

## PERSONAL INFORMATION

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## POSITION

**Logistics Officer**

## WORK EXPERIENCE

13/01/2019–Present

**Logistics Assistant (OIC )**

TDH (Terre des Hommes) - Switzerland, BGD (IRAQ)

Acting Officer

- Responsible to manage all logistics activates of Baghdad base and provide support to the base manager.
- supports and implements logistics procedures respecting TDH mandate and commitments and international standards.

**Purchase & stock:**

- Prepare the procurement plan under base manager supervision
- Market assessment through quotations
- Update the price cataloger, Supplier List and contract Follow up
- Perform purchase activities as per TDH procurement procedures
- Receiving of supplier and maintain stock as per stock procedures
- Responsible for the payments for the suppliers
- Weekly reconciliation of Purchase files with the cashier for payment
- Periodic physical inventory of stock
- Maintain all purchase files in orderly manner.
- do all the contracts and Follow up for it.

**Assets and Equipment:**

- Update and maintain assets & equipment follow up as per TDH procedures.
- Keep all equipment and good working condition.
- Keep updated asset list for any change in the status of equipment
- Conduct periodic physical inventory of base asset and equipment.

**Fleet & movement:**

- Supervise and manage base drivers
- Ensure that the Job description and the appraisal are done for the drivers when asked by HR
- Prepare the inter-base movement and verify the Base movement
- Write the fleet report every months/when asked by the line manager ▪ Ensure that the security rules are respected
- Keep complete record of generator, vehicle log books and prepare monthly fuel consumption report.
- Follow up with the drivers for Airport, daily and inter base plans.

#### Premises:

- Keep office and guesthouse maintenance and cleaned.
- Supervise cleaner and cook for their respective assignments.
- Ensure all rooms in the buildings are equipped with all necessary items ▪ Responsible of key management for the base premises.
- Premises contracts are updated and filed
- Liaise with premises owner for repair and other premises related issue under base manager supervision.

#### Reports & Coordination:

- Prepare monthly logistic report.
- share purchase follow up and stock report within the base and with relevant bases on periodic basis.
- Disseminate the supply information at base level.
- Maintain all files and document as per organisation policy.
- Prepare the Logistics report for Baghdad base.
- prepare Weekly LOG report.
- Prepare Weekly Security Report.

01/09/2018–10/01/2019

#### Logistic & Admin Assistant

OXFAM GB, Al-Anbar (IRAQ)

- To ensure procurement of supplies, goods and services within compliance to Oxfam and donor policies and procedures
- Support the program teams in getting technical specifications when and where needed
- Prepare RFQ, Tender packs, collect quotations for goods and services and facilitate the bidding process
- To supervise and support all security guards and warehouse casuals ▪ To assist the logistics officer/PM in the implementation of logistics operational management, including: the draft logistics plans, recommendations for the logistics purchasing and supply preparedness
- Ensure that all procedures regarding vehicle management are followed as per Oxfam Administrative rules and documentation.
- Manage all drivers by ensuring that they follow regulations, drive safely and respect local communities and beneficiaries.
- To ensure that the proper administrative procedures and standards for order follow-up, ordering, stock keeping and dispatch are followed.
- Collects & receives goods in the warehouse.
- Issues out goods from the warehouse and transport to the distribution sites
- Supports in distribution (on request)
- Manages the warehouse (cleanliness/Organizing)
- Maintains and updates records for the warehouse
- Produce monthly report for the ware house.
- Ensures security of items received in the warehouse.
- Ensures warehouse is fitted with the required health and safety equipment
- Ensure cleanliness and maintenance of office and supervise the office cleaner
- In collaboration with PM and safety officer, ensure Liaison with local authorities when and where needed
- Report to the logistics officer/PM on monthly basis all supply chain activities as per agreed Oxfam GB logistics reporting formats and additional reporting when and where needed.
- prepare Monthly and weekly for LOG and Security reports.
- **I was working as Security, Finance and HR focal point.**

### Data entry operator

USAID / Iraq Governance and Performance Accountability Project/ IGPA (DAI), Baghdad (IRAQ)

worked as daily worker.

- operator during the iraqi election .
- I was working under pressure and sometime work for extra hours so as to complete required tasks by line manager.
- archiving the files and doing soft copy.

03/2017–09/2017

### Logistics intern

DRC ( Danish Refugee Council ), Baghdad (IRAQ)

- Assist in all Procurement tasks as per Save the Children Procurement Handbook.
- Prepare weekly records of logistics, fleet management activities.
- Update the procurement tracking sheet on a daily basis.
- Maintain regular follow up with suppliers to ensure timely delivery of goods as per contracts signed.
- Ensure accuracy of all inventories. Ensure Assets register and inventory for the office is up-to-date in all times.
- Ensure the warehouse is managed according to the Organization warehouse standards and records are well maintained.
- Ensure that all items in the warehouse are properly numbered and tagged, and all deliveries and goods issued are properly.
- Organize files and maintain them updated both manually and electronically.
- Assist in appropriate documentation of all logistics operations. - Any other task as requested by the Logistics Officer/ Program Manager.

## EDUCATION AND TRAINING

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2012–2016

### Bachelor Degree in Education

Wasit University, Wasit (IRAQ)

### Logistics workshop

TDH (Terre des Hommes) - Switzerland, BGD (IRAQ)

workshop for 5 days for New LOG SOPs and do activity with Deputy Logistics Coordinator in BGD office, and training high level for LOG department. also appraisal for LOG team.

### Logistics Training

TDH (Terre des Hommes) - Switzerland ( Coordination office), ERBIL (IRAQ)

5 days training in Erbil about all logistics procurement, asset, fleet, etc and about how archive the documents and the training was with different Log. Mangers in TDH (Terre des Hommes) - Switzerland.

### Logistics Workshop

OXFAM, GB, Baghdad (IRAQ)

2 days Training from Director Middle east & South Africa logistic department about all logistics process and the most important roads using in the logistics department.

## PERSONAL SKILLS

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Mother tongue(s) Arabic

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

English

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Job-related skills

- Excel.
- Word
- PowerPoint.
- outlook
- Helios for LOG do the process online.