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## ***Objectives***

*Over 5 years of experience in logistics, customer clearance, Transportation inventory. Excellent communication, interpersonal, negotiating, team management, and organizational skills.*

## ***Education Qualification***

*Bachelor's in business administration 2013-2017*

## ***Work Experience***

### ***Oil Fields Supply Center 2019-Present***

#### ***PROCUREMENT & LOGISTICS MANAGER***

- Preparation of request for quotations to submit to suppliers to achieve cost and lead times for specified products and services.
- Communication of quotations received from suppliers to commercial and operations organizations for inclusions into proposed budgets and scopes of work.
- Procurement of goods and/or for the fulfilment of inventory and contracts
- Consistently provide updates for progress of suppliers Work In Progress to meet defined delivery dates.
- Secure the required approvals of all purchases in accordance with the limits specified
- Draft clear, accurate and comprehensive Purchase Orders for required Parts & Services.
- Forecast monthly and provide weekly updates of Key Performance Indicators (i.e. added Value to inventory, On -time delivery to customer, and Purchase price variance).
- Manage the vendors to ensure delivery of these products and services to the requirements of the contract documents, covering commercial and technical specifications, scope of work, quality
- Manage incoming and outgoing shipments and associated logistics documentation Coordinate with:
- Order Management Team to provide accurate and timely estimations of Cost & Delivery on Parts in support of the Quotation Process.
- Engineers, Quality personnel and Suppliers to resolve technical / quality issues that may be impacting delivery.
- Suppliers and Export / Logistics providers in order to ensure timely collection / deliveries of materials.
- Perform value analysis to identify cost improvements.

## ***Green Eyes International 2017-2019***

### *Logistics and Custom Clearance Manager*

- Preparation of site generated Material Requests for Goods & Services.
- Issues goods to relevant user on receipt of a Material Request.
- Assist in tracking shipments and providing alternative information
- Provide transportation information and manage billing information
- Manage quality control by ensuring that all shipped orders are in working condition

## ***MGI International Transportation Company***      **08 August 2012 - June 2017**

### *Logistics Coordinator and Custom clearance*

- Handle day to day customs clearance operations of the department.
- In charge of following up on customer shipment
- Keeping up the company and the Client updated.
- Take overall responsibilities for the placement of all relevant orders.
- Apply the company's procurement policies, processes and procedures
- Provide procurement services while complying with established contracting terms & procurement procedures and processes
- Follow up on truckers till shipments arrival at client place

### [Worked on Carrefour Hyper Market contract from 2012-2017](#)

#### *Logistics Coordinator and Custom clearance*

- Act as main point of customer contact
- Provide shipment information to customers
- Responsible for handling the necessary paperwork that involves the package of the goods.
- Liaison with different departments within the company to facilitate shipments
- Assist in tracking shipments and providing alternative information
- Manage quality control by ensuring that all shipped orders are in working condition
- Maintaining the Inventory record in system on line.
- Generating the Invoiced as per material maintain in the load receipt
- Delivering the goods as per customer's goods receipt system.

### [Worked on Kirkuk Electric Power Station contract 2014, 2017](#)

#### *Custom clearance*

- Preparation and submission of documentations required to facilities to export or import in to country
- Representing client during customs examination, assessment
- Payment of duty and co taking delivery of cargo from customs after clearance along with documents
- Liaison with different departments within the company to facilitate shipments

- Assist in tracking shipments and providing alternative information.
- Provide transportation information and manage billing information.
- Manage quality control by ensuring that all shipped orders are in working condition

### ***Computer skills***

*Certificate in Microsoft office*

### ***Languages***

- *Kurdish: Native*
- *Arabic: Excellent*
- *English: Good*
- *Turkish: Good*