

## **CURRICULUM VITAE**

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### **EMPLOYMENT HISTORY:**

Employer's Name	Period	Designation
AUCHAN Hypermarket	1 <sup>st</sup> March 2014 – 23 <sup>rd</sup> April 2015	Assistant Department Manager(salse)
Holland Bazar Market(Erbil,Duhok)	29 <sup>th</sup> Apr 2015 – end1 September2016	Sales Managemement
View Market and Hypermarket	One Yare	Purchasing Manager
HuQQabaz Resturant(Empier)	Pre-opening	Purchasing Manager
BLANN HyperMarket (Erbil)	Pre-opening	Purchasing Management (Section Area)

### **JOB RESPONSIBILITIES:**

#### **Sourcing & Procurement**

- Generate purchasing strategy/plan to achieve the objectives of the project program and end user functional needs.
- Assist the end user to identify suitable vendors/suppliers for each purchase.
- Apply the terms and conditions in accordance with the procurement procedure manual
- Coordinate with end-users, stock control officers and stores on the availability of materials in the site and issue bi-weekly report on the status of procurement processes and material availability to the end-users.
- Coordinate with stock control officers for periodic review of stock for identification of regular item, high consumption, in order to establish long term price agreements with suppliers, to ensure timely delivery of such items, and ٤ stock holding and lead time.
- Propose suitable procurement strategy, i.e., directs negotiation or competitive tendering, duration of price agreement etc.
- Conduct regular review of price agreements to identify need for extension, amendment of items, quantities, price, part numbers etc.
- Check/verify purchase requisitions in terms of procurement strategy, completeness of description/specifications, approved engineering standards, source of supply, feasibility of requirement including delivery date, estimated cost etc.

#### **Vendor Development**

- Contract development, negotiation, management, QS, legal and cost services
- Coordinate and control Sub-contractors and project teams
- Management of contracts on multiple multidiscipline projects from inception to completion and devise creative concepts for the implementation of projects
- Experience of working with staff, Clients, Contractors and Sub-contractors in a multicultural environment
- Prepare letters, reports, analyze and prepare documents and contracts from commercial, contractual and legal perspective.
- Assessing performance of the vendors based on various criterions such as percentage of rejections, quality improvement rate, timely delivery, credit terms etc.

#### **Logistics**

- Analyze market & delivery systems to assess present & future material availability.
- Inbound Vessel charges control by sourcing best rates with best services.
- Coordination of inbound/ outbound vessel/ air freight.
- A strong and clear communication with our suppliers to avoid delay in supply.
- Create and maintain efficient operational procedure to ensure on-time deliveries.

- Reduce operational cost through negotiation of delivery rates, rental trucks etc.
- Reduce internal operational cost ensuring maximum utilization of our vans and pickups.(schedules, routes, loading)

### **Warehouse Management**

- Maintain receiving, warehousing, and distribution operations by initiating, coordinating, & enforcing program, operational, personnel policies & procedures.
- Comply with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Control inventory levels; reconciling with data storage system.
- Maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.

### **EDUCATION & SKILLS :**

- **High school Certificate (2011)...**
  - **Training Attended - Anti Terror Training & Training of Customer Service.**
  - **Volunteer at NYN Kurdistan ( I.V.D ).**
  - Phinex Accounting System , MS office.
  - Mobile Application Developer {javaScript , node.js , React-Native}.

### **PERSONAL PROFILE:**

Date of Birth: 5/7/1995

Gender:Male

Nationality: SYRIAN

Languages known: English(very good), Kurdish and Arabic;(fluent)

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