

# Curriculum Vitae (CV): Saeed Mansour

## ● Personal information

■ **Name:** Saeed Mansour Saeed Abdulkareem.

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## ● Work Experiences

### ■ ZOA International

(Sep .2023 – The present)

- **Position:** Logistics Officer

- **Responsibilities are:**

- Working on ZOA Enterprise Resource Planning Unit4 ( ERP ) in Procurement
- Ensure procurement of goods, services, and works are based on ZOA standards of procurement.
- Responsible for Receipt of Goods. Checking the quantity and quality of goods received from suppliers and other organizations and reporting any discrepancies or damage immediately.
- Works in team spirit and facilitates tasks and work needs such as constructive and materialistic tasks in a time frame effectively according to the budget given and instructions.
- Update price lists and vendor databases.
- Ensure all documentation is complete and filed according to ZOA data management system.
- Analyses the quotes and raises the recommendations.
- Supervises and checks all the outstanding payments.
- Develop and maintain positive relationships with suppliers, authorities, other NGOs, and any other stakeholders, representing ZOA and ensuring good cooperation and partnerships.
- Ensure all vehicles are in good condition and ready for use.
- Ensure that a complete breakdown kit is available on board all vehicles.
- Check that vehicle log books are in place and are used correctly.
- Plan movements and vehicles for project travel.
- Ensure ZOA travel policies are implemented.
- Ensure generators are maintained on time and are serviceable.
- Facilitate the availability of generator consumables and fuel ensuring the buffer stock is in place.
- Ensure all goods are kept according to ZOA warehouse management guidelines.
- Creates/updates stock cards. Ensures all required information is correctly and entirely recorded on the stock cards. (Product specification, serial number, expiry date, received or issue date, stock balance, in, out, and reference number of reception and delivery documents.
- Ensure the tidiness and protection of goods in stock and maintain the safety and security of the warehouse. Ensure fire extinguishers and fire blankets are in place as well as a first aid kit.
- Carries out a physical stock inventory check monthly.
- Ensure all assets are registered in the asset list and labeled. Make sure all ZOA assets are in good condition.
- Keep track of the asset movement and ensure proper filing of asset movements/location.
- Ensure proper functioning of the internet, landlines, and IT materials (printers, photocopiers, scanners, etc.).
- Supervising the handyman and ensuring work is completed.
- Provide training, advice, mentoring, and coaching as required to all relevant staff on logistical procedures, internal controls, and the logistical requirements of donors.

### ■ ZOA International

- **Position:** Logistics Assistant

(Dec.2021 – Aug.2023)

**Responsibilities are:**

- Assist the logistics officer in collecting quotations and delivering procurement orders to the vendors.
- Procure items as instructed by the procurement officer and ensure both the quality and quantity of the items.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Ensure proper hard and soft copy documentation on a timely and accurate basis based on ZOA systems Assist in coordinating orders and ensure deliveries of office items are on time.
- Assist the logs officer in fleet management and check vehicle log books and staff movements.
- Ensure proper documentation of all vehicles in soft and hard copy.
- Check the condition of the vehicles on a weekly basis and report any maintenance needs.
- On a weekly basis check office facilities and ensure the building and facilities are functioning well and are well maintained. In case of breakdown ensure that a maintenance request is raised and that repairs are carried out immediately and within quality standards. Raise purchase requests where needed and ensure purchase orders and payment requests are raised within the policies of ZOA

- Raise payment requests for utilities and coordinate payments with the logistic officer and finance officer in a timely manner and ensure payments are done
- Ensure & follow up the bills of landline, Internet, electricity, water & communication allowance are paid in a timely manner
- Provide support to the logs officer in ensuring the office is well-equipped and furnished. Support in updating the asset list on a monthly basis and record any changes in the status of the assets.
- Responsible for the store and warehouse of Aden program – ensure goods are received according to ZOA policies and all administration related to goods received and goods distributed are up to date and accurate.
- Ensure that all stationery items are available upon request. This includes purchase and delivery, as well as items requested by ZOA staff Responsible for the office store, including documentation, monitoring and ordering supplies as needed, and Updating the monthly office supplies list.
- Assist the Log officer with filing & archiving system of the logistics & procurements
- Ensure that all forms for any requests are available for all staff
- Assist the Log officer in collecting quotations upon request
- Assist the logs officer in any duties upon request

## ■ READ ORGANIZATION

**- Position:** Operation Assistant

(Sep.2020 – Nov2021)

