



Curriculum Vitae

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Personal details

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Summary

From 2003 untill this date and in different locations I'm working with NGOs for different admin positions; Finance officer, acting HR, procurement assistant manager, warehouse coordinator, and finally as senior logistics officer

from Aug.2003 to Dec.2006, I worked as finance officer with Mercy Coprs (NGO) and my responsibilities were:

- ☐ Responsible of day to day of Financial needs of our office in coordination with programme and support staff.
- ☐ Prepare the required documentation of office and program payments according to MC standards
- ☐ Sending Daily, Weekly and Monthly Financial Reports
- ☐ Controlling and Responsible of Cash available in the Safe, staff salaries

From Jan. 2007 until Dec.2007, I got a new position in Kuwait country with Mercy Corps in head qaurater office as Procurement Assistant Manager and my duties were:

- ☐ Arranaging tendering process, to include – preparation of list of contractors, invitation letters, participate in bid committee and bid analysis, comparison process, and finally the drafting of a contract for approved contractor
- ☐ Responsible of day to day procurement needs of Kuwait office
- ☐ Prepare the required documentation of supplies and transactions according to MC standards.
- ☐ Assist procurement Manager in preparation of monthly procurement reports and update database of preferred contractors
- ☐ Assist in preparation and tracking payments made to contractors and all procurement and contractors' payments are properly filed in project files
- ☐ Management of projects' files systems in collaboration with programme manager and data tracking officer

From Jan.2008 to Oct.2010 I returned to Iraq also with Mercy Corps as Warehouse and Distribution

Coordinator and the main responsibilities in this position were;

- ☐ Implement and manage the warehouse in accordance with Standard Policy and Guidelines
- ☐ Daily coordination of logistical, warehouse, and procurement activities;
- ☐ Ensure the timely distribution of goods from the warehouse direct to entitled beneficiaries
- ☐ Preparation and submission of status reports on stock and issues/deliveries to main office

From Sep.2010 to Jun 2015 I'm working with NRC as Senior Logistics Officer and I'm the first employee with NRC in Iraq. My duties were;

* Logistics setup

- ☐ Ensure that logistics operations are in line with NRC's logistics policies and procedures and donor requirements.

*Procurement & Purchasing

- ☐ Ensure that effective procurement procedures are in place and followed in accordance with the NRC and donor Guidelines

* Warehouse

- ☐ Develop and ensure that effective procedures are in place for storage and maintenance of all organisational assets, equipments and materials in accordance with NRC and donor Guidelines

*Fleet Management

- ☐ Ensure the functionality of the NRC vehicle fleet to support programme implementation

Of course there other many responsibilities under this position, I could not mention them all.

From Jun 2015 to Nov 2017 I'm working with NRC as Logistics Coordinator. My duties were;

- Providing and supporting with all technical logistics for Baghdad staff and and other sub offices in Anbar and Salah Aldin staff.

☐ Ensure that logistics operations are in line with NRC's logistics policies and procedures and donor requirements.

*Procurement & Purchasing

☐ Ensure that effective procurement procedures are in place and followed in accordance with the NRC and donor Guidelines

* Warehouse

☐ Develop and ensure that effective procedures are in place for storage and maintenance of all organisational assets, equipments and materials in accordance with NRC and donor Guidelines

*Fleet Management

☐ Ensure the functionality of the NRC vehicle fleet to support programme implementation

Of course there other many responsibilities under this position,

From Jul 2018 to Dec 2018 I'm working with TDH as Logistics Officer. My duties were;

- Providing and supporting with all technical logistics and fleet movement for Baghdad staff and Ana offices in Anbar.

☐ Ensure that logistics operations are in line with TDH logistics policies and procedures and donor requirements.

*Fleet Management

☐ Ensure the functionality of the TDH vehicle fleet to support programe implementation

☐ I was responsible for ICT requirements.

☐ All related Asset inventory was under my responsibility.

