

CV

First Name: Hasan

Middle Name: Zain

Surname: Al-Sakkaf

Telephone: +967-711117177 or 00967-700339300

E-mail: al_saqqaf_hassan@yahoo.com ; OR al_saqqaf@hotmail.com

OBJECTIVE Looking forward to a challenging position in a large and reputable organization where my potentials can be invested to the full extent; Willing to share broad teamwork based on sound planning and creativity; Possessing a strong work ethic and a “can-do” attitude, I hope the position will add value to my career and that I will have a remarkable contribution to the overall progress of the organization.

PERSONAL INFO

Date of Birth/Place:	07th November 1971 /Mbale, Uganda
Gender:	Male
Nationality:	Yemeni
Marital Status:	Married
Driving License:	Yemeni/Class B
Permanent Residence:	AlHawta, Lahj Yemen

EDUCATION

Bachelor in BUSINESS ADMINISTRATION

Graduated in 1995 from the Islamic University in Uganda, Mbale

CIPS - The Chartered Institute of Purchasing & Supply – Certified
005476420/M/SC 80304/9/08/2012/Certificate Member

NEXT LEVEL PURCHASING

Training Course: Managing Supplier Performance - March 14, 2010

ALISON

Fundamentals of Incoterms – Certified No. 413-1224588
Diploma in EU Public Procurement – Certified No. 408-1224588
HIV/AIDS – Awareness & Prevention - Certified
Introduction to Supply Chain Management
Diploma in Plumbing Services – in Progress
Diploma in Electrical Studies – in Progress
Diploma in Human Resources – in Progress
Fundamentals in Operations Management – in Progress
Diploma in Operations Management – in Progress
Introducing the Art of Negotiation – in Progress

LANGUAGES: **English** – (Reading, Writing & Speaking) Fluent, **Arabic** (Speaking) Good Working Knowledge, **Swahili** (Speaking) Fluent

AWARDS & HONORS

- OUTSTANDING PERFORMANCE AWARD FROM UNDP - 28/ AUG/2012
- CERTIFICATE OF EXTRAORDINARY COMMITMENT FROM UNDP - 28/ AUG/2012
- CERTIFICATE OF THANKS AND APPRECIATION FROM SCER (SUPREME COUNCIL FOR ELECTION & REFERUNDUM) FOR THE GREAT EFFORT DURING THE EARLY ELECTION 2012

SKILLS & ATTRIBUTES

- ✓ Experience in setting up and managing Administration, procurement and logistics management
- ✓ Experience with ERP, web-based management systems
- ✓ Concern for order, quality and safety
- ✓ Sound background knowledge of all office procedures and equipment
- ✓ Able to work successfully as a part of a team
- ✓ Pleasant and friendly manner, self and social confidences
- ✓ Good organizing skills, accurate and able to meet deadlines
- ✓ Reliable, Punctual, Problems solving and analytical thinking
- ✓ Proficient in computer software applications and Software and Hardware Installations
- ✓ Vehicles (Diesel & Petrol Engines) servicing, maintenance and minor repairs
- ✓ Very creative person

EXPERIENCE:

SAVE THE CHILDREN INTERNATIONAL (Yemen) Aug 2015 – Present **NORTH AREA OPERATIONS MANAGER – North (Hodeida)**

- Overall management of North Area Office and supervise program support teams working in the field.
- Monitor the humanitarian context within in the area of intervention, identify needs and gaps in response and contribute to the development of an appropriate intervention strategy.
- Support technical program team in the implementation of project activities according to the grant requirements, on time and within budget.
- Encourage program & operations staff cohesion through coordination and information sharing with and between all key staff,
- Facilitate the program teams for smooth implementation and remove obstacles if any like community conflicts, government formal requirements through holding meetings with the concerned representatives.
- Ensure that program team submit progress report on time
- Represent Save the Children's to local authorities, members of the humanitarian community, media and civil society forums so that its impartiality is not being compromised.
- Share the project progress with relevant stakeholders and cluster to increase SCI visibility
- Ensure that existing finance, logistics and HR guidelines and related administrative procedures are adhered to.
- Ensure that each member of the operations team has a clear job description which is well understood by the individual as well as the team.
- Oversee and support the procurement process, helping to ensure that procurement is in line with the SCI procurement;
- Ensure assets verification/submit asset lists, and proactively address asset needs as well as the management of assets in the field office;
- Support the transparent, rigorous recruitment and appropriate orientation of new staff;
- Ensure implementation of the performance management system;
- Directly manage a budget for operational costs in the field office and support technical staff in the budget management of program activities.
- Submit timely fund requests to CO through Area Office;
- Support/review financial reports, such as monthly Budget vs. Actual reports (Operations part) to verify transactions are allocated correctly and for necessary follow-up.

