**COVERD Letter**

Dear Sir,

My Practical experience in international works-not only in supply chain emerging management, marketing, sales, logistic and Procurement but also emerging sectors, such as company management –makes me an excellent candidate of your firm. My qualifications are based on a combination of my international perspective, management, team-leader and manager assistant.

I am confident that my professional knowledge , working experience , motivation ,my fluency in English , knowing  well Iraqi market ( especially International Oil Companies )and organization ability will enable me to perform effectively for you ( with big data base for more than 700 Iraqi supplies – Iraq and Kurdistan ) .I would be very interested in meeting with you and discussing how I can contribute to your firm and thank you for your consideration.

*Best Regards*

Anwar Al Obaidi

00964 7710132107

**ENG ANWAR ALI HUSSAIN AL OBAIDY**

**PERSONAL INFORMATION**

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| **Nationality:** | Iraq |
| **Birthdate:** | 30 Aug, 1970 |
| **Gender:** | Male |
| **Marital Status:** | Single |
| **Contact address** | [anwar\_alobaidi@yahoo.com](mailto:anwar_alobaidi@yahoo.com) : **Zain Cell** : **00964 7710132107** |
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**PROFESSIONAL EXPERIENCE**

**Aug 2017 – Dec 2018 : Lights Visions**

**Operation Manager** with US army and KBR Projects at Iraq

1.      Draft, evaluate, negotiate and execute contracts

2.      Establish and maintain supplier relationships by serving as a single point of contact for contractual matters

3.      Manage record keeping for all contract-related correspondence and documentation

4.      Provide contract-related issue resolution, both internally and externally

5.      Monitor and complete contract close-out, extension or renewal, as appropriate

6.      Communicate contract-related information to all stakeholders

7.      Professionals supervise contracts and forms, revising and ensuring all verbiage and statements are correct.

8.      Preparing monthly reports

9.      Training staff and Conducting employee appraisals

10.  Support Marketing team

**May 2015 – May 2016: PAXTON International (USA Company )**

**Baghdad Manager**

In charge of the company staff will perform all duties with good manner and company policies , With Continued developing by training programs Which helped to increase the performance of the staff work and impress customers . Prepare action plans for staff and Care to minimize the difficulties and solve them - Purchasing Management - price and quality . Responsible for all functions of company office at Baghdad (like hiring employees , Purchase , marketing the branch and making sure that the branch's goals and objectives are met in a timely fashion).

Working for **USA Embassy** logistic Contracts at Iraq

**May 2013 – May 2014: HALLIBURTON – Iraq**

***Sr. Procurement Supervisor - Iraq Tenders and Contract Controller***

***SAVING 1000000 USA Dollar within One Year***

Responsible for effective delivery of procurement services in order to obtain the best value for money. Analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex issues related to procurement. Promoting a collaborative, client-focused, quality and results-oriented approach in the Unit.

1. Ensures elaboration and implementation of operational strategies focusing on achievement of the following results:

• Full compliance of procurement activities with Halliburton rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system.

• Analysis of requirements and synthesis of proposals for cost saving and reduction strategies.

• Synthesis of proposals and implementation of contract strategy including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.

• Implementation of the strategic procurement in including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement.

2. Manages and guides procurement processes projects and at the request of other Agencies focusing on achievement of the following results:

• Timely and duly preparation of procurement plans for the office and projects and monitoring of their implementation.

• Implementation of proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts

• Review and certification of submissions to the Contract, Asset and Procurement Committee .

3. Ensures introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:

• Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.

• Management of e-procurement module.

4. Ensures facilitation of knowledge building and knowledge sharing in focusing on achievement of the following results:

• Organization of trainings for the operations/ projects staff on Procurement.

• Synthesis of lessons learnt and best practices in Procurement.

• Sound contributions to knowledge networks and communities of practice.

