

BISHANG SALIH

Erbil · 00964 750 488 0400 - Male

Bishang.salih@gmail.com · <http://linkedin.com/in/bishang-salih-2b5797b7> · Skype: bishang-duhoki

EXPERIENCE

7-SEP-2025 –Current

ERBIL

Logistics Expert, Welt Hunger Hilfe (WHH)

- Conduct a comprehensive audit of **all organizational assets**, including IT infrastructure (computers, printers, servers, etc.), field equipment, and vehicles across field and office locations.
- Verify physical presence and condition of assets against the asset register; identify missing, damaged, or underutilized items and report accordingly.
- Conduct thorough reviews of **physical documentation**, including asset handover forms, donation certificates, goods received notes, transfer records, disposal approvals, and vendor documentation.
- Maintain a clean, accurate, and up-to-date **Asset Register** and ensure all assets are properly tagged with unique identifiers.
- Collaborate closely with **IT, procurement, and logistics teams** to verify the accuracy of asset movements, acquisitions, and disposals.
- Support **procurement processes** by ensuring all goods received are properly documented, inspected, and entered into the inventory management system.
- Assist in the **tracking and reconciliation of stock levels**, ensuring timely replenishment of critical supplies and avoiding stockouts or overstocking.
- Monitor the **distribution and utilization of inventory and supplies**, particularly in field operations or emergency response activities.
- Ensure full **compliance with donor regulations**, internal asset management policies, and relevant audit and procurement guidelines.
- Participate in internal and external audits by preparing relevant documentation and responding to audit queries related to assets and inventory.
- Assist in the **disposal process** for obsolete or damaged assets, ensuring proper documentation, approvals, and compliance with donor regulations.
- Prepare detailed reports on asset and inventory audits, including findings, risks, and practical recommendations for process improvement.
- Support efforts to **train field staff** on proper asset handling, documentation, and reporting procedures.

- Promote and uphold the organization's values of accountability, transparency, and stewardship of resources.

1-SEP-2024 –31-MAR-2025

ERBIL

SENIOR PROCUREMENT OFFICER, CATHOLIC RELIEF SERVICES (CRS)

- Manage fully compliant procurement systems and operating procedures and organize the procurement functions. Assess effectiveness and efficiency and lead improvements. Ensure compliance with CRS procurement principles, standards, and policies; donor regulations; and local statutory requirements.
- Coordinate with various departments to proactively assist with goods/services flow analysis and determine needs and quantity, quality, and delivery requirements for goods and services and maintain an up-to-date procurement plan. Collaborate with budget holders to develop annual budget plans that meet procurement needs.
- Manage and control the analyze-to-contract process with strategic sourcing solutions to ensure the best value for money: market research and analysis, goods/services specifications and supplier evaluation criteria, solicitation documents, a transparent and consistent bidding process, etc.
- Ensure the highest level of transparency and integrity amongst the procurement department and prevent fraud along the procurement process. Conduct periodic risk assessments along the procurement process.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.
- Oversee and monitor relationships and transactions with suppliers, supplier performance, and contractual obligations to ensure contract completion per authorized terms and conditions. Take action to address current and/or potential contractual issues and/or inefficiencies to mitigate risk. Advise on contract/purchase order modifications, if needed.
- Monitor payment terms and schedules through maintenance of open order reports and oversee coordination with the finance team to ensure timely payments to vendors.
- Manage a reliable procurement document trail and database management system for control, accountability, and input for proper inventory recording. Ensure all required information and records are complete, accurate, up-to-date, and properly filed. Oversee report preparation, consolidate reporting, and analyze data for decision-making.
- Provide guidance & support to all procurement & non-procurement agents staff in Insight in all offices.
- Conduct periodical refreshers & orientations for relevant CRS staff in regard of Insight processes & procedures.
- Ensure timely, effective, and efficient procurement support to Iraq program.
- Managing the overall procurements in the CRS Yemen Office in Aden (remotely).
- Facilitating the overall procurements and purchase orders for CRS Gaza Emergency Response (remotely).
- Supporting CRS Moldova department with guidance and mentorship.

