

Faisal Alezo

Phone : +352681119925

Email : fesalezo1987@gmail.com

Logistic Officer

Idlib – Sarmada – Tal alkarama



| Personal data | | | |
|----------------------|--|-------------------------|-----------------------------|
| Surname | Alezo | No. of Children | 3 |
| Forename | Faisal | Nationality | Syrian |
| Father name | Abdul azez | Mobile phone (WhatsApp) | +905394540918/+352681119902 |
| Birth date | 1-1-1987 | Gender | male |
| Marital status | Married | E-mail | Fesalezo1987@gmail.com |
| Full current Address | Syria – Idlib – Sarmada – Tal alkarama | | |

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| Academic Qualifications | | | | |
|-------------------------|--|--------------------|------------|----------|
| NO | Qualification completed | UNIVERSITY | Start Date | End Date |
| 1 | Master degree in refining of petroleum (student) | Albaath university | 2011 | 2013 |
| 2 | Bachelor's degree in chemical engineering | Albaath university | 2005 | 2010 |

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| work experience | | | | |
|--------------------------------|--|------------|----------|---|
| Job title | Place of work | Start date | End Date | Main job duties |
| Logistic assistant | Shafak organization – bab alhawa | 1-3-2020 | | <ul style="list-style-type: none">• Warehouses and logistics functions |
| Logistic & procurement officer | DARNA CENTER- Idlib – hazzano | 8-12-2019 | 1-3-2020 | <ul style="list-style-type: none">• Define the lists of needs for the training and education center and raise the purchase requisitions for the main office of the organization .• Collect quotes by purchase thresholds and search for new suppliers.• Follow-up of receipt with suppliers, checking specifications and maintaining the accuracy of the purchasing process.• Entering the required data for the purchase process on the tracking tables through the Drive website for purchase and payment orders, inventory and assets. |
| Supply Chain officer | Medical Association for Syrian Expatriates – SEMA - North Office – Akrobat-Albab | 4-2018 | 12-2019 | <ul style="list-style-type: none">• Coordinate the service and maintenance of all vehicles.• Ensure that vehicles are equipped with adequate items in line with base security plan.• Check the fuel consumption and running cost, and reports all abnormalities to the Logistics & Procurement Officer.• Manage and Centralize transport requests and prepare the transportation plan in coordination with programs and other Depts.• Disseminate travel plans to all relevant staff and displays the information on a vehicle movement |

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| | | | | <p>record.</p> <ul style="list-style-type: none">• Under the direction of the Logistics and Procurement Officer, monitor and track allocation and usage of assets amongst programs and departments.• Oversee maintenance of assets (and organize repairs and replacement if necessary).• Update registration and documentation of assets and ensure all assets are labelled.• Under the direction of the Logistics and Procurement Officer, collect quotes and organize the receipt of goods and payment of suppliers for items needed by the programs and other departments in respect of SEMA procurement policy and procedures.• Prepare for the delivery of the items, and draw up GRN and SCNs• Any other tasks assigned by Line Manager. |
| Logistics officer | Humanitarian Relief Organization (IYD) - Office of the northern Homs countryside - Rastan | 1-2016 | 3-2018 | <ul style="list-style-type: none">• Participate in bringing quotations for procurement and participation in opening tender conditions and preparing minutes of the meeting of the opening committee of envelopes.• Follow up the supply process with the suppliers and meet the specifications and complete the transfer process to the warehouses.• Prepare a GRN document with warehouses and ensure the integrity of the procurement process. |

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| | | | | <ul style="list-style-type: none">• Document purchasing cycle and send it to the Operations and Programs section in the head office.• Cooperation with the logistics team in documenting the assets and preparation of the carcasses damage and the minutes of destruction and schedules of consumption and movement of vehicles, generators and heating. |
| - field coordinator | Ihsan Foundation for Relief and Development - Office of the northern Homs countryside - Rastan | 12-2014 | 12-2015 | <ul style="list-style-type: none">• Participate in the process of selecting the beneficiaries of the agricultural development project - through filling the necessary forms on the ground and their participation with other sections.• To ensure that the information provided by the beneficiaries of the project after their initial acceptance through the field visits.• Contribute to the distribution of project materials to beneficiaries.• Field visits to inspect the smooth progress of the project. |
| Coordinator of the project to restore the high water tank | Organization Bonyan Almarsos - Office of the countryside of Homs - Rastan | 3-2014 | 9-2014 | <ul style="list-style-type: none">• Develop the project implementation plan.• Provide the appropriate supplier to purchase the appropriate materials required and conclude contracts.• To monitor the proper functioning of the structural and metal restoration process, time and required specifications. |