Contact (Halliburton Certificate)

**July 2011 – July 2012: SGC – Baras , IRAQ**

**www.sarajigroup.com**

**PROJECTS, Logistic, Procurement Manager**

**Working with International Oil Companies at Basra .**

**Lukoil – Halliburton- Petro china – ExxonMobil – EMC – MP**

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| **October 2008 – May 2011:** | **(Kufan Group) / Baghdad , IRAQ**  **Marketing Director.**  KUFAN Engineering & Technology : **www.kufan-group.com**  Baghdad. Basra / Iraq   1. **Design, implement, and facilitate annual marketing plan for the firm. Support and facilitate development and implementation of section business/marketing plans.** 2. **Plan and administer the firm’s Marketing Operations budget; support development of regional marketing budgets.** 3. **Organize and implement client relations including:**  * **Client satisfaction surveys, development activities and skills training.** * **Special events.**  1. **Supervise firm’s RFP protocol process including soliciting RFPs from desirable prospective clients and writing proposals for new business; participate in planning and presentation sessions, when assigned.** 2. **Oversee business development activities including:**  * **efforts through Business Development Coordinator** * **Offer coaching for prospective client meetings, presentations, etc.** * **Work with regional offices on designing and implementing prospecting and client contact systems.**  1. **Oversee corporate communications activities through Communications Coordinator including:**  * **external & internal communications and systems** * **public relations efforts** * **external vendors and consultants**  1. **Develop and administer marketing database which includes client and prospect information, mailing list applications, access to financial reports, etc.** 2. **Assist with and support firm’s involvement in various legal networks including coordinating business development and marketing activities via these relationships.** 3. **Oversee firm’s electronic marketing efforts including supervision of Web site design and maintenance, exhibition participation, etc.** 4. **Supervise Marketing Assistant, Client Services Administrator.** 5. **Make staffing and hiring decisions within marketing department.** 6. **Review Purchase Requisition [ PR ] for information adequacy i.e. Technical Delivery Conditions    [ TDC ], Supplier scope of supply and work, Documentation/certification requirement, country of restrictions, recommended/approved supplier list, Acceptance criteria etc.** 7. **Send Request for Quotation [RFQ] to Suppliers as per approved Supplier List.** 8. **Resolve pre-bid supplier queries and expedite supplier offers.** 9. **Follow- up with respective PR initiating Dept. for technical bid evaluation [TBE] and acceptance and obtain TBE report wherever applicable.** 10. **Prepare commercial Bid Evaluation with quoted rates.** 11. **Qualification of bids on Technical basis.** 12. **Discussions with suppliers on Deviations, Engineering Information, Schedule of completion and resource mobilization plan.** 13. **Conduct commercial Negotiations/Discussions with suppliers for rates, terms and conditions in consultation with approving authorities.** 14. **Final Evaluation of bids w.r.t. Workmanship, Past Performance, Financial Capability** 15. **Getting pre-audit done from Procurement Manager** 16. **Prepare Final "Bid evaluation cum approval worksheet for Purchase Order Issue" for approval and issue purchase order on successful Supplier after approval.** 17. **Expedite post order requirement i.e. Duly signed PO copy as an acceptance, GA  drawing, Quality Assurance Plan [ QAP ], Inspection Test Plan [ ITP ], Welding Procedure specification [ WPS ], Procedure Qualification Record [ PQR ], Advance Bank Guarantee in case of advance payment** 18. **In case of Payment through Letter of credit [LC], provide special LC conditions, If any, to Finance Dept. for draft LC application** 19. **Expedite deliveries, nominate Third Party Inspection agencies and ensure timely dispatch of Material through advance planning** 20. **Co-ordinate among supplier, Bank and Finance Department for shipping documents, custom clearance, and expedite delivery from sea port/ Air port** 21. **Solve issues related to logistic, LD clause, Bank Guarantees, Inward Material Inspection acceptance, Invoice discrepancy etc.** 22. **Coordinate with Finance for payment** 23. **Comply with the policies and procedures of the organization, including but not limited to, Procurement, Material Management, ISO etc.** 24. **To assist Manager – Procurement in his function as per the instructions, directions and to the satisfaction of Manager – Procurement.** |

**Principal Challenges:**

* Work under pressure in challenging  environment of oil field service provider organization
* Effectively communicate for the first time and every time as no time available for rework in procurement activities due to urgent nature of the oil field service industry.