- In close collaboration with security manager, ensure optimal security management procedures and practices are in place and continually monitor the security situation, adapting staff safety procedures accordingly.
- Ensure implementation of all relevant Save the Children policies and procedures with respect to child rights and protection, health and safety, equal opportunities and other relevant policies

SAVE THE CHILDREN INTERNATIONAL (Yemen) January 2015 – June 2015

FIELD OPERATIONS MANAGER –Harad, Hajja

- Overall management of field Office and supervise program support teams working in the field.
- Monitor the humanitarian context within in the area of intervention, identify needs and gaps in response and contribute to the development of an appropriate intervention strategy.
- Support technical program team in the implementation of project activities according to the grant requirements, on time and within budget.
- Encourage program & operations staff cohesion through coordination and information sharing with and between all key staff,
- Facilitate the program teams for smooth implementation and remove obstacles if any like community conflicts, government formal requirements through holding meetings with the concerned representatives.
- Ensure that program team submit progress report on time
- Represent Save the Children's to local authorities, members of the humanitarian community, media and civil society forums so that its impartiality is not being compromised.
- Share the project progress with relevant stakeholders and cluster to increase SCI visibility
- Ensure that existing finance, logistics and HR guidelines and related administrative procedures are adhered to.
- Ensure that each member of the operations team has a clear job description which is well understood by the individual as well as the team.
- Oversee and support the procurement process, helping to ensure that procurement is in line with the SCI procurement;
- Ensure assets verification/submit asset lists, and proactively address asset needs as well as the management of assets in the field office;
- Support the transparent, rigorous recruitment and appropriate orientation of new staff;
- Ensure implementation of the performance management system;
- Directly manage a budget for operational costs in the field office and support technical staff in the budget management of program activities.
- Submit timely fund requests to CO through Area Office;
- Support/review financial reports, such as monthly Budget vs. Actual reports (Operations part) to verify transactions are allocated correctly and for necessary follow-up.
- In close collaboration with security manager, ensure optimal security management procedures and practices are in place and continually monitor the security situation, adapting staff safety procedures accordingly.
- Ensure implementation of all relevant Save the Children policies and procedures with respect to child rights and protection, health and safety, equal opportunities and other relevant policies

**USAID - COMMUNITY LIVELIHOOD PROJECT "CLP" - CREATIVE ASSOCIATES
INTERNATIONAL (Yemen) September 2012 – December 2014**
ADMINISTRATIVE MANAGER

- Support the Management at CLP with day-to-day activities related to administrative and operational matters, providing leadership, administrative decision-making, and support to Admin staff on administrative and logistical issues.
- Execute logistics for all CLP events including trainings, workshops, seminars and conferences.
- Manage Sr. Admin Officer, Inventory Officer, Maintenance Officer and Logistics Officer.
- Assist in managing office budget and review office expenditures to ensure that expenses remain within allocated operational budget.
- Respond to internal requests for support and communicate needs to appropriate admin staff.
- Conduct annual performance appraisals for Admin Staff and establish work goals to accomplish overall admin and organizational goals. Work with the HR Manager to develop staff development plans to provide training and building capacity in admin staff.
- Communicate/coordinate with government agencies and focal businesses in administrative matters relating to CLP operations in Yemen.
- Ensure implementation of administrative policies and procedures are in with Creative Field Operations Manual and USAID rules and regulations.
- Administer all procurement requirements under US \$3000 for CLP including equipment, stationary and coordinating with procurement as needed.
- Provide oversight on maintenance of office and residential premises including the housekeeping and lease.
- Management of petty cash
- Manage air travel, hotel arrangements and logistics associated with travel for all expat staff of CLP for domestic and international travel.
- Ensure proper maintenance of office equipment, office furniture and fixtures.
- Ensure compliance with the Administrative requirements of the client viz-a-viz CLP.
- Responsible for security of the building, furniture, equipment and issuance of gate passes.
- Provide oversight to the inventory of all assets including computers and ensure that proper identification and labeling of all inventory assets is complete.
- Ensure timely payment of all utilities for offices and residences and current records are maintained on all payments made.
- Provide oversight to CLP vehicle management: fuel, scheduling and maintenance.
- Any other assignments under the preview of Administration unit responsibility
- Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock system and paperwork accuracy.
- Develop the company's inventory management strategy with the aim of controlling costs within budgetary limits, generating savings, rationalizing inventory and maximizing available working capital
- Manage and maintain the company's material and stocked product inventory including stock profiles and stock locations
- Ensure that goods inward / stock control department is well organized and controlled to sufficiently support production and the goals of the business.
- Ensure incoming product is receipted and managed appropriately according to organization's procedure.

