

`HASAN AL HASAN

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Career Goals:

Looking for a challenging position, making effective use of logic management skills for the development of the INGO /NGO or company.

Summary:

Highly stimulated and enthusiastic individual with over 10 years of experience working in NGOs. Hands-on experience in managing and tracking all related docs and providing team with advice and alternatives. Appropriately manages documentation and billing issues. A team-player who is recognized for providing exceptional team service

- Possess strong written and oral communication skills
- Demonstrated quantitative and analytical skills with strong attention to detail
- Ability to handle multiple tasks and meet deadlines
- Proficient in Microsoft Word, Excel and the Internet
- Ability to take initiatives and work under minimal supervision
- Positive attitude with excellent time management skills
- Proven track record of supervising and monitoring
- Possess strong interpersonal and problem-solving skills
- A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.
- Well mannered, articulate & fully aware of diversity & multicultural issues.
- Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Educational summary and Certifications:

- Supply Chain Management license
- Bachelor's degree in English Literature/Translation/ from Al-Ba'ath University, 2009, Syria.
- Driving license
- Passport
- Ten years of experience at NGOs/INGO

Professional Experience:

Senior Logistic Officer, MAPs

Acting as Supply Chain Manager

Sep-2023 to date / Turkey



- Developing and implementing supply chain strategies that align with the organization's goals and objectives.
- Managing the entire supply chain process, including procurement, transportation, warehousing, and distribution.
- Establishing and maintaining relationships with suppliers, vendors, and other departments in the supply chain.
- Ensuring the timely and efficient delivery of goods and services to customers by optimizing logistics operations.
- Managing inventory levels to ensure adequate stock levels while minimizing carrying costs.
- Developing and implementing policies and procedures to ensure compliance with regulatory requirements and donor standards.
- Analyzing supply chain data to identify areas for improvement and implementing corrective actions as needed.
- Managing logistics budgets and ensuring cost-effective operations.
- Leading and managing a team of supply chain professionals, providing guidance, coaching, and support to ensure high performance.
- Collaborating with other departments within the organization to ensure effective communication and coordination of supply chain activities.
- Supervisor for the Turkey and Syria Supply chain team.

Logistic & Procurement Coordinator, MSO

Sep-2021 to Aug-2023 / Turkey



- Developing a comprehensive list of all services provided to the projects for all projects.
- Follow up with recipients of logistical services for the purchases of the projects, and ensure the preparation and finalization/settlements of advance payments for the procurement of goods and services.
- Complete records of all tenders and requests for proposals to be organized and controlled in an appropriate manner.
- Assist in plan, prepare and coordinate the timing of all logistics activities.

- Ensure that the all procurement/logistic files are fully prepared, checked before being submitted to the donor.
- Design, implement a database of shortlisted logistics service providers and ensure the update, and develop the list that will allow donors to measure the level of project performance in terms of logistics implementation.
- Keep an up to date and accurate register of all the procurement and logistics files.
- Monitor Supply Chain sections of budgets track and track expenditure.
- Finalize Procurement Plans for all grants of the donors.
- Provide expert advice and support to organization staff/team
- Supervisor for the Turkey and Syria Supply chain team.

Logistic & Procurement Officer, IHR

Nov-2019 to Aug-2021 / Turkey



- Prepare all Tenders documents and following up the whole process
- Conduct all Procurement cluster meeting, sharing and represent IHR in this cluster
- Implement and contribute to the development of contract management plans, resolve issues, monitor performance and negotiate contract variations through effective supplier relationships to enhance the business
- Provide advice, information and guidance on procurement related matters to staff across the organization to provide governance and support good practice in procurement
- Identify, mitigate and escalate procurement risks to enable the organization to meet its obligations and maximize business opportunities
- Maintain and update procurement records and generate reports on procurement and contract activity to meet organizational compliance requirements and provide access to procurement information
- Provide reports and advice to contribute to decision-making and directions in procurement Stakeholders
- Provide expert advice and support to organization staff/teams undertaking procurement Manager
- Provide advice on procurement strategies and directions and contribute to broader unit issues
- Provide reports, analyses and advice to support procurement decision-making Vendors/Service Providers and Consultants
- Gather information to support monitoring and assessment of markets, suppliers and contract performance
- Explore business opportunities and contribute to development of procurement strategies and supply arrangements
- Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements

