

**Rana Nassar Hussein Al Nassar**  
**1982 –Basra, Iraq**  
**07819697420/07736273582**  
[\*\*Rananassar88@gmail.com\*\*](mailto:Rananassar88@gmail.com)

## **Qualifications:**

Strong foundation - both practical and theoretical - resulting in extensive work with local government, academic institutions, and the private sector in Iraq.  
Analytical, organized and detail-oriented procurement professional with extensive experience in the full spectrum of procurement procedures. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

## **work Experience:**

**Procurement Specialist**  
**Operations dep. Production Category**  
**BP (British Petroleum) Iraq N.V- Basra, Iraq**

**Oct 2019 – Sep 2021**

- Sourcing Specialist
- Tender preparation
- Draft Contracts
- Contract management
- Accountability along with Category Lead in liaising with business stakeholders for allocated commodities & services
- Development of supplier management process & relationships
- Programmer management, activity tracking & performance reporting, supporting local PSCM specialists in expediting & issue resolution
- Spend Analysis and Category Review & Category management savings plans
- Ensure contracts are compliant with statutory and regulatory regimes including Company standing orders, and Company policies
- Develop and manage relationships with suppliers that contribute to performance management, build capacity, enhance control of the supply chain, and promote a partnering approach to managing contracts.
- Lead on procurement related negotiations with suppliers to ensure savings are achieved, and value for money and efficiencies are secured for the Company
- Devise, collect and analyze spend and market data in support of procurement strategies including collaborative working and shared services.

**Procurement Specialist**  
**Operations dep. OPS & HSE Category**  
**BP (British Petroleum) Iraq N.V- Basra, Iraq**

**Jan 2016 – Oct 2019**

- Champions HSE and promotes compliance with the Code of Conduct and the Rumaila Values
- Supports the development of long-term Strategies to maximize value and efficiency for the business
- Prepare Strategy & Bid Lists (SBL) for approval by relevant Governance Board
- Prepare all necessary RFP and Contract documentation for issue through ARIBA OneSource
- Prepare and develop Bid Evaluation Plans (BEP)
- Prepare Recommendation for Award (RFA) for approval by relevant Governance Board and ensure timely execution and implementation of Award Recommendations
- Undertake Contract Management activities including the issuing of Call Offs, and support invoice queries and any dispute resolution as required

- Support Supplier Performance Management against established Key Performance Indicators; monitor through Performance Review Meetings to ensure continuous improvement of supplier performance and delivery
- Track record of successful PSCM delivery in challenging environments and Joint Ventures working with NOC's
- Analytical abilities including marketplace and financial analysis
- MS Word, Excel skills, ARIBA and MAXIMO skills
- Ability to communicate effectively with suppliers
- Must have ability to work with people, to gain respect of peers and team members and capable of completing work assignments within agreed timeframes with a competent level of accuracy

**Logistic Specialist**  
**Logistics & Materials dep.**  
**BP (British Petroleum) Iraq N.V- Basra, Iraq**

**April 2014-Dec 2015**

- Coordinate logistics support for the compliant, and effective, world-wide movement of materials and equipment.
- Ensure compliance with Iraqi statutory regulations and other relevant requirements relating to the import and export of project materials and equipment.
- Coordinate logistics activities with other project disciplines and functions to meet PSCM and project objectives.
- Assist in the development of the Transportation and Logistics Plan.
- Plan, design and supervise the execution of permitting, rigging, lashing and loading of heavy lifts and oversized loads.
- Provide verification of the Logistics Management Contractor's invoices to Accounts Payable
- Coordinate Logistics and Marine Warranty Surveys as required.
- Work with Iraqi Government authorities and Company's Logistics Management Contractor to assure the applicable duty exemptions.
- Manage and measure the performance of Company's Logistics Management Contractor.
- Maintain and issue Logistics Status Reports.
- Perform all activities to the highest professional and ethical standards and in accordance with business and project procedures and ensure that all decisions are recorded in an auditable manner.

**Accountant Specialist**  
**Account dep.**  
**DHL Basra , Iraq**

**August 2011- March 2014**

- Keep accurate records of incoming and outgoing payments to the organization
- Collaborate with team members to provide necessary financial reports to senior-level managers
- Handle payroll functions as required by the organization
- Review financial information and documents quarterly and annual basis
- Handle general ledger bookkeeping where necessary
- Look for and provide solutions for accounting irregularities
- Manage client accounts and payment schedules

**Logistic Specialist****Operation dep.****Feb 2010- Jul 2011****Starlight Maritime - Basra, Iraq**

- Provide coordination for work management of day-by-day activity.
- Coordinate the effort on producing schedule and work plan.
- Act as interface within the Log dept (materials & transport) and with other locations of the Company.
- Ensure the Logistics documentation issued, complies with the company procedures.
- Be pro-active in all matters relating reporting.
- Ensure that interfaces are identified and reviewed on a daily weekly basis.
- Ensure that all short-term tasks are reviewed and updated.
- Assist the Logistics Department, in maintaining archives documentation and system in place.

**Audit Specialist****Apr 2009-Jan 2010****Al Ayad lawyer Office Basra , Iraq**

- Responsible for assisting the Audit Officer as directed by conducting financial, operational, and lending audits for the Bank.

**Administration assistance****Feb 2006-Feb 2009**

Basra Grain Saylo , Basra , Iraq

- Archive , documentation, organizing incoming and out coming files .

**Education:**

Bachelor's Degree in Administration of business / College of Economy & Business 2004-2005  
Basra University, Basra, Iraq

**Skills , certificates, trainings :**

- Fluent in English reading, writing, and speaking.
- Arabic Mother language .
- Good in the use of Microsoft Office programs (word, excel, outlook) and Internet
- Certified Trade & Logistics Professional (CTLTP) in Turkey
- Participating in HSE contracts
- Participating in ESP (Electrical Submersible Pump) contracts
- Participating in heavy Equipment contracts
- Safety and HSE RUMAILA OPERATING ORGANIZATION (ROO) training
- Crises management certificate in Turkey
- Code of ethical conduct certification
- Rumaila way training
- Building Effective Teams training
- How to write professional email training

**Systems :**

- Tivoil software IBM MAXIMO system for Management
- SAP software Ariba system for Procurement & supply Chain
- Isnetworld for Hiring clints for contractors /suppliers
- Accounting Sun system in Dubai
- SAP software Fieldglass vender Management system