1-JAN-2023 – 31-MAR-2023

EGYPT-CAIRO

ACTING AS PROCUREMENT MANAGER, CATHOLIC RELIEF SERVICES (CRS) IN EGYPT

COUNTRY PROGRAM • Insight System orientation for Egypt Country Program staff.

- Training relevant procurement staff on the Supply Chain Module in the Insight system (Online Supply Chain Platform).
- Training relevant admin staff on the Supply Chain Module in Insight.
- Providing orientation for the whole CRS Egypt CP regarding requestor form and procurement life cycle.
- Improving the procurement orientation manual for newly hired staff.
- Hiring new staff individuals for the procurement department (as hiring manager).
- Transitioning from the Supply Chain old system (regular) to the new system Insight.
- Managing catch-up period transactions prior to going live with Insight.
- Supervising 5 staff including Procurement and Admin staff.
- Reviewing, and improving the Bid Comparison Sheets and Bid Minutes drafts.
- Continuous technical support to SCM staff regarding Insight transactions.
- Issuing RFPs and drafting contracts.

FEB-2020 –AUG-2024

ERBIL

PROCUREMENT OFFICER, CATHOLIC RELIEF SERVICES (CRS)

- Coordinate fully compliant procurement systems and operating procedures. Assess effectiveness and efficiency and recommend improvements. Contribute to ensuring compliance with CRS procurement principles, standards, and policies, donor regulations, and local statutory requirements.
- Maintaining Procurement Plan with coordination with all Programming departments and projects.
- Coordinate with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods and services. Provide pricing information to assist budget holders with budget preparation.
- • Coordinate the sourcing process and perform various activities to assist with ensuring the best value for money: market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality and availability of goods assessment, negotiation, contract/purchase order and another documents preparation.
- • Communicate with other procurement staff and various program and operations units to coordinate and track goods/services delivery and receipt and keep everyone informed of the status. Collect information to confirm that goods/services delivered are what have been ordered in the correct quantities and quality, they arrive on schedule and at the right cost.
- • Maintain correspondence and constant contact with suppliers to follow up on the execution of contractual terms and conditions, and handle issues if needed. Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assist with contract/purchase order modifications.
- • Accountable for transparency within the procurement department through ensuring a complete, accurate and up-to-date document trail of all procurement processes, vendor files, procurement, and inventory database to assist with control and accountability. Prepare reports and facilitate document retrieval.
- • Build and maintain good and professional relationship with CRS partners in general.

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- Creating, Managing, and Maintaining Procurement Tool kits for Indefinite Quantities Contracts (IQCs) and other Contractual Services for all covered governorates in Iraq.
- Creating and managing Contracts' Expiry Tracking Sheet.
- Provide guidance & support to all procurement & non-procurement agents staff in Insight system in all offices.
- Conduct periodical refreshers & orientations for relevant CRS staff in regard of Insight processes & procedures.
- Provide technical support to the Iraq Country Program and regional programs regarding the Insight System (Online Supply Chain Platform).
- Managing the overall procurements in the CRS Yemen Office in Aden (remotely).
- Facilitating the overall procurements and purchase orders for CRS Gaza Emergency Response (remotely).
- Supporting CRS Moldova department with guidance and mentorship.

FEB-2019 – JAN-2020

ERBIL

PROCUREMENT ASSISTANT, CATHOLIC RELIEF SERVICES (CRS)

- Supporting requestors to prepare complete and comprehensive Purchase Requisition Forms. ● Assisting with the maintenance of the procurement plan and the procurement tracking tool to facilitate timely communication of procurement/purchase needs, status updating on progress of all orders, and effective and efficient service delivery.
- Assisting in the continuous search for competent, reputable, and reliable suppliers of goods or services. ● Visiting suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence process.
- Conducting Market Assessment for different category items in different cities in Iraq. ● Purchasing items following the NGO procurement documents (i.e. Purchase Order), instructions, and standards.
- Reviewing Payment Requests, ensuring all the supporting documentation is accurate and on file to assist the timely payment to vendors; and, following up with requesters, suppliers, and other relevant parties to address any deficiencies and/or discrepancies.
- Facilitating and observing Bid Committee Meetings and preparing BCSs and drafting Bid Minutes. ● Managing contracts tracking Sheet with keeping it maintained up to date.
- Preparing different related categories RFQs and addressing them to approved suppliers I order to collect their offers.
- Attending the mandatory pre meetings and site visits.

