

PANDE MIHAJLOVSKI

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Multi-talented professional experienced in providing significant contributions toward operational logistics proficiency, effectiveness and mission essential services. Empowers others and fosters cohesive business environments, while consistently leveraging organizational capabilities to facilitate well-run and streamlined office operations. Contributes in identifying needs of the DCMA, the DoD, the DoS and company policies, developing dynamic work processes to address logistical needs while ensuring accuracy and completeness in compiling and managing logistical data, documentation, and reports vital to senior management. Focused on recognized ability to develop, implement, and manage with successful record for assuming supervision of projects, programs, and initiatives that promote efficiency, organizational effectiveness, and job satisfaction. Analytical and organized relationship-builder with the ability to identify needs, make technical recommendations, and implement effective solutions. Over 10 years Contracts, Inventory, Property, Logistics and Facility Management experience dedicated to achieving profitability and delivering outstanding customer service. Energetic and professional with strong personal ethics and integrity. Exceptional analytical, organizational and people skills. Work well under pressure and deadlines. Highly organized team-builder with strong leadership experience. Willing to relocate, works weekends, all shifts and overtime. Excellent communicator seeking a challenging position with the opportunity for professional growth.

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| <ul style="list-style-type: none">• Military Logistics Experience• Medical Logistics Experience• Inventory and Property Skills• Team Leader and Manager• Facility Management Experience• Analytical and QA/QC Skills | <ul style="list-style-type: none">• Administrative Expertise• Materials Control• Document Control• Microsoft Office Expert• IBM Maximo Expert• Basic Life Support |
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PROFESSIONAL PROFILE

- Experienced in coordinating supply and material logistics for on-site project management through all phases of the project lifecycle.
- Comprehensive experience in following logistical plans, policies, and procedures necessary to provide support in the areas of supply, inventory, storage, cataloging and property utilization.
- Successful in managing large volumes of critical logistical information, reviewing, updating, and maintaining database.
- Proficient in a variety of logistics and supply management software, proprietary and commercial.
- Broad skills in organization, scheduling, and supervision to excel as an integral member of a collaborative team, actively contributing to quality assurance targets and other operational objectives.
- **Key strengths include:**
 - **Strategic Planning**—contributes to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.
 - **Project Management**—skilled in setting priorities, establishing timelines, and finding solutions to issues before becoming problematic.
 - **Strong Communication Skills**—combines an approachable style and in-depth knowledge of methodologies that instills confidence in others to get the job done on schedule and safely.
 - **Effective Team Leadership**—employs patience and perseverance, adapting to cultural differences and maximizing team contributions.

PROFESSIONAL EXPERIENCE

**Fluor Bagram Afghanistan
Property Supervisor**

February 2020 – February 2021

- Following LOTD's from US Government,doing join inventory with US Military,de-tagging items and transferring to the military,descoping small FOB's.
- Performing inventories in different departments and updating the Property Book.
- Working on IBM Maximo system and resolving different issues.
- Working on LTDD's,FWT's and sensitive items inventories.
- Transferring damaged and destroyed items to DRMO.

**Lockheed Martin F-16
CHSi Balad Iraq
Logistics Manager**

February 2014 – January 2020

- Ordering and receiving medical equipment, drugs, vaccines and serums, blood (cold chain technology), materials, following the needs of the Hospital and the Project.
- Performing inventories in the Hospital and submitting appropriate reports to the Company Headquarters and to the US Government officials.
- Organizing the logistics function in the Warehouse and in the Hospital.
- Shipping the excess property and personal stuff of employees back to the USA.
- Issuing medical supplies to the clinics on daily basis and tracking in the system the changes.
- Working with automatic system for tracking the medical supplies AMMS.
- Working with automatic system for tracking the medical equipment Emaint.
- Issuing sensitive items, creating personal and departments hand receipts.
- Hospital Facility Manager.
- Tagging company property,government property, CAP, GFE and updating in the system.
- De-tagging property and doing FWT.
- Doing LTDD for lost and damage property and submitting reports to the GPA.