Supply Chain Coordinator Field, IHR

Nov-2018 to Nov-2019 Syria



- Collaborate and coordinate with Programs (FSL, WASH and Education sectors) and Finance to ensure integrated and harmonized operational systems.
- Collaborate with the Finance Controller to ensure that internal controls are met with minimum bureaucracy.
- Work with Field Office Supply Chain Staff to ensure effectiveness, field uniformity of Supply Chain structure and implementation of the IHR's standard operating policies and procedures.
- Implement job and site-specific training to ensure that Supply Chain staff possess the knowledge and skills commensurate with their responsibilities.
- Maintain and update donor guidelines related to Supply Chain field (procurement, asset, etc).
- Update as required the IHR standards in terms of assets/equipment to be purchased.
- Monitor Supply Chain sections of budgets and track and track expenditure.
- Follow up as necessary including timely information and budgetary comments regarding any realignment.
- Finalize Procurement Plans for all grants.
- Ensure all donor reports for assets are completed and submitted to the Grants Department on time.
- Disposal of assets is reviewed annually and donor requirements followed as necessary.
- Familiarize with various donor regulations.
- Work with field staff to identify Supply Chain needs and ensure the issues are raised in new budget development.
- Ensure all Supply Chain staff are aware of and in compliance with IHR procurement, asset and stock management, transport, communications, etc, in order to clearly share this information.
- Assist Supply Chain staff in working with program staff towards establishing procurement plans before the start of each grant ensuring they fit the activities in the budget, are donor compliant and realistic in terms of timing.
- Ensure weekly and monthly Supply Chain reports are submitted from each field. Review and follow up as necessary.
- Identify staffing and/or skill gaps and see that these gaps/needs are filled and support the recruitment of all Supply Chain staff and provide day to day supervision of department.
- Provide feedback through regular performance evaluations.
- Ensure that any staff discipline follows a progressive methodology which provides for clear and structured improvement.
- Develop long term plan for continued quality leadership by providing staff development and future plans.
- Ensure procurement is done according to IHR and/or donor regulations.
- Ensure that staff participating in tender committees are trained and understand their roles.
- Ensure clear delineation of roles for procurement.
- Ensure the update of the pre-selected suppliers list.
- Ensure transport services are cost efficient and reliable.

- Ensure warehouse and stocks are secure, well managed and documented.
- Ensure assets and property are effectively managed, asset list is updated regularly and assets are disposed according to IHR and/or donor regulations.
- Ensure IT systems are reliable and provide the required levels of connectivity and ensure the good working order of all IT networks.
- Supply Chain works consistently with Security to maintain required security levels, awareness and responsiveness.

Procurement Officer, IHR

Nov-2017 to Nov-2018



- Validate stakeholder business needs, compile and source market information, and assist in analyzing markets and assessing risk to inform procurement planning and sourcing decisions
 - Conduct sourcing activities in accordance with established policies and procedures to meet business needs and participate in negotiations to establish and review supply arrangements that will deliver value for money procurement outcomes
 - Implement and contribute to the development of contract management plans, resolve issues, monitor performance and negotiate contract variations through effective supplier relationships to enhance the business
 - Provide advice, information and guidance on procurement related matters to staff across the organization to provide governance and support good practice in procurement
- Identify, mitigate and escalate procurement risks to enable the organization to meet its obligations and maximize business opportunities
 - Maintain and update procurement records and generate reports on procurement and contract activity to meet organizational compliance requirements and provide access to procurement information
 - Provide reports and advice to contribute to decision-making and directions in procurement Stakeholders
 - Provide expert advice and support to organization staff/teams undertaking procurement Manager
 - Provide advice on procurement strategies and directions and contribute to broader unit issues
 - Provide reports, analyses and advice to support procurement decision-making Vendors/Service Providers and Consultants
 - Gather information to support monitoring and assessment of markets, suppliers and contract performance
 - Explore business opportunities and contribute to development of procurement strategies and supply arrangements
 - Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements
 - Share information on market developments, performance benchmarking, innovation and other matters of mutual interest