FEB-2017 – OCT-2018

DUHOK

ADMINISTRATION OFFICER, WORLD VISION INTERNATIONAL (WVI)

- Providing administration support to all departments and sectors.
- Organizing, managing, and overseeing the maintenance of office support services including secretarial, data processing, housing, and office equipment purchases, building services and hospitality to visitors. ● Ensuring all documentation is appropriately filed according to the NGO standards. ● Maintaining an accurate visitor of new staff/visitors coming to Duhok.
- Ensuring that hotel bookings are made in time and communicated to staff arriving. ● Informing incoming staff about recommended medical facilities, hospitals, and medical doctors in Duhok and the area (if needed).
- Ensuring assignments for staff's accommodation are done and communicated. ● Setting up team house in a way that matches the NGO standards.
- Ensuring cell phone airtime is always available for staff according to policy.
- Ensuring that utilities are available and working properly in the office, warehouse, and team house.
- Ensuring that the office / team house rent is paid on time.
- Assisting with the preparation of the annual Administration Department budget.

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- Arranging Visa and providing flight booking for the visitors in/out, internal staff in accordance with the security and the main office in Erbil.
- Ensuring there are adequate office supplies available for the staff.
- Managing, Registering, and tagging the assets and updating the Assets list for all projects and sectors in Duhok.
- Any support needed for any sector in Duhok zone, I am assigned to have it done. ● Following up the internet service for the main office and Team House.
- Managing and using Petty Cash to run the day to day purchases regarding the office and Team House supplies and the other projects on board.
- Acting as Focal Point to perform all Logistics and Procurement tasks in Duhok.

OCT-2015 – FEB-2017

DUHOK

ADMINISTRATION OFFICER/HR AND PROCUREMENT SUPPORT, WORLD VISION INTERNATIONAL (WVI)

- Duties and Responsibilities as procurement Support:

- Assist in the preparation of Procurement Plans for each sector/department for the implementation of procurement activities on a monthly and annual basis.
- Ensure the implementation of the tender procedures and process all Requests for Quotations (RFQs) in accordance with all policies and procedures.
- Facilitate the work of the Bid Analysis Committee including the preparation of Supplier Checklists and Bid Analysis Summaries during the process of opening bids and/or analyzing the various offers submitted by suppliers. Analyze quotations/bids and pass these on to the Bid Analysis Committee, coordinate technical reviews and advise the Committee before orders are placed.
- Conduct regular evaluations of bidders to ensure proper selection of suppliers. Improve, explore, and add to the existing Supplier Database.
- If instructed, coordinate the visits to existing or potential suppliers with the Supplier Verification Committee, if one exists, or with the relevant budget owners to ensure the proper selection of suppliers and supplies.
- Receive incoming Purchase Requisitions (PR), verifying the required signatures/authorizations are present. Date, stamp and record the PRs in the PR Log and Database, allocating a number to each in terms of date, month, and number as they are received.
- Prepare all Purchase Orders (PO / Contracts, entering them into the Procurement Tracking Matrix, and present them to the designated approvers for submission to the suppliers. Track on all deliveries against suppliers' delivery schedules entering all relevant data into the Delivery Tracking Matrix.
- Ensure all the procurement paperwork is maintained accurately and files are easily accessible by management team and audit staff as needed.
- Regularly update the Purchase Requisition Database and communicate these updates to the sector/department heads or budget owners on the status of purchase requests. Prepare weekly procurement reports.
- Prepare and maintain payment requests as per the Finance policies and procedures for payments of goods and services. Monitor all advance and final payments made to suppliers.

