

Khalil Esmail Jwid

Agricultural Engineering

Al-Jamily NBH-Raqqa-Syria

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OBJECTIVE

Experience in Procurement management, Warehousing and managing accounts. Head of distribution center at the General Establishment for marketing animal feeding materials, FS Emergency Facilitator.

EDUCATION

Al-Fourat
University
Bachelor - Agricultural
Engineering

EXPERIENCE

Jan 2018 to Oct 2019, Feb 2023- current

Supply Chain

- Storekeeper • MSF-H
- Supply Officer (Emergency Position)
- Purchasing Officer • MSF-H

General Roles:

- Manage day-to-day supply activities (Process POs, Procurement, Manage the transportation in coordination with the LOG team), update the data.
- Reception
- Preparation/Dispatch
- Physical count, Reporting (UniField, Logisticx7, LRS, MSR, TSR)
- Stock conditions
- Security.

Accountabilities:

- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:
 - Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available
- At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made
- Assisting in reception control process with the storekeeper.

KEY SKILLS

Supply Chain
Logistics
Procurement
Warehousing

Aug 2021-Jan 2023

Logistic

• **Logistic and Warehouse Assistant** • Člověk v tísni (CvT)

General Roles:

1. Warehouse
2. Procurement.
3. Transportation:
4. Asset Management
5. Guest House Management.
6. Planning and Reporting.
7. Contributes to NES Logistics Weekly Meetings.
8. Contributes to NES Logistics Monthly reports.

Sep 2020-Jul2021

Food Security

• **Food Security Emergency Facilitator** • CONCERN WORLDWIDE

COMMUNICATION

- Ability to communicate orally and in writing clearly and effectively with beneficiaries, suppliers, and partners to ensure timely and punctual delivery of goods.
- Ability to build relationships and establish strong connections with others
- Ability to resolve conflicts and manage disputes.

LEADERSHIP

I believe in the importance of honesty and integrity, so it's important for me to be honest with my team, even if it means facing some challenges. However, I think it's also important to be diplomatic, so I'll always try to deliver the news in a way that keeps the team spirit.

REFERENCES

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Tendai Š Mhlinga

Supply LOG Manager - MSF-H(Tal Abiad Project 2019)

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