Education

10.1993 - 06.1998

University / Education college / English Department, Iraq / Qaddisiayh City / Qaddisiyah University
(Languages - College / University, Bachelor's degree)

In English Department we studied all the topics who is related to English language and we learned how to teach this language in our school with intermediat and secondary schools. Another good point that learning English language had helped me in my work with NGOs for the 11 years that I worked with them, since English language is very important and very helpful for the field work.

(Average grade: %60)

Position

06.2015 - ---->

Logistics Coordinator, Norwegian Refugee Council (Sector:Other (describe), Specialization: Logistics, Role: Manager executive)

The Logistics Coordinator is responsible for overall establishment and implementation of the NRC Logistics systems & procedures for the Iraq office. As logistics Coordinator I'm leading more than 35 staff (as employees and local drivers). I'm responsible for many departments in Baghdad office. Beside Baghdad office I was leading technically our 2 sub offices in Anbar city.

I'm responsible for all logistics and prouement duties. Also I'm responsible for transportation dept. and under this role I'm supervising more than 26 local drivers. I'm supervising IT staff. also I'm responsible for all maintenance and fixing works for all all NRc equipments, assets and building (office, guesthouse and warehouse spaces)

01.2011 – 06-2015

Senior Logistics Officer, Norwegian Refugee Council (Sector:Other (describe), Specialization: Logistics, Role:Senior executive)

The Senior Logistics Officer is responsible for overall establishment and implementation of the NRC Logistics systems & procedures for the Iraq office. As senior logistics officer; I'm responsible for many department in the office. I'm responsible for all logistics and prouement duties. Also I'm responsible for transportation dept. and under this role I'm supervising more than 10 local drivers. I'm supervising IT staff. also I'm responsible for all maintenance and fixing works for all all NRc equipments, assets and building (office and guesthouse spaces).

01.2008 - 10.2010

Warehouse and Distribution Coordinator, Mercy Corps (Sector:Transport / Distribution, Specialization: Transport / Distribution, Role: Supervisor)

Managing of Warehouses and Distribution Food Aids. I was responsible and controlling the movement of the commodities (food Assistant) in the warhouse. I was responsible for the statuse of the commodities inside the warehouse under the the standard poloicy of warehousing. Beside this main job i was working as acting head office in our branch office. Sending daily, weekly and monthly reports to our main office.

01.2007 - 12.2007	Procurement Assistant Manager, Mercy Corps (Sector:Other (describe), Specialization:Operations, Role:Assistant) Controlling Procurement issues, Tenders, Purchases, Preparing Contracts, Selecting Companies according to Data base, ...etc. In this position I was working in Kuwait country and I was assisting my manager to control and leading the main works and duties for procurement field for our four offices in Iraq. also I was working as logistics and procurement staff in Kuwait Head quarter office.
08.2003 - 12.2006	Finance Officer, Mercy Corps (Sector:Accounting, Specialization:Finance, Role:Supervisor) In this position I was responsible for all transactions and daily expenses in the office in coordination with program and support departments. Sending weekly and monthly financial reports to main office was the main role for me in this position and i was controlling the filling system for finance documents and reports.
07.1999 - 11.2001	English Teacher, Schools and privet language Institutes (Sector:Educational, Specialization:Education / Training, Role:Other) I'm graduted from Education college, Englsih Department, that helped me to teach English language in many schools and privet institute for english and computer in Yemen Country under yearly contract with Education offices in Yemen cities.

