
Payman ZANGANA

Erbil, Iraq

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RELEVANT WORK EXPERIENCE

➤ September 2024 - July 2025

UNISFA Acquisition Planning Officer | Abyei, Sudan

- Manages department schedule by maintaining calendars for department and arranging meetings, conferences, and travel.
- Track and manage inventory delivery against approved vouchers, ensuring on-time distribution of parts and materials to field units and beneficiaries.
- Ensure proper storage and tracking of all assets by Umoja/SAP ERP standards, rigorously documenting each warehouse transaction to maintain 100% auditability.
- Establish optimal stock threshold levels and generate detailed reports on KPIs.
- Expedite urgent requisitions and coordinate local/international procurement,
- Assist in the planning and execution of internal and external meetings, including scheduling, venue selection, and catering arrangements
- Maintain accurate, auditable inventory and property records per UN property control standards, contributing to seamless audits and accountability.
- Provide logistics support, maintaining consistent performance and inventory accuracy during continuous operations.

➤ March 2021 - September 2024

UNITAD Logistics and Administrative Assistant | Erbil, Iraq

- Oversaw warehouse operations and inventory control, maintaining precise storage, tracking, and issuance of materials to support field missions, which achieved consistently high stock accuracy.
- Requisition and supply processes to improve on-time delivery and compliance.
- Managing the Vehicles maintenance. Fuel, Movement plan., monthly record mission and coordination with drivers.
- Coordinate meeting logistics such as audio-visual equipment, materials preparation, and participant communications

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- Maintain an organized calendar of meetings and events, ensuring all stakeholders are informed
 - Prepared technical specifications and raised procurement requisitions in the Umoja ERP system.
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➤ **December 2019 - February 2021**

**IRC, ERD Admin Assistant | Erbil,
Iraq**

- Collaborated with finance, supply chain, and HR teams to coordinate program logistics, ensuring 100% on-time delivery of materials and services for field operations.
 - Managed issuance and real-time tracking of materials for field programs, maintaining continuous stock availability and preventing critical supply shortages.
 - Supervised warehouse inventory movements and distribution processes, optimizing stock rotation and storage organization to improve retrieval efficiency.
 - Assisted in drafting technical specifications for goods and services and preparing purchase requests to align with project needs, supporting accurate and compliant procurement activities.
 - Ensured all distributed items met program quality standards by verifying condition, and documentation of supplies prior to dispatch.
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➤ **June 2018 - October 2019**

OXFAM Roving Country Humanitarian Team Assistant | Erbil, Iraq

- Led distribution teams and coordinated with transportation contractors to execute timely delivery of aid supplies and equipment to multiple program locations.
 - Conducted safety inspections of storage facilities and enforced strict material handling protocols, improving workplace safety and protecting the integrity of supplies.
 - Mapping and drafting Risk Report for the new Area, Weekly and Monthly Report.
 - Planned and organized distribution site logistics according to SOPs and security requirements, ensuring orderly beneficiary access and preventing overcrowding.
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➤ **September 2015 - May 2018**

OXFAM Public Health Promotion Assistant | Diyala, Iraq

- Conducted beneficiary verification and assessments to ensure support reached the most

vulnerable.

- Led volunteers and community mobilizers in hygiene promotion activities.
- Managed on-site distribution activities (e.g., queue management, security) to protect inventory and facilitate smooth operations.
- Coordinated logistics for community health distributions, managing site setup and ensuring accurate beneficiary registration so that aid reached the most vulnerable on schedule.
- Worked with volunteers and partners to manage transportation and delivery of supplies, demonstrating adaptability in field conditions and maintaining high service quality.

➤ **March 2015 - September 2015**

OXFAM Program Support Assistant | Diyala, Iraq

- Supported beneficiary registration and distribution planning.
- Conducted outreach efforts to ensure community.
- Verified beneficiary lists to ensure support reached the most vulnerable.
- Actively participated in distribution sites, ensuring crowd control and item security.

➤ **EDUCATION**

2014-2015 Sulaymaniyah University | Faculty of Physical Education Sulaymaniyah, Iraq |
Trainer Department.

➤ **RELEVANT CONFERENCES, WORKSHOPS, AND TRAINING :**

- August 2023 Procurement category Management, the basics | Online
- May 2022: Safety Security in UN | Erbil, Iraq
- April 2021: Logistics C Administration (Umoja Trainings) | Erbil, Iraq
- July 2019: Accountability Training | Erbil, Iraq
- January 2019: Safeguarding Focal Point Training | Amman, Jordan
- January 2019: Gender Justice at Oxfam | Online, Iraq
- August 2017: Leadership | Istanbul, Turkey
- February 2016: Community Mobilization | Sulaymaniyah, Iraq
- April 2016: Gender/PSEA | Erbil, Iraq

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- June 2015: Humanitarian Protection and Gender in Emergency | Sulaymaniyah, Iraq

➤ **SKILLS**

- Languages: Native Kurdish; Fluent in Arabic; Fluent English.
- **Other skills:**
 - Active calendar management
 - Scheduling and confirming meetings
 - File organization based
 - SAP/Umoja, Microsoft Excel, Stock Tracking Systems.