### **Responsibilities are:**

- Support all logistics operations related to Program activities including but not limited to procurement, transport, distribution, warehousing, and management of vehicles and assets.
- Ensuring strict compliance of procurement and tender activities with RF and its donor's policies, regulations, and procedures,
- Prepare a purchase contract or Supplier Purchase Order (PO) and coordinate supplier during the delivery of the goods and services.
- Developing best practices to improve the quality and transparency of procurement processes
- Organizing procurement and tender processes including preparation of procurement documentation,
- Establishment of necessary framework agreements with suppliers for regular emergency procurements.
- Make sure to update the procurement tracker on a daily basis
- Maintains bank book records for Bank Accounts.
- Manages petty cash balances to ensure the efficient use of.
- Maintaining the supplier database and making sure it is updated
- Ensure all assets are recorded and have ID numbers.
- Managing all vehicles at the RF office including day-to-day movement planning and allocation,
- Verifying the actual movement against the submitted logbooks,
- organizes, and monitors the maintenance and repair of office equipment.
- Other tasks, as assigned by supervisor.
- Update, scan, and file (hard and soft) all personal documents and keep them all in a locked cabinet based on Human Resources Filing Guidance.
- Audit the HR documents and communicate with the related department to complete them
- Update the employee database regularly.
- Assist in the recruitment process such as; contacting shortlisted candidates, informing the recruitment committee and security about the date and time, printing the required documents.....etc.
- Check the references of the selected candidate and complete the terrorist check form for him/her.
- Issue the offer of employment for the selected candidate.
- Update the database for all the service contract staff, Volunteers, and casuals on a monthly basis and share it at the end of the month.
- Prepare Contracts and extensions.
- Prepare and support payroll. Check staff attendance when received
- Establish performance objectives, provide feedback, and identify strengths and areas for professional improvement.
- Any other tasks requested by the direct supervisor.

## ■ HUMAN APPEAL

**- Position:** Logistics Assistant

(Jun.2019 –Aug.2020)

### **Responsibilities are:**

- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interact with third-party logistics service providers.
- Audit freight cost and documentation.
- Ensure the accuracy of all inventories.
- Maintain communication with warehouse staff to ensure proper working order.
- Create packing lists and update shipment information in the database.
- Conduct safety procedures for outbound shipment vehicles.

## ■ Emirates Red Crescent

- **Position:** Data Entry

(Jan 2019 – May 2019)

### Responsibilities are:

- Compiling, verifying accuracy, and sorting information to prepare source data for computer entry.
- Generate reports, store completed work in designated locations, and perform backup operations.
- Transfer data from paper formats into computer files or databases.
- Scan and print necessary documents.
- Type in data provided directly from beneficiaries.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Update and clean up existing data.
- Perform regular backups to ensure data preservation.
- Achieve and organize hardcopies after entering data to ensure data is not lost.

## ■ AL-ALAM Industrial Company

- **Position:** production supervisor

(Feb 2017 – Dec 2018)

### Responsibilities are:

- Establish daily weekly and monthly objectives and communicate them to employees.
- Manage the workflow by assigning responsibilities and preparing schedules
- Guide and coach employees in monitoring their productivity
- Oversee safe use of equipment and schedule regular maintenance
- Perform verification of production output according to specifications
- Prepare reports on performance and progress and present them to senior managers
- Ensure strict adherence to safety guidelines and company standards

## ■ Sira Trading Company

- **Position:** Cashier

(Oct 2015 – Jan 2017)

### Responsibilities are:

- Process all customer payments
- Ring in and account for all purchased goods and services
- Provide receipts, refunds, and proper change
- Process all coupons, discounts, or sales promotion

## ● Qualifications

### ■ University of Aden - Faculty of Administrative

#### ● Bachelor in Sciences

Accounting.

(2011-2015)

## ● Skills

■ Excellent skills in Enterprise Resource Planning ( ERP ) Procurement and expense

■ Excellent skills in MS Office (Word, PowerPoint, Excel – Advanced).

■ Excellent interpersonal and communication skills.

■ Ability to work within a multicultural team.

■ Ability to manage multiple tasks and responsibilities and work efficiently under pressure.

■ Hard-working, cooperative, and tactful

■ Leadership, mentoring, and organizational skills.

■ Emergency Response capacity with time commitment.

■ Effective and persuasive communication

■ Exemplary negotiation skills

## ● Courses

- ZOA Enterprise Resource Planning ( ERP ) Procurement and expense
- Logistics at UNICEF ( Online )
- Logistics and Procurements. ( Online )
- Introduction of HR.
- Business Ethics, Responsible Citizenship, Professional Development Skills, An Overview of Small Business Management.
- Courses Windows, Word, Excel, PowerPoint, Internet, Facebook, And Obtained: Distinction Grade.
- Courses Win- MS(word-Excel-PowerPoint-Outlook-Access)-A/E Typing-Internet-Photoshop, has obtained a grade of Excellent.
- Course Basics of Computer Maintenance(Software/Hardware), has obtained a grade of Excellent.
- To participate in the Entrepreneurial Program Course, learn about the business world of the ILO with the support of the US Agency for International Development (USAID).
- Oscar Academy Diploma of English language.
- MAII Institute Diploma of English language.

## ● Languages

- Arabic:
- English:

## ● Reference

- References are available on request.