




## PERSONAL INFORMATION

Yassir Mahdi Salih



-  Arasat - Karradah, Baghdad
-  00964 7813463512
-  ymahde59@gmail.com

POSITION Logistics & Operation

## WORK EXPERIENCE

01/0 /2020

### Operation Manager

AL Samer Int for Transportation and Trading

- Foster a strong relationship with the customer and their service providers. Ensure that.
- Performance expectations are communicated and upheld.
- Continuous process improvement and operational innovation.
- Local escalation point. Resolve operational issues quickly and efficiently with minimal disruption.
- Schedule and communicate daily shipment pick-ups and deliveries.
- Own, manage, and maintain standard operating procedures.
- Review metrics/reports daily to ensure all Service Level Agreements (SLAs) are met by various.

01/10/2012-04/03/2020

### Logistics Assistant

AL Taid for trading and Construction

- Responsible to manage all logistics activates of all activities and provide support to manager.
- Prepare the procurement plan under base manager supervision.
- Prepare RFQ, Tender packs, collect quotations for goods and services and facilitate the bidding process.
- Ensure that all procedures regarding vehicle management are followed as per Al Taid Administrative rules and documentation.
- 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
- 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.

01/09/2009–01/07/2012

### Logistic & Admin Assistant Specialized Shipping Company

- 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
- Ensure that all procedures regarding vehicle management are followed as per specialized shipping rules and documentation.
- 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
- Maintains and updates records for the warehouse
- Produce monthly report for the ware house.
- Ensures security of items received in the warehouse.

01/06/2007–01/05/2009

### Logistic & Operation Al Elaf Transportation Company

- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- In charge of the day to day operations of the transport department.
- Efficiently managing a team of drivers and vehicles.
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
- Dispatching complex and oversized goods to national and international destinations.
- Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.
- Managing, monitoring and developing a team of drivers and line managers.
- Involved in strategic development and strategy making.
- Being the first point of contact for all drivers.
- Making sure that all transport fleet vehicles are properly maintained and serviced.
- Arranging for the induction and training off all new staff.
- Regularly liaising with the delivery manager to ensure a smooth running of both departments.
- Developing and nurturing customer relationships.
- Maintaining accurate administrative records.
- Giving drivers a full debrief, including tacho analysis.
- Organising vehicle checks.
- Identifying operational issues, potential problems and opportunities.
- Resolving and managing queries and complaints courteously and efficiently.
- Appraising staff performance and also taking disciplinary measures when required.
- Ensuring all site and customer objectives are achieved.
- Responsible for all H&S investigations.

01/08/2004–01/05/2009

### Data Entry Operator

Al- Aftan for Transportation Company

- 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.

## EDUCATION AND TRAINING

### 2000–2004 Bachelor Degree in Education

Computer Sciences Al Mansor University, Baghdad (IRAQ)

### Logistics workshop

Al Taid Company

workshop for 30 days in Erbil and do all activities for logistics shipment .

### Logistics Training

Specialized Shipping Company

15 days training in Amman Jordan about all logistics procurement, asset, fleet, etc and about how archive the documents and the training was with different Log. Mangers.

## PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s) English

Job-related skills

- Excel.
- Word
- PowerPoint.
- outlook