**Main Projects:**

Main projects during this period were performed in the Oil and gas industry, through:

leading a team of Engineers and consultants to receive, read, analyze, prepare a work plan, lead two teams in parallel for counselors and technicians at EPC projects to prepare bids, receive bids from international companies for participate and prepare proposals for some of the international Oil companies presented in the oil and Gas industry in Iraq, such as:

* Participating in the bidding procedure for the “Tank Farm ITB” and the “Exporting Pipeline” for the benefit of LukOil Company, in southern oil fields of Iraq.
* Participating in the bidding procedure for the “Personal Protection Equipment ITB” for the benefit of PetroChina Oil Company, in southern oil fields of Iraq.

Also, to manage a team of IT technician and engineers in preparing the requirements for participation in bidding procedures occurred with the Iraqi Ministries; such as:

* Participating and successfully awarding the bidding procedure for the “Electronic Archiving ITB” for the benefit of Iraq Justice Ministry.

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| **September 2008 – 15th October 2008** | **(WACOL Organization) / Sulimaniya , IRAQ**  **Gave training to 8 Field engineers staff (4 civil, and 4 electrical) for the project (ITAO/Ministry of Electricity- Electrical Site Security Assessment), 35 power station around Iraq, the training according to NERC-North American Electrical Reliability Corporation, the training includes:**   1. **Preparing 3D site plane for 35 power station** 2. **How to use GIS system** 3. **General site security assessment checklist templates** 4. **Definition of the baseline security standard to be use** 5. **Prepare Work Breakdown Schedule (WBS)** 6. **Provides technical engineering support and assistance to the regional Project Mangers and Field Engineers.** 7. **Prepare and checks daily and weekly site survey teams reports and submitted to Quality Control Manager.** 8. **Arrange Work Progress by use the Microsoft Groove Program.**     ***The prime contractors of this project are (Resolute CM “USA co.” and Blue Hackle Security)*** |

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| **October 2006 – Present time** | **(DIWAN GROUP) / Sulimaniya , IRAQ**  **Interior Designer / Sales (Decoration and Kitchen Designer)**  **Act as the face of Show room, Visit large houses and villas, meet prospective clients, discuss their requirements then design and create their vision, by using 3D proficient software’s.** |