Projects

09.2013 - --->	Community Mobilization and Service Coordination, US Embassy (BPRM) In this project I'm in direct with program staff who are wr=orking under this project for arranging the meetings and activities.
03.2011 - 02.2014	Shelter Project, UNHABITAT I'm responsible in this project to arrange the transportation and movements of program staff and any other logistics requirements.
12.2009 - 12.2012	Camp management, UNHCR As logistics I'm responsible to provide program staff with all meeting supplies and renting meeting venues.
01.2008 - 10.2010	Distribution Food Aids, World Food Program My role in this project that to control the distribution of food aids to IDPs and manage the warehouse issues.
08.2003 - 12.2007	Camp management, USAID Under this project I got two jobs, Finance officer and Procurement Assistant manager

Training/certifications

04.02.2013 - 06.02.2013	Regional NRC Logistics Seminar, Norwegian Refugee Council This training had been achieved in Jordan and covered many important topics in Logistics and Procurement Department like; * Logistics Principles. * Roles, responsibilities, communication and cooperation. * standard Operation Procedures * Procurement Procedures and Planning * Warehousing Management* * Asset Management * Vehicle Management and fleet Management * Insurance Coverage *Many other topics
04.05.2012 - 08.05.2012	First Aid training Course, Iraqi Red Crescent Society in Baghdad The First Aid Training course was conucted by the Iraqi Red Crescent in Baghdad. The following topics were covered: *Scene Safety *Recovery position *Treatment of bleeding *Use of "quick clot" *Stabilization of broken limbs *Basic burn injuries *Calling the emergency services
05.10.2009 - 07.10.2009	Training, Training of Warehouse Management in Erbil, Iraq This is the second training of warehouse mamagement but with skills and improving the work after the first training
24.03.2008 - 25.03.2008	Training, Training of Warehouse Management in Amman, Jordan For the position as warehouse Coordinator, I got this training in Amman and it was discussing all the main topics and skills on how to manage the warehouse and how to keep the commodity in the warehouse safe and in good condition.
06.12.2004 - 08.12.2004	Training and Conference, Middle East Regional Finance Conference in Lebanon This Conference was discussing the main financial topics of Donors and how we got money from donors. This Conference was very important because it was discuusing the main duties, challenges ands skills of the four countries in the middle east.
11.10.2004 - 12.10.2004	Workshop, USAID CAP Conference in Amman, Jordan The conference was about the main issues and policies of our work with CAP project which was donated by USAID.
01.08.2003 - 08.08.2004	Training, Finance Skills and procedurs

*This is the first training that I got in Mercy Corps Organization as a first job with NGOs and it covered the following topics:

*Learning all the finance skills, procedures and how to apply Donar policies.

* How to control the daily transactions (cash Advances, direct payments,....)

*Sending daily, weekly and monthly reports to main office.

* How to control and how to deal with cash in safe and how to bnmake cash count.

17.07.2004 - 21.07.2004

Training, Leadership and Management Skills Training

With Mercy Corps I got this training in Amman and it was very useful and important training. * It was concentrating on main and strong skills of leadership and how to manage the work in the field or in the office. * The other main topic in this training is how to lead and how to improve your relationship with the employees either under your supervision or with same level or our supervisors

21.04.2004 - 23.04.2004

Training, Finance officers' workshop

Learning more skills about finance field in Mercy Corps.

* Revision Donar Procedures and Policies and how to apply them.

* Developing the financial work of the officers.

* How to improve the relation between the finance staff and program staff.

* Improving the financial reports that we send to Head quarter office.

Language

Arabic

Oral: **Excellent**. Written: **Excellent**

English

Oral: **Good**. Written: **Good**

Keywords / additional info

* Good Experience and knowledge with Logistics and procurement field

* I can chieve my work under limited supervision

* Under workload and pressure I can work with unlimited hours in order to finish my work in time

* Very good knowledge with Microsoft office skills

* I have good ability to deal with reports and making SOPs

* Flexible and friendly with staff under my supervision to implemnt very successful work

* Decision maker with studied plan

* Innovative and creative

* Accountable and loyal to to achieve the goals and decisions

* Adhers to organization security regulations and plans

* I have no problem to travel between offices to control the works

References

After accepting my CV
and on demand

Ideal job

Sector

Emergency Relief

Special field

Logistics

Role

Supervisor

Location

Iraq

Type of job

Full time

Travel

travelling with human operations must be expected