DynCorp International
Kandahar, Afghanistan
Property Team Lead

June 2011 – February 2014

- Assisted with all assigned functional property areas (acquisition, identification, maintenance, records) for the control, care and accountability of DI owned and government property.
- Providing assistance with all shipments of property transported to one of numerous FOB's that the LSA supports.
- Worked closely with Subcontractors, Site Manager and other logistics management personnel to ensure compliance with property processes and procedures.
- Performed physical inventories, and periodic spot checks; maintained and reconciled discrepancies within equipment accounts.
- Managed and tracked property database accuracy for contract and oversight of equipment.
- Assisted with receiving department and tagging incoming new equipment on site and registering equipment into DynMRO.
- Provided support and training for subcontractors and warehouse personnel during scheduled training.
- Ensured daily, weekly and monthly reports were accurately submitted to The Program Manager.
- Worked with Property Management on all purchasing, Export Control, Contract, etc. to maintain a current and accurate accounting/inventory of all property associated with the LOGCAP Program.
- Prepared reports and provided input to reports as required by senior management, in support of LOGCAP Program.
- Monitored property control and accountability of Government Furnished Property (GFP) and company property in accordance with requirements of Federal Acquisition Regulations.
- Provided customer service, reconciling hand-receipts, cataloging property and maintaining property book records.
- Maintained the Property Management Standard Operating practices for the program in accordance with Property Management Plan.
- Processed reports pertaining to lost, damage, or destroyed government property to the Government Property Administrator/Plant Clearance Officer in accordance with the Federal Acquisition Regulation and the Property Control Procedures. Conducted multiples cases of disposition, turn in, and cannibalization of government property.

Macedonian Ministry of Defense,
Head of Logistics in Brigade,
Captain with four stars

January 1992 – June 2011

- Performing contracts with civilian companies for purchasing of food items for the military.
- Committing to the needs of the logistical bases for the delivery of food commodities, military equipment and cleaning materials, monthly and annually.
- Recommended and coordinated the logistics support structure to perform the logistics functions and support the outlying Forward Operation Bases (FOB).
- Managing the inventories in Brigade and submitting the reports to the higher command.
- Maintains standards of health and safety, hygiene and security in the work environment.
- Worked as chief of logistic in brigade, responsible for all logistics operations in the brigade and the garrison.

**Yugoslav Ministry of Defense,
Supplying Officer in Battalion,
Lieutenant**

September 1987 – December 1991

- Supplying small military garrisons with article of diet, water, uniforms and other equipment and materials, on monthly base.
- Worked as military restaurant manager, responsible for feeding 2,000 soldiers on daily base.
- Worked as bakery manager, responsible to produce bread for 4,000 soldiers, on daily base.
- Performing reception of food items, uniforms, military equipment and cleaning supplies from civilian companies and logistics bases, and their proper storage.
- Performing daily, monthly and annual inventories and submitting the reports to the higher command.
- I was in charge for water supply in a battalion, organizing and controlling water purification in a military water station.
- Prepare reports for damaged assets and submit to higher command.

Education and Credentials:

High School "Economy" Bitola, Macedonia 1983
Faculty of Military Academy Logistics, Belgrade 1987

Specialized Training:

Privacy and Data Protection for Global Companies 2012
Foreign Corrupt Practices Act (FCPA) 2012
Performance Management 2012
Federal Acquisition Regulations (FAR) 2012
Supply chain COE Overview 2012
Sourcing Business Process Training 2012
Developing as a Leader 2012
Creating an Environment of Trust and Respect 2012
Property Management 2012

Confidential Clearance – Macedonian Government (Valid to 6/2018)

NATO Certificate – Military Liaison Team Macedonia 2003

English Certificate – Macedonian Army 2010

Emaint Certificate – Emaint University April 7, 2016

Maximo Certificate – IBM April 03, 2020

Basic Life Support – American Heart Association (Valid to 5/2021)

Languages:

English - excellent oral and written
Croatian - excellent oral and written
Serbian - excellent oral and written
Bulgarian - excellent oral and written
Macedonian – native

Skills:

- Computer skills include Microsoft Office (Outlook, Word, Access, Excel, and Power Point).
- Very familiar with IBM Maximo, DynMRO Warehouse Inventory Automatic System and AMMS Advanced Maintenance Management System.
- Excellent knowledge and experience with Six Sigma Supplying Chain and Emaint Medical Maintenance and Property Management System.
- Comprehensive understanding of contracts, administration principles, policies, regulations and procedures,
- Including US Federal Acquisition Regulation (FAR), DOS Acquisition and commercial procurement procedures.
- Working knowledge of US Army Regulation (AR) policies and procedures.

Driver's License:

Driver License B,C1,C,F,G,M – Republic of Macedonia (Valid to 02/2026)

Military Training:

Trained to use infantry weapons. Possess a license to carry a weapon.

Possess confidential clearance to work with trusted documents.

Passed all necessary courses in the ARMY to include but not limited to: wrestling, swimming, combat training, going through obstacles, shooting with all infantry weapons, surviving in wilderness.

Trained to use all kind of light military vehicles.

Trained in tactical and strategic operations and maneuvers, using a military map and other technical adjustment.

References:

Available upon request