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| **April 2005 - jan 2007 :** | **Health Safety Security & Marketing Manger**  **Human Resources Specialist.**  KUFAN Engineering & Technology : **www.kufan-group.com**  **JORDAN**, Iraq (represent the company at IRAQ Kurdistan – Sulimaniyah ) .   1. **Market plane to develop the company business in Iraq.** 2. **Develop and gain acceptance to the annual market research plan.** 3. **Provided a perspective analysis of new markets for deeper insight to grow the business.** 4. **Developed and manage a 360 degree relationship with academic standard via efficient use of communication tools.** 5. **Corresponding to make the customers remain satisfied with the company products and services.** 6. **Put the price strategy for the company.** 7. **Training the company team, all sales and marketing strategy and the Costumers services activities** |
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| **January 2005 - April 2005:** | **Business Development Manger** ILHAM Business Corner Oman - Muscat, Oman   1. **Sales activity (Trade Offers, Products advertising.** 2. **Customers services and General relationships).** 3. **Leading sales team and develop business in Oman.** 4. **Plan, Organize, Coordinate and Direct a comprehensive marketing and business development functions.** 5. **Work effectively with multi cultural environment.** 6. **Holding Company strategy.** |
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| **November 2004 - December 2004:** | **Sales Administration** JUMMAR Trading Company Iraq  **XEROX products Sales Administration:**   1. **Leading sales team in all IRAQ area.** 2. **Prepare Trade Offers, developer Business relationship with Government Ministries & Private companies, Training Programs to the sales Team.** 3. **Fellow up all Market activities In IRAQ.** 4. **Train employers, Analyze and solve problems.** 5. **Negotiate contractual arrangements.** |
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| **August 2004 - November 2004:** | **Al AQABA Group Company Ltd** IRAQ / Baghdad, Iraq  **Commercial Manger:**  **Responsible for trade supplying contract with Iraqi government companies.** |
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| **October 2001 - March 2004:** | **Technical, Marketing, Quality Control, Safety Engineer, Procurement Materials, Process Engineer.** OMAN, Oman   1. **Responsible of all the production process to manufacture Grinding and Cut off wheel (Construction Materials).** 2. **Responsible of all production process and departments.** 3. **Solve and analyze work problems.** 4. **Plan, Organize, coordinate and direct comprehensive marketing & business development functions for work process.** 5. **Analyzes/ identifies new market opportunities for new & existing products.** 6. **Establish strategies and tactics to achieve company objectives, Measure and control and monitor progress.** 7. **Specify corrective action if and when necessary.** 8. **Continuous training to company staff (QC, Safety, Marketing and maintains).** 9. **Conducts job analysis for new positions (Direct/ Handles the interviewing off candidates and recommends selection and recruitment.** 10. **Supervise and train employees doing Market mission at GCC area.** |
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| **February 1999 - July 2001:** | **Technical, Quality Control Engineer** **United Company** AMMAN / JORDAN, Jordan   1. **Responsible of all the production process to manufacture (Grinding and Cut off wheel).** 2. **Communicate with German and Italian experts, Phenol Resin manufactures company.** 3. **QC engineer approve all chemical test reports and QC reports,  Market activities in Oman, Dubai, KSA.** 4. **Training Programs to the workers in safety and Quality Process.** |
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| **January 1998 - December 1999:** | **Technical Engineer** National Nails Company Jordan  **Technical Engineer:**  **Establish new plan for chemical treatment of metal (Black Oxidation).** |
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| **February 1997 - August 1998:** | **Chemical Engineer** **Establishment** AMMAN / JORDAN, Jordan  **Chemical Engineer:**  **Responsible of Electro Painting Of Metal (GALVANIZING).** |
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| **January 1993 - June 1994:** | **PRODUCTION ENGINEER** **Ibn Al Bitar Center For Medical Industries** IRAQ / BAGHDAD, Iraq  **Production engineer:**  **Responsible of chemical unit operation, manufacture Benzoic Acid.** |

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| **August 1992:** | **Baghdad University**, BAGHDAD, Iraq Bachelors/Higher Diploma, Chemical Engineering |

**EDUCATION**

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| **Career Level:** | Management (Manager/Director of Staff) |

**CAREER LEVEL**

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| **Job Location:** | Iraq or GCC |
| **Job Category:** | Marketing , Sales , Administration, QC |
| **Employment Type:** | Contractor |
| **Employment Status:** | Full time |

**TARGET JOB**

**SKILLS Level**

| * Public Relationship | Expert |
| --- | --- |
| * Chemical Engineer | Expert |
| * Production Engineer | Expert |
| * Quality Control Engineer | Expert |
| * Sales & Marketing Engineer | Expert |
| * Technical , R & D Area | Expert |
| * Conducting Training Workers / Industrial Safety | Expert |
| * Computer and internet Literate | Expert |
| * Microsoft office 2007 | Expert |
| * Possessing GCC valid driving license | Expert |
| * Market Manger | Expert |
| * Logistics | Expert |
| * communication and negotiate commercial and technical | Expert |
| * Microsoft Groove Program | Expert |
| * **SAP Material Management** | **Expert** |
| * 3D Designer Google Sketch Up Program * Corel Draw * HSE * Trade Show Management | Expert  Expert  Expert |

| **Language** | **Level** | **Years practiced** | **Last used** |
| --- | --- | --- | --- |
| Arabic | Native Language |  |  |
| English | Expert | More than 23 years | Always use |

| **Organization** | **Role** | **Member since** |
| --- | --- | --- |
| IRAQI ENGINEERS UNION | Engineer | November 1992 |
| JORDAIAN ENGINEERING UNION | Engineer | August 2001 |

**EMBERSHIPS**