- Develop and maintain transportation system on domestic and international freight that ensures business needs are met
- Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational and personnel policies and procedures.

UNITED NATIONS DEVELOPMENT PROGRAMME - (Yemen) Aug 2010 – Sept 2012

PROCUREMENT ASSOCIATE (Head of Unit)

Managing Procurement for the Global Fund project and Election Project

Handling recruitment for Individual Contractors (IC)

Implementation of the operational strategies, focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control.
- CO Procurement business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Procurement and Logistics in consultation with the direct supervisor and office management.

Organize procurement processes for CO, NEX/DEX projects and at the request of other Agencies focusing on achievement of the following results:

- preparation of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Preparation of Purchase orders and contracts in Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation in Atlas.
- Prepare and Manage the submissions to the Contract, Asset and Procurement Committee (CAP) and ACP submission
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched.
- Timely corrective actions on POs with budget check errors and other problems.
- Preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.
- Conduct semi-annual PO closure exercise by generating reports from Atlas

Ensure implementation of sourcing strategy focusing on achievement of the following result: Development and update of the rosters of suppliers, implementation of supplier selection and evaluation.

DANISH REFUGEE COUNCIL (Yemen) July 2009 – 31st Dec 2009

OFFICE ADMINISTRATOR -Aden

- Ensure that the Administrative inclusive HR set up of the operation is constantly meeting needs and requirements in all aspects when it comes to Administration, Logistics and Procurement
- Coordinate Visas (work permits/residence Visas/Exit & Re-entry for expatriate staff), with relevant ministries (Planning, Labor, Foreign Affairs & Immigration).
- Work on procurement plan for program and budget (UNHCR & EC Projects)
- Liaise with the regional office as country focal point for HR and Administrative issues.
- Lead the process of property contracts (Offices & Residences), renewal, maintenance of services.
- Manage the IT & Logistics support functions for Aden and field sites(Bab Al Mandab, Mayfa'a, Kharaz, Ahwar)
- Ensure proper and effective implementation of procurement procedures and standards and task are documented appropriately
- Ensure proper and effective implementation of all logistical needs for the mission in Yemen

- Ensure that all inventory is constantly tagged and verified in accordance with guidelines
- Manage the office vehicle fleet-ensure proper maintenance and road legality(including Insurance), as well as monitor usage for business/private use
- Manage the contract with rental vehicles and their maintenance
- Oversight function for administration, human resources, logistics and IT

MB PETROLEUM SERVICES LLC (Yemen) Sep 2005 – June 2009

ADMINISTRATION MANAGER - 30th May 2008 – June 2009

- Administrate oversight of all issues related to government and regulatory compliance
- Review, adjust and prepare all final draft documentation according to procedure
- Standardize and implement policies, procedures, and regulatory guidelines.
- Coordinator of personnel, resources, and equipment in time-critical situations.
- Resolve conflicts while maintaining positive internal/external relationships
- Supervise Human Resources dept., Technical and clerical staff
- Review and handle T-sheet for sub contracted employees (locals & Expatriates)
- Identify opportunities for improving service and procedure; recommend and implement improvements
- Handle recruitment for Manpower contract for the Operator (CNPY)
- Resolve issues with Labor office regarding employees and contracts
- Draft English Yemenization plan and discuss with PEPA (Petroleum Exploration and Production Authority) on future plans for positions to be Yemenized
- Assist Accounts dept. in preparing payroll and making requests
- Accrual Payments and Revenue / Review Timesheets for Head Office Staff.
- Handling Finance Issues and dept. when Branch Accountant is on leave
- Prepare Salary request for Sub-contracted Employees and follow-up on value date
- Prepare/submit Invoices for services rendered to Operator etc...
- Keeping records for all transactions (Invoices, Bank/payment Vouchers) etc.

