

# SAMAN OTHMAN

PROCUREMENT OFFICER  
ERBIL, IRAQ

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## SUMMARY

Highly experienced procurement officer with nearly 3 years of experience in executive planning and production, Skilled in Logistic Support, Strong purchasing professional with bachelor of English Language. Dedicated and committed to growing and expanding businesses.

## WORK EXPERIENCE

### PROCUREMENT OFFICER

**TREVI GROUP**, MOSUL DAM PROJECT

May 2017 – Current

- Develop and review purchase requests and insure authorization as necessary to facilitate the timely purchase of new products. Studying sales records and inventory needs.
- Negotiate pricing and purchase goods and ensure delivery in a timely manner.
- Administrating an internal purchasing system and create a successful procurement process.
- Structuring product contracts, coordinate with suppliers and placing orders.
- Create forecast of demand to be prepared for upcoming requirements.
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.

### PROCUREMENT ASSISTANT

**TREVI GROUP**, MOSUL DAM PROJECT

Oct 2016 – Apr 2017

- Provided assistance to procurement officer in all aspects.
- Gathered information and created reports from all departments.
- Presented reports to the procurement officer, relaying information from department heads accurately.
- Communicated information from the procurement officer to the rest of the management team.

### TRANSLATOR

**AKADEMI LEGAL TRANSLATION**, ERBIL

Aug 2014 – Aug 2015

- Check original texts to ensure that translations retain the content, meaning, and feeling of the original material.
- Check translations of technical terms of terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Proofread, edit, and revise translated materials.
- Provide translation services from English to Arabic and Kurdish language vice versa.

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## EDUCATION AND SKILLS

### **SALAHADDIN UNIVERSITY**

**College of Languages - English Department, ERBIL**

2012 – 2016

- **IT Skills: Microsoft Office, Editing, Internet and social media.( Intermediate Level)**
- **English Language: Speaking and Listening ( Advanced Level )**
- **Arabic Language: Speaking and Listening ( Intermediate Level )**
- **Persian Language: Speaking and Listening ( Advanced Level )**
- **Kurdish Language: Mother Tongue**

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## ADDITIONAL INFORMATION

Experienced presenter, public speaker, organizing and management skills, the ability to withstand the pressures of work, the ability to work within a group, Willingness to travel in and out of the field,Excellent diplomatic and communication skills.

**References are available upon request**