Warehouse Manager, Human Appeal

Feb-2017 to Oct-2017

Commodity Management



human appeal

- Ensure proper and safe custody (storage) and handling of all commodities entrusted to HA by WFP. This could be implemented through overseeing all aspects of warehouse operations such as commodity transactions in the warehouse, including receipt, storage and delivery of all commodities as well as staff management.
- Ensure that all commodities entrusted to Human Appeal arriving at the warehouse and leaving the warehouse are properly accounted for.
- Make sure in advance about the types and number of commodities to expect in the warehouse. Prepare and carefully plan storage place.
- Scrutinize all waybills to ensure that the commodities are of correct quantities and quality as manifested on the waybill.
- Immediately record all quantities delivered short (missing) quantities lost in transit and quantities damaged if any. All observations are recorded immediately.
- Supervise off-loading of the commodities and make sure it is properly undertaken. Commodities are carefully inspected and counted during off-loading before accepting in the warehouse.
- Immediately reconstitute torn/ loose/ slack/ leaking/ damaged bags, tins or cartons to prevent any further loss and document such as activity.
- Storage of commodities done properly. Commodities stacked in an organized manner by commodity type and by shipment number to facilitate proper physical count.
- Unfit commodities stacked separately away from the sound stocks.
- Train the laborers on how to stack commodities neatly in the warehouse.
- Ensure that a meter is always observed between different stacks and between stacks and walls or pillars.
- Laborers are not allowed to miss-handle / throw bags / pails / tins while loading or unloading.
- Torn bags/leaky tins/cans segregated and reconstituted/repacked immediately.
- Always follow the first-in-first-out (FIFO) practice, i.e., commodities entering the warehouse first, must leave the warehouse first (LIFO “last-in-first-out” system should be followed when applicable).
- Always store commodities on pallets (use tarpaulins when pallets not available). Pallets requiring repair, repaired immediately.
- Fertilizer / fuel or hazardous items are not store in the warehouse that has food commodities.
- Allow not laborers and other visitors to smoke inside the warehouse.
- Ensure the validity of fire extinguishers and check periodically.

Commodity Accounting

- Ensure that all the warehouse records including ledger books, stock cards and stock control sheets are accurately filled and updated. Quantities recorded on these documents correspond to the daily physical stock in the warehouse.

- Commodities are not allowed to enter or leave the warehouse without a waybill or GDN, GRN or store release and ensuring that it is properly signed.
- Keep daily records of warehouse movement (commodities received and dispatched including the destinations)
- Ensure commodities NEVER to leave the warehouse without prior plan or approval of Program Manager.
- Ensure loading of commodities only take place after receiving a Commodity Dispatch Authorization from the Logistic coordinator or of the Program Manager.
- A waybill or a delivery note MUST accompany commodities leaving the warehouse.
- Minimize the losses and damaged in warehouse. Any unexplained warehouse losses are the responsibility of the Storekeeper.

Reporting:

- A supervisor of two Warehouse keepers.
- Direct the WH keepers to do the assigned tasks and duties on time.
- Review their performance and guide them perfectly.
- Direct them to be accurate and responsible for their tasks and duties.
- Coordinate between storekeepers, trucks drivers and labors.
- Prepare daily, weekly and monthly warehouse reports.
- Maintain a clear filing system of all warehouse documents.
- Immediately report to the direct supervisor (Logistic Coordinator) for any loss or damage occurred in warehouse in addition to identify the responsible party.
- Ensure finalization of warehouse reports on time and submission is done before deadlines.

Operation, Supply Chain, Warehousing IRC

Sep-2013 to Oct-2016



- Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping company or vendors
- Check invoices against service requests and verify invoices
- Monitor incoming supplies for quantity and quality
- Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials
- Process logistics requests from various management sources.
- Collecting RFQs and handling PRs for all programs.
- Communicating with supplier or sponsor and analysis status of market.
- Responsible for assisting Logistic professionals with load-out of items being shipped
- Maintain safety of property
- Assigned the tasks of maintaining proper record of inventory of items in warehouse and order as required

- Responsible for General WH maintenance.
- Processed receipts of materials by using NGO's systems and documents such as delivery reports, waybills, stock cards and bin cards.
- Responsible for receiving pharma and medical shipments which include medications and medical devices.
- Provide special courses of warehouses safety; generalize on warehouses' guards for full safety.
- To Identify areas for productivity gain and continual improvement in Logistics
- Developed and implemented a system that checks for shipment quality and quantity using data from invoices and quantity cards

Education

2004-2013

English Teacher

- Teaching students how to read, write and speak English in a large and successful comprehensive manner.
- Able effectively to communicate with students from diverse backgrounds, varying degrees of ability, PWD and all educational stages and PWD.
- Providing a classroom presence and contributing to the positive ethos of the school.
- Putting students first by demonstrating energy, vision and creativity.

Personal Details:

- Name: Hasan Al Hasan
- Date of Birth: 20/Mar/1985
- Marital status: Married (2 Children)
- Phone: 0095396610226
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References:

- Upon a request