

Mohammed Faisal Moogam
Mobile: 733299448 / 777293026 / 775777851
Email: maajame@yahoo.com
Mohammed.Moogam@drc.ngo

Objective:

To leverage my extensive experience in supply chain management and leadership skills and apply my strong analytical abilities and strategic thinking, where I can optimize operational efficiency, drive process improvements, and lead a high-performing team to achieve organizational goals.

Education:

- Awarded Bachelor's degree in Business Administration
- Holding TOEFL Certificate.
- Holding IELTS Certificate.
- Holding ITP Certificate.

Employment History:

Supply Chain Team Leader – (Band G – Manager)

Danish Refugee Council (DRC) May 2022 – Up to date

As I am the focal Point for all the Supply Chain Processes at North – Yemen supervising, proceeding and covering all the Below points of Supply Chain (Dynamics, Procurement, Fleet, and Warehousing) , I can fit for any Managerial Position especially that I am the line manager for 3 Procurement Warehouse and fleet officers, assistants and storekeepers.

Procurement and Tenders:

- Overseeing the end-to-end management of ITBs process by managing Invitation to Bids starting from the initial advertising phase all the way through to the final signing of contracts.
- Ensuring that tenders and procurement activities are implemented in strict adherence to the donor's Standard Operating Procedures (SOPs)) and regulations.
- Execute all Procurements of all goods, services, works and constructions.
- Establish and follow up procurement plans for programs P to P Procedure.
- Tracking and following up of all purchase orders deliveries (Procurement to Payment process).
- Optimize all supply chain operations to increase cost effectiveness Best Value of Money Concept applied.
- Apply all Dynamics supply chain processes.
- Support in budget preparation and financial aspects of Program and ensuring accuracy and facilitating finalization of FACE (Financial and Administrative Compliance Evaluation) forms.
- Manage, constantly update and share internally the Procurement Tracking Tables reflecting all procurements.
- Establish and follow up annual procurement plans
- Ensure supplier due diligence is effective in the relevant context.

Logistics and Coordination:

- Provide administrative and logistical support in developing and overseeing programs workflow.
- Offer administrative assistance in the financial management for program\projects.

Assets Management:

- Supporting fixed asset management activities from Procurement till (GPE & ASSETS tracking tables) records, in and out ERP Dynamics.

- Developing asset plans and strategies aligned with organizational goals, identifying asset needs.
- Ensure proper documentation of asset details, including specifications, warranties, and maintenance records.
- Implement long-term asset management strategies, considering factors such as asset lifecycle, technology advancements

Fleet Management:

- Monitoring and managing fuel consumption, including implementing fuel efficiency measures, tracking fuel expenses, and ensuring proper fueling procedures are followed.
- Develop and uphold an internal expenditure control system.
- Developing and implementing a maintenance schedule to ensure vehicles are regularly serviced and conducting repairs as needed to keep the fleet in optimal condition
- Developing and managing the fleet budget, tracking expenses, and implementing cost-control measures to optimize fleet operations and reduce expenses.
- Coordinate with logistics service providers to arrange transportation and delivery of goods.
- Ensure timely clearance of goods at customs and compliance with import/export regulations.
- Track and monitor shipment status and provide regular updates to relevant stakeholders.
- Assist in optimizing transportation routes and modes to minimize costs and ensure timely delivery.
- Resolve any issues or delays in transportation and coordinate with relevant parties for resolution.
- Maintain records of transportation activities, including bills of lading, delivery notes, and transport invoices.
- Manage logistics, Procurement, vehicle fleets, equipment, transportation and distribution of food and non-food items.

Warehousing Management:

- Manage warehouse facilities and operations in line with policies and procedures for 25 Warehouses at North Area.
- Assist in monitoring stock levels and inventory accuracy.
- Conduct regular stock reconciliations and cycle counts.
- Implementing inventory management strategies in coordination with warehouse staff for proper storage, handling, and distribution of goods.
- Keep track of stock movement and update inventory records using appropriate inventory management systems.
- Assist in identifying slow-moving or obsolete stock and recommend appropriate actions.
- Support in implementing inventory control measures to minimize stock-outs and excess inventory.

Capacity Building:

- Identifying the specific training needs and skill gaps within the supply chain team.
- Organizing and delivering training sessions, workshops, or seminars for the supply chain team.
- Implement performance appraisal process in regular biases.

Supply Chain Officer

Danish Refugee Council

January 2019 – May 2022.

- Ensure DRC's Fleet Management Manual are applied in all DRC owned and leased vehicles including proper service and maintenance systems for all assigned vehicles in Hodiedah office.
- Ensure all vehicles meet DRC requirements for safety, management of vehicle running logs, booking and assignment of vehicles.
- Ensuring that all items issued from the warehouse, purchased or received for onward transportation are appropriately documented and accompanied by the required waybills;

- To carry out close inspection of Project items/materials delivered to the warehouse, to ensure that they are the right quantity and quality;
- Follow the procurement procedures and ensure value for money for all the procured works, services and supplies for the assigned warehouses and offices in Hodiedah.
- Ensure that items delivered by the vender are in good condition and guarantees are available for guaranteed products.
- Ensure timely delivery of items and proper documentation of items received from the vendor;
- Manage, constantly update and share internally the Procurement sheet reflecting all procurement;

Logistics Assistant

Danish Refugee Council

June 2016 – December 2019.

- Effective and efficient support to program's needs.
- Develop and maintain relevant database including DRC Dynamics.
- Weekly and monthly status reports.
- Effective Warehouse Management, including reporting and alert mechanism to program staff.

Logistics Supervisor

MSF Spain Organization

June 2015- May 2016.

- Assist in the tracking of all orders, purchases and deliveries.
- Ensure that all supply chain specific donor rules and policies are understood and respected.
- Oversight of all Fleet Management activities at Hodiedah.
- Optimize all supply chain operations to increase cost effectiveness including setting up longer term supply contracts.
- Supporting Fixed Asset Management activities

Language:

- Arabic: Mother Tongue.
- English: Fluent.

Computer Skills:

- Microsoft package.
- Cisco Networking Academy Program.
- ERP Systems.

Key Skills:

- Maintain statistics and reports.
- Flexible with teamwork.
- work under pressure.
- Negotiation and communication.

Course certificates:

- DRC CERTIFICATE - CODE OF CONDUCT.
- DRC CERTIFICATE - INTRODUCTION TO DYNAMICS.
- DRC CERTIFICATE - MANAGE ASSETS & EQUIPMENTS.
- DRC CERTIFICATE - NEW MANAGER INTRODUCTION.
- DRC CERTIFICATE – SUPPLY CHAIN MASTER DATA ITEM MANAGEMENT.
- DRC CERTIFICATE – SUPPLY CHAIN MASTER DATA WARE HOUSE MANAGEMENT.

References:

- To be provide.