line with regulations.
  - Prepare weekly movement plans and supervise drivers.
  - Ensure fleet legal status and internal equipment are up to date.
  - Conduct random and pre-departure vehicle checks and maintenance.
- **Administration and Operation tasks:**
  - Manage office/guesthouse needs and equipment maintenance.
  - Monitor office material consumption and coordinate with landlords.
  - Coordinate printing, visibility, translation, and travel services.
  - Arrange staff movement plans on a weekly basis.

### **Welthungerhilfe (WHH)**

#### *Monitoring and Evaluation Assistant (Jan-2016 to Jun-2016)*

- Act as liaison between stakeholders and WHH.
- Provide technical support for project evaluations.
- Supervise project planning and implementation, including distributions and issue resolution.
- Conduct assessments and monitor project impact according to WHH guidelines.
- Manage database: clean, analyze, prepare lists, and archive data as needed.
- Assist in developing monitoring tools and promote beneficiary accountability.
- Design and analyze surveys, conduct Post Distribution Monitoring.
- Conduct daily site visits and provide weekly monitoring reports.
- Assist in cash distribution for kerosene project.

### **International Rescue Committee (IRC)**

#### *Capacity Building Assistant [at Women's Protection and Empowerment department] (Jul-2015 to Dec-2015)*

- Organize administrative activities for capacity-building needs.
- Manage attendance sheets and compile questionnaires.
- Provide on-site support during trainings, and provide logistics support (training materials, venues, and accommodation).
- Coordinate training activities with focal points.
- Communicate with facilitators to support their needs and collaborate closely with UNHCR and Harikar NGO.
- Work with WPE Sr. Monitoring Officer on Capacity Building Plan design based on NGO feedback and needs.
- Submit summary reports to WPE HoP and finance department.

### **Action Contre la Faim (ACF)**

#### *Psychosocial Worker [Emergency & Post Emergency] (Jan-2015 to Jun-2015)*

- In charge of the psychosocial accompaniment and support to beneficiaries including PFA (Psychological First Aid) handling groups and individuals, child development, work with teenagers, mother & childcare practices.
- Mobilize and empower members of the beneficiary communities and create referral groups.
- Support in organizing and delivering training and follow-up.
- Livelihoods psychosocial accompaniment and follow-up.
- Facilitate the coordination with external partners.
- Respond to ACF FSL and MHCP needs and priorities.
- Reporting and Capitalization.

### **Technical Institute of Duhok**

#### *Night shift - Lecturer (Oct-2010 to Jun-2011)*

- Provide lecturer on: Computer applications, C++ programming and Computer assembling.
- Create lesson plans and utilize various curriculum resources.

### **Chinar Company**

#### *Information Technology Clerk (Part time) (May-2009 to Oct-2010)*

- Manage computer systems and technologies, including communications systems, by installing, operating, and maintaining them.
- Handle hardware and software configuration, peripheral setup (printers, routers), equipment repairs, and daily end-user support.

### **LANGUAGES**

| Language | Speaking  | Writing                  | Listening |
|----------|-----------|--------------------------|-----------|
| Kurdish  |           | Native (Badini & Sorani) |           |
| English  | Very good | Very good                | Very good |
| Arabic   | Very good | Very good                | Very good |

---

## SKILLS

---

### Technical Skills:

- IT Support: Networking, Hardware/Software Troubleshooting
- Data Analysis: SQL, Excel (Power BI, Pivot Tables)
- Software: Microsoft Office Suite, Windows OS
- Media: Graphic Design (Canva/Photoshop), Video Editing (Adobe After Effects[intermediate] & Premiere Pro[intermediate])

### Soft Skills:

- Effective Communication | Negotiation | Problem-Solving
  - Time Management | Team Coordination | Administrative Efficiency
- 

## ACHIEVEMENTS & ACTIVITIES

---

- **College Exhibition for Graduate Projects** (*4th stage 2014*)  
Participate in “College Exhibition for Graduate Projects” through graduation project Patients Management System Database.
  - **International Film Festival of Duhok** | *Designer and Press* (Sep-2013 to Oct-2013)
  - **Microsoft Imagine Cup Erbil** (*16th of March 2012*)
- 

## CERTIFICATES

---

- **Introductory Certificate in Public Procurement (CIBS-Level 2)**- *Aug 2018* | *Duhok*
  - **Procurement & Logistics in Humanitarian Aid Organization**- *07<sup>th</sup> to 10<sup>th</sup> Mar 2017* | *HQ Welthungerhilfe Bonn, Germany*
  - **Warehouse and Commodity Management “Logistics Cluster”**- *22-23 May 2017* | *Duhok*
  - **VSC Hostile Environment Awareness Training**- *Dec 2018* | *Erbil*
  - **VSC First Response Medical Training**- *Dec 2018* | *Erbil*
  - **Violent Environment Preparedness Training (VEPT)**- *Apr 2016* | *Duhok*
  - **Remote Area First Aid with element of First Person on Scene- Basic (FPOSb)**- *Apr 2016* | *Duhok*
  - **CASH TRANSFER PROGRAMMING IN HUMANITARIAN RESPONSE**- *5th to 07th Apr 2016* | *Duhok*
  - **Building Better Response (BBR)**- *2015, Online Course*
- 

**References will be provided upon request.**