

Khalid Younis Rashid

Duhok – Garand Level Complex

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Languages: Kurdish (Mother Tongue), Arabic (excellent), English
(Very good knowledge)



Work Experience

2013 - 2024 | Logistics Officer
Harikar NGO - UNHCR Programs, Duhok

Premises and Procurement Management

- Led the establishment and ongoing management of efficient warehouse operations at HA-managed facilities, including the development and implementation of best practices for stocktaking, inventory organization, shelving, and pest control.
- Oversaw comprehensive asset management, ensuring accurate tracking of asset requisition, movement, and regular maintenance of the asset register.
- Managed procurement processes in full compliance with HA policies and guidelines, ensuring thorough documentation and transparency at every stage. Responsibilities included preparing tender documents, organizing tender committees, maintaining an updated supplier list, and managing a procurement tracker.
- Coordinated with suppliers and contractors to ensure timely and effective delivery of goods, services, and works. Proactively collected and evaluated quotations.
- Maintained clear and consistent communication with relevant departments to provide updates on procurement status, ensuring smooth coordination and timely completion of activities.

Reporting and Documentation

- Prepared detailed monthly reports on equipment inventory and IT status, ensuring accurate and up-to-date information for decision-making.
- Monitored and followed up with suppliers and contractors to ensure the efficient execution of procurement and logistics activities.
- Produced comprehensive monthly and quarterly reports, including updates to inventory lists, stock reports, and procurement tracking sheets. Regularly updated the project on procurement status and logistics activities.
- Ensured all logistics operations were conducted in accordance with established procedures and guidelines.
- Performed additional duties as assigned by the Line Manager to support overall operations.

2011 - 2013 | Administrator and Finance Officer
Erbil Sport Center

- Supported office management functions and facilitated logistical arrangements for staff, ensuring smooth operations.
- Regularly reviewed financial documentation and procedures, implementing necessary adjustments to improve efficiency and compliance.

- Ensured cost-effectiveness in purchasing goods by obtaining quotations, evaluating quality, and overseeing timely delivery to meet operational needs.
- Maintained ongoing communication with relevant local government departments to ensure active collaboration and compliance with regulatory requirements.

2010 - 2011 | Logistics and Procurement Officer

Kurd Sky Communications, Erbil

- Managed logistics and procurement operations for a company responsible for providing communication services across multiple oil fields.
- Diagnosed and resolved IT-related issues to ensure uninterrupted operations.
- Installed and configured network equipment to support communication infrastructure in the oil fields.

2008 – 2010 | Administrator

Adidas & Puma Group, Erbil

- Led and supervised a team of 10 sales associates, ensuring the smooth operation of retail activities and delivering high-quality customer service.
- Oversaw the receipt, inspection, and inventory management of goods arriving from border crossings and airports, ensuring accuracy and timely distribution.
- Coordinated the setup of product displays and managed the presentation of merchandise in retail spaces to drive sales and enhance the shopping experience.
- Delivered strategic market insights and provided recommendations to the overseas branch regarding product assortment, aligning with local market trends and customer preferences.
- Provided market insights and recommendations to the overseas branch regarding product selection based on local market trends and customer demand.

2004 – 2008 | Network Administrator

Gulan Company, Dohuk

- Troubleshoot and resolved IT-related issues, ensuring the smooth operation of network systems.
- Maintained regular communication with local government authorities and relevant stakeholders to ensure compliance and address operational needs.

Trainings:

- 2014 training in Erbil about Logistician conducted by (Save the Children)
- May 2016 training on supply chain and logistics, procurement, incoterms, assets and W/H management
 - Conducted by UNHCR
- Community – based Peace Education Training Workshop 2016
- May 2017 training on supply chain and logistics, procurement,
 - Conducted by UNHCR
- Procurement Workshop UNHCR 2018
- Online Business English Course that is introduced by ESU/ 2021
- Fraud, bribery and corruption awareness training course with Save the Children/ 2022

Professional Development

Technical Institute

International Computer Driving License – ICDL

Skills

- Logistics Coordination and Management
- Stakeholder Liaison and Relationship Building
- Proficient in Driving and Vehicle Operations
- Negotiation and Conflict Resolution
- Security Management and Risk Assessment
- Strong Problem-Solving and Analytical Skills

References: -

- Osama Basil / Senior Program Assistant IOM / osamohammed@uom.int 07507114118
- Ghassan Abdulatef / Rule of law Officer UNITAD /ghalnasir@gmail.com 07709998898