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|---|---|---------------|----------------|---|
| Teacher of Physics - Chemistry - Education project | UNICEF - Northern Homs - Rastan | 6-2013 | 12-2014 | |
| Process Engineer | - Hayyan Oil Company - Syrian Oil Ministry - Palmyra - Syria | 3-2011 | 3-2012 | <ul style="list-style-type: none">• Conducting the necessary analyzes of water samples, oil condensates, liquefied gas and natural gas using the appropriate equipment and methods.• Working in the control and operations section as an operator that modifies the operational parameters when a defect occurs. |
| - Operating Engineer | Farzat Development Company - Megaplast - Hassia - Homs - Syria - | 9-2010 | 3-2011 | |

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Training Qualifications

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|--|---|---|---------------|--|
| | Logistics & Procurment & Fleet And Assets Management . | MERCY CORPS & DISASTER READY | 3-2020 | |
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|----------|---|---|-------------|-------------|
| 1 | Logistics management in civil society organizations <ul style="list-style-type: none">• Logistics management and its importance to the organization.• Supply - Modern concepts and developments• Procurement functions and responsibilities - Inventory and warehouse management.• Asset management, transport and distribution / importance of transport as part of logistics management.• Integration of supply with need.• Logistics management and future planning. | WATAN Organization of the - rural Idlib - Hazano | 2018 | 2018 |
| 2 | Management of development projects (PMD PRO) preparation of the project - Project design - Project planning - Monitoring and evaluation - Project closure. | ORANGE | 2017 | 2017 |
| 3 | Monitoring and evaluation package (M&E) Definition of monitoring and evaluation - Data collection - Data analysis - Writing monitoring and evaluation reports. | ORANGE | 2017 | 2017 |
| 4 | Preparation of the test Reading - writing – listening | EDX | 2017 | 2017 |

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| 5 | An electronic training course for Sphere practical guide . - Basic Principles and Standards (Human Charter Principles of Protection - Basic Standards). Minimum standards: in the field of water supply, sanitation and hygiene promotion - in the field of food security - in shelter and human settlements - in the field of health work. | DESIASTEREADY | 2016 | 2017 |
| 6 | Certificate in the project towards building a better response (BBR). | DESIASTEREADY | 2016 | 2017 |
| 7 | Child Protection . Standards to ensure a qualitative response to child protection - Integrating child protection within other humanitarian sectors - to meet the needs of the child - The four basic principles of the Convention on the Rights of the Child and their relevance to humanitarian action. | ORANGE | 2016 | 2017 |
| 8 | Diploma of Human Resources Certificate from the Canadian American Board - 55 training hours. | Online Academy | 2016 | 2016 |

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|--|--|-----------------------------|-------------|-------------|
| | Definition of human resources management – Human resources planning - Job design and analysis - Polarization. Selection and appointment - Training and development - Performance evaluation - Benefits and compensation - Occupational health and safety - motivation wages and compensation. | | | |
| | Conversation course - English language - advanced level | Alnoor –center -homs | 2010 | 2011 |
| | ICDL - Syrian Computer Society | Homs | 2010 | 2010 |

| Language | | | |
|-----------------|------------------------|----------------|-----------------|
| Language | Reading | Writing | Speaking |
| Arabic | Native language | | |
| English | good | good | good |
| Turkish | Medium | Medium | Medium |

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|-------------------|-----------|----------------------|-----------|
| Other | No | No | No |
| IT Skills | | | |
| Program | Level | Program | Level |
| Microsoft Windows | Excellent | Internet Explorer | v. good |
| Microsoft Outlook | v. good | Microsoft Word | Excellent |
| Microsoft Excel | v. good | Microsoft PowerPoint | Excellent |
| Microsoft Access | Good | Microsoft project | v. good |

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| Referees | | | | | |
|----------------------|---|----------------------|---|----------------------|--|
| First Referee | | Second Referee | | Third Referee | |
| Full Name | Mahmoud Farzat, | Full Name | Abed Almlek Alshami | Full Name | Burhan albasha |
| Place of Work | Information Technology Department, Humanitarian Relief Organization (IYD) | Place of Work | Admin – Akrobat Office - Medical Association(SEMA). | Place of Work | Financial Senior in DARNA Office in Turkey |
| Telephone (whatsApp) | 00963930953637 | Telephone (whatsApp) | +905360512153 | Telephone (whatsApp) | 00905346207345 |
| E-Mail | | E-Mail | | E-Mail | - |

Other skills :



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- **Good knowledge of English in terms of terms of work in the supply chain and documents necessary to work with international organizations in terms of purchasing cycles - Documenting the inventory of goods and consumables - Assets - Movement of vehicles.**
- **Mastering the work on the Office programs necessary for the work of logistics in terms of analysis of price offers and matters of printing and modification .**
- **The ability to deal with technical problems in logistics such as: Sudden breakdowns in mechanisms - Choosing the right location for work - Carrying work pressure and rapid movement to meet the requirements of work.**
- **Ability to make the right decision in time.**
- **Participation in voluntary work / Director of the Local Council for the electoral cycle of the Local Council of Rastan 2016 / Director of Studies and Projects - Local Council of the city of Rastan - 2015 / preparation of development projects - agricultural - animal relief organizations**

Final update 3/2020