



Nazeir Abdelrhim Abdelgayoum Mohammed

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Location: Medina, Saudi Arabia

PROFESSIONAL SUMMARY

Experienced and accomplished Supply Chain and Logistics Professional with nearly 18 years of proven expertise in logistics coordination, procurement, warehouse & inventory management, supply chain optimization, asset and fleet management, support services, and humanitarian operations. Demonstrated history of working with top international organizations including NRC, UNOPS, UNMAO, and MSF.B. Ability to managing large teams, developing and enforcing SOPs, overseeing donor compliance, handling procurement processes (RFQ, ITB, RFP), and coordinating complex supply chain activities in both emergency and development contexts.

CORE COMPETENCIES

Supply Chain Management (SCM)

Humanitarian Logistics

Procurement & Contract Management

Logistics & Operations Management

Vendor Management & Contract Negotiation

Warehouse & Inventory Control

Budgeting & Forecasting

Fleet & Asset Management

Customs Clearance & Freight Forwarding

Tendering (RFQ, RFP, ITB) - high-value tenders and framework agreements (FWA)

ERP Systems: OneUNOPS, ATLAS, Logtix7, Unit4 MS Excel

Compliance & Donor Regulations (USAID, ECHO, UNDP

Risk Mitigation & Anti-Corruption Practices

KPI Reporting & SOP Implementation

Team Leadership & Training

PROFESSIONAL EXPERIENCE

Logistics Coordinator

Norwegian Refugee Council (NRC) | Khartoum, Madani & Gadaref | Sudan

Aug 2021 – Feb 2025

Oversaw national logistics strategy implementation and ensured donor compliance across NRC Sudan offices.

Led end-to-end procurement cycles, contract management, and supplier performance reviews.

Ensured smooth warehouse and stock management, including spot checks, inventory reconciliation, and asset management.

Managed complex international and local tenders, framework agreements (FWA), and procurement plans.

Coordinated fleet and transport services, ensuring optimization and cost-effectiveness.

Developed and implemented Logistics SOPs and training plans for staff.

Participated in master budget construction and logistics-related proposal development.

Senior Support Services Officer

UNOPS – UNAMID | Elfasher & Khartoum | Sudan

Oct 2014 – Jun 2021

Directed support services including procurement, HR, finance, transport, and logistics.

Led procurement strategy development, bid evaluation, vendor database management, and tender processes.

Managed HR recruitment workflows and performance management systems.

Implemented financial management systems, cash flow forecasts, and transaction oversight.

Oversaw fleet operations, building management, and maintenance services.

Developed procurement strategies and saving related expenses through competitive bidding.

Implemented vehicle and asset management systems reducing downtime by a remarkable rate.

Logistics Assistant

UNOPS – UNAMID | Khartoum | Sudan

Aug 2011 – Jun 2014

Maintained logistics records, managed vehicle operations, fuel tracking, and travel coordination.

Led facility support and logistics planning for sub-offices.

Liaised with customs, prepared duty exemptions, and coordinated travel protocols.

Maintained asset databases and inventory reports.

Inventory Control Associate

United Nations Mine Action Office (UNMAO) | Khartoum | Sudan

Dec 2008 – Jul 2011

Maintained asset database and managed equipment distribution, inspection, and disposal.
Conducted procurement forecasting, RIR processes, and SOP development for inventory control.

Transport & Warehouse Manager

Médecins Sans Frontières – Belgium (MSF-B) | Khartoum | Sudan

Mar 2006 – Nov 2008

Managed customs clearance, freight forwarding, vehicle registration, and warehouse operations
Supervised procurement workflows and logistics staff.
Coordinated international shipments and maintained vendor records
Optimized cargo & freight routing to reduce cost
Supervised customs clearance for sea & air shipments to reducing delays

EDUCATION & CERTIFICATIONS

MBA in Marketing

Sudan International University, Sudan | 2011 – 2013

Postgraduate Diploma – Business Administration

University of Khartoum, Sudan | 2009 – 2010

Postgraduate Diploma – General Translation

University of Juba, Sudan | 2002 – 2003

Bachelor of Arts – English Language and Literature

Omdurman Ahlia University, Sudan | 1997 – 2002

Professional Certifications:

CISCP/CISCM – Certified International Supply Chain Manager (IPSCMI – USA)

PRINCE2 Foundation – Project Management

UNOPS Procurement Training

TECHNICAL SKILLS

Microsoft Office

Languages: English (Fluent), Arabic (Native)

Community Involvement

Arabgi Emergency Room, Social Coordinator

NRC National Staff Association: General Secretary

Arbabi Charity Society: Board of Directors and Strategic Planning Committee

Reference:

Jeffrey Mc MURDO, js_mcm@yahoo.com, Programme Manager

Emeka Nwadike, emekan@unops.org, Programme Officer

Zelalem TESFAYE, zelalem40@gmail.com, Support Services Officer

Dina Esco, esco.dina@yahoo.com, Logistics Supply Manager

Maximillian Dyck, maxdyck@dyckadvisorygroup.com, Programme Manager

Leonie Barnes, leoniembarnes@gmail.com, Programme Manager

Colin WILLIAMS, ColinW@unops.org, Deputy Programme Manager

Muredach Kelly, muredach_kelly@yahoo.co.uk, Country Logistics Manager

Hama Seidou Dicko; hama.dicko@nrc.no; NRC Logistics Manager