FIELD COORDINATOR/ACTING BASE MANAGER (Masila) Aug 2007 – 29th May 2008

- Responsible for supervising field operations
- Coordinate daily activities during maintenance and drilling activities with third parties to ensure the job is carried out within the schedule with HSE awareness.
- Insure that airport pickups and accommodation are arranged for incoming expats.
- Manage and arrange Expatriate employees movement and security while in Yemen
- Review Timesheets for MB Base Staff and Sub Contracted Expat. For Nexen.
- Representing /Coordinate/ Handling MB with Nexen issues regarding Manpower
- Prepare Invoices, Transportation Tickets and handle warehouse inventory
- Coordinate Visa (Residence, Exit and re-entry for all Sub-contracted Expat with Nexen)
- Manage and Supervise Base maintenance (Mechanical, Electrical, Camp)
- Handling warehouse inventory and issues for Drilling
- Coordinate the Mobilization of Rigs, Equipment and transportation of Staff
- Prepare Invoice/Packing list and handle all sea port issues on imports/exports

(Other Duties: -Maintenance/Minor repairs of Generators, Forklift Operator)

HEAD OF PURCHASING/ LOGISTICS DEPARTMENT – Sept 2005 – July 2007

- Insuring that costs, pricing strategies & rating/evaluation criteria are fiscally correct
- Supervises Vendors and Contractors, Documents & evaluates performance
- Handling all foreign purchases and correspondence with suppliers
- Preparing Evaluation, Purchase Orders, Material Transfers, etc...
- Building up Data Bases for suppliers
- Manage the associated access controls and logistics throughout the procurement period
- Preparation of periodical analysis reports of all related data
- Recommends and implements policies and procedures for procurement purpose
- Directly approach Suppliers to discuss their products from an informed position in order to assess their applicability
- Implement a well-organized repository of all supplier correspondent, including formal tenders and proposals
- Handling all low value shipment customs clearance at airport
- Coordinate all customs clearance and exemption process with contractor
- Supervise the local purchase departments in Sana'a and Mukalla Office
- Coordinate and manage all imports & export shipments

AL MUTARREB ENTERPRISES (Yemen) February 2004 – August 2005

INT'L BUSINESS DEVELOPMENT MANAGER / PURCHASING

- Handling all foreign purchases and correspondence with supplier
- New product search(Agencies)
- Preparing company proposals & quotation
- Organizing company participation in international fairs and trade exhibitions
- Work in Product Development (Study / Search)
- Manage and coordinate the various project activities
- Building up Data Bases for suppliers
- Preparation of periodical analysis reports of all related data
- Representing the Company in all foreign meetings and exhibitions
- Evaluate and identify new business opportunities

UNITED PARCEL SERVICE - UPS (Yemen) September 2002 to January 2004

OPERATIONS MANAGER

- Planning Daily activities
- Airport Cargo / Courier Handling
- Airport Customs Clearance and Handling
- Managing visit Visa issue to Yemen for non-Yemeni citizens (Foreigners)
- Key in PODs, Sorting & Tracking of shipments
- Scanning Inbound and Outbound
- Preparing MAWB, Data Capture Key-entry, ITTS
- Follow-up proof of deliveries in remote areas and head office
- Preparing manifest, handling Freight collect
- coordinate Visa issues for Switzerland Embassy in Riyadh
- Preparing daily export report
- Corresponding with UPS branches
- Handling dangerous goods packing & labeling

- Replying all company mails regarding operation section...

Other Duties: - IT (maintenance of Company Computers, Installations of software and repairs).

DATALINK (Yemen) -WORLDSPAN January 2001 – August 2002

MARKETING REPRESENTATIVE

- Marketing Worldspan reservation system in Yemen
- Training client's staff on how to use Worldspan (making Airline, Car and Hotel Reservations, availability, schedule and creating a PNR)
- Installing Computer hardware necessary for Worldspan operation
- Connecting client's computer to ISP (Internet server provider, dialing network and Internet configuration TCP/IP), work as a help desk etc...