➤ Duties and Responsibilities as Human Resource (HR):

- Maintaining attendance records for all staff and coordinate all administrative HR issues with the P&C (People & Culture – HR) department in Erbil.
- Receiving and reviewing monthly Staff Time Sheets.
- Receiving and reviewing Leave Requests Paperwork for the staff.
- Ensuring that the Employees receive their contracts, amendments, extensions.
- Taking care for all P&C related events regarding Duhok Staff.
- Arranging and participating in Candidates Interviews for recruitment process.
- Supporting for procedures or papers relating to personnel or staffing issues.

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- Ensuring that Duhok Governorate receive the most up-to-date employee and non-employee list.
- Preparing the separation Checklist Form for the employees.

JAN-2015 – OCT-2015

DUHOK

PROCUREMENT ASSISTANT, WORLD VISION INTERNATIONAL (WVI)

- Updating Excel based procurement database as per the guidance provided by the Procurement Officer.
- Ensuring the procurement files (both soft and hard copies) are in order as per the checklist and guidance provided.
- Assisting with conducting market surveys for various goods and services.
- Assisting with the preparation and submission of payment requests to the Finance Department as per the checklist supplied by the Procurement Officer (having copies maintained in the procurement files).
- Maintaining a proper filing system for all procurement related documents ensuring there is accurate and easy accessibility of all files by the management and audit teams.
- Assisting with the consolidation of procurement plans from different sectors / projects in to monthly/annual procurement plan and analyze the data as directed.

EDUCATION

JUNE 2014

BACHELOR'S DEGREE IN FACULTY OF LANGUAGES, DEPARTMENT OF ENGLISH LANGUAGE
AND LITERATURE, NAWROZ UNIVERSITY IN DUHOK

ACADEMIC TOTAL GRADE

Excellence with an average of (94.8 %).

GENERAL SKILLS LINGUAL SKILLS

- Strong skills in Microsoft office especially Word and MS Excel.
- Ability to cope and work under pressure. ● Well-organized, self-motivated, solution-oriented, independent, and able to work in a team.
- Self-disciplined with good time management skills.
- Report writing and information dissemination skills.
- Good human resources management skills, Open to internal feedback.
- Ability to travel/be based too/ on project sites as needed.
- Ability to organize and facilitate capacity building/ enhancement for staff.
- Ability to transfer knowledge through informal and formal training.
- Strong interpersonal skills and the ability to work in a team.
- Good organizational and time management skills.
 - Kurdish (Mother Tongue)
 - English (Advanced level Spoken &

Written) ● Arabic (Fluent Spoken & Written)

GENERAL CERTIFICATES:

- Duolingo English Test Certificate ● Insight Project-Supply Chain Management & Procurement Training
- Certificate-Insight Project-Inventory Training
- Management Essentials Course
- Global Workplace Harassment for Staff

SOFT SKILLS

- Microsoft Word / Very Good
- Microsoft Excel / Very Good
- Microsoft Power point / Very Good
- Microsoft Outlook / Very Good
- Microsoft Teams / Very Good
- Microsoft OneDrive /Very Good
- Microsoft Forms /Very Good
- Lotus Notes /Very Good

TRAININGS AND WORKSHOPS:

- APST (Advanced Personal Security Training) by CRS
- Global Workplace Harassment Training by CRS.
- Information Security Awareness Training by CRS.
- Management Essentials Course by CRS.
- Child Protection Training by WVI.
- Harassment/Abuse/Sexual Exploitation Trainings by WVI.
- Strongest Link Security Awareness Training by WVI.
- Staff Well Being Training by WVI.
- Stress and Time Management Training by WVI.
- Mine security awareness Training by MAG.
- Gender Based Violence Training by UNHCR.
- Monitoring and Evaluation Training by UNHCR.
- MSTC (Making sense of Turbulent Context) Workshop by WVI.