TULIP SCHOOL (Yemen) October 2000 – December 2000

EXAMINATION MANAGER and TEACHER

- Preparing Examination Materials
- Evaluation of students for placement
- Teaching English language, Science for lower grades, and Computers for all grades

FABRICA ENTERPRISES KENYA February 1997 – December 1999

STORE MANAGER and CUSTOMER RELATIONS OFFICER

- Handling of Clients and complaints,
- Assisting in marketing Water pumps (Hand pumps, Electric Pumps and Wind mills)
- Handling of credit customers statements
- Sorting of equipment and drilling spare parts in the stores
- Keeping records of all equipment codes or Nos. & labeling them for easy references
- Supervising site staffs, (See to it that all water bore-hole drilled are functioning well etc)

ARIES DATA SYSTEMS – (Kenya) December 1995 – February 1997

TUTOR

- Teaching of computer applications and preparation of course materials

SHELL AMBERCOURT SERVICE Stn. (Uganda) 01st December 1991 –31st July 1993 **Family Business**

PART TIME - STATION MANAGER

- Sales and Marketing of petroleum products
- Vehicle Servicing inspection
- Daily checking of Stocks in the stores
- Offloading of Trucks and Dipping of Fuel Tanks
- Balancing of record books (Daily Sales, Credit & Debit sales, updating credit & debit accounts)
- Preparing purchasing orders, reconciling of statements
- Checking for contaminated fuel
- Implementing Safety precautions, Equipment and safety Training at the station etc.

ADDITIONAL TRAINING

UNDP CERTIFICATES

- Procurement Certificate Level 1 – Procurement Awareness November 26, 2010
- Introductory Certificate in Public Procurement -Level 2 - Certified
- Procurement and Supply Management (PSM) of Pharmaceutical Products in progress
- Individual Contract “IC” Certificate
- UN Course 1: Orientation to IPSAS
- UN Course 2: Accrual Basics
- UN Course 3: Accounting for Property, Plant and Equipment
- UN Course 6: Accounting for Leases
- UNDP introduction to IPSAS – Webinar
- Expense Management – Beginners, Intermediate and Advance
- Employee Benefits – Beginners, Intermediate and Advance
- PP&E (Property Plant & Equipment Management) - Beginners. Intermediate and Advance
- Revenue Management - Beginners. Intermediate and Advance
- UNDP Legal Framework: - What Every Staff Should Know, Basic Legal Framework of UNDP, Administrative Law and Corporate Issues and Claims.
- UNDP Information Security Awareness
- Introduction to Financial Disclosure Policy
- Introduction to Atlas Concepts
- Prince2 Foundation
- Basic Security in the Field
- Ethic Training
- Advance Security in the Field
- Introduction to Financial Disclosure Policy
- Global Fund Policies on Quality Assurance for Health Products
- UN Programme on the Prevention of Harassment, Sexual Harassment and Abuse of Authority

MB HOLDINGS

- Training in Inventory system – Inventpro ORACLE & ACCESS (Purchasing Dept.)
September 2005 & January 2006

AOSAT March 2000 – May 2000

- Training Course: Computer Structure & Assembly /Systems & Software Installation

ARIES DATA SYSTEMS July 1993 & April 1995

- Training Course: Diploma in Computer Applications (MS-OFFICE)

WORKSHOPS

BRITISH COUNCIL YEMEN January 2001 – May 2001

Testing, Using Course Book, Approaching a Unit, Classroom Management

MB HOLDINGS OMAN 18th & 19th April 2007

Bridging & Bonding Workshop

References:

Whitney A Sims – Deputy Chief of Party (DCOP)

USAID – Creative Associates International (Nigeria)

Email: wsims811@gmail.com

Cell: +17036222680

Isaac Msukwa – Acting Chief Of Party

International Organization for Migration (IOM)

Email: msukwai@gmail.com

Cell: +249922406608 Or 00265995330699 Or +93785487057

Skype: Isaac.msukwa

Khalid Qadhi – Operations Manager

Supreme Council for Elections & Referendum (SCER) Yemen

Cell: 00967-777964366

Email: khalidqadi@gmail.com

Raiz Khan – Director Programs

Danish Refugee Council

r.khan@drcyemen.org

Skype: riaz.khan16

Cell: +254706100676 or 00967-772934124

Tareq Abdo Ahmed Gholasi

United Nations Development Programme Yemen - Operations Analyst

Cell: 00967-712222130

Email: tareq.gholasi@undp.org

Jamal Ali – ICT Head of Unit

United Nations Development Programme Yemen

Cell: 00967-712222111

Email: jamal.ali@undp.org