

NAEEM UR RAHMAN

Logistics and Operations Management Expert
Skype: naeemur.rehman,
Islamabad, Pakistan

Profile:

A professional humanitarian logistician with 18 years' experience in supply chain and operations management in a complex and multi-culture environment. Worked with all major donors like USAID, DFID, Global Fund, OFDA, ECHO, AUSAID, SIDA, DANIDA, PEFSA, CIDA, WFP, FAO, and UNICEF. Respond to several large-scale emergencies in Pakistan, Iraq, South Sudan, and Nigeria.

Areas of Expertise:

- Procurement
- Warehouse and Inventory management
- Assets management
- Fleet & Transport management
- Safety and Security
- Office and facility management

Major accomplishments:

- Managed large-scale national/international procurements of more than 20 million USD.
- Established and managed storage facilities for relief and emergency items at center and field levels.
- As a member of Emergency Response Teams, I responded to major emergencies as the first responder
- Managed a large number of fleet (50 plus) both rental and organization owned ensuring internal controls and minimizing risks associated with overall costs.
- Being a focal person for logistics and security participated in cluster meetings and developed regular situational, weekly, monthly and quarterly reports.
- Planned and organized a large number of shipments and importation of goods (import regulations, customs clearance, freight forwarding, etc.)
- Managed a huge number of assets and stocks following donors' specific obligations.
- Participated in meetings i.e. Emergency Preparedness, BvA, Grants Opening, Program Coordination etc to give inputs in logistics and supply chain perspective.
- Spent about 50% time at field offices to deliver orientation sessions and training to staff involved in the supply chain and program as well.

Career Profile:

Indus Health Network Manager Supply Chain

Global Fund Malaria Project Islamabad- Pakistan
July 2016 to March 2021 (4.8 years)

- Developing and implementing the procurement and logistics operating procedures, with a focus on supply chain standard methodologies, commodity quantification, supply planning and distribution.
- Drafting bidding documents and evaluation reports, awarding contracts and preparing POs & WOs
- Planning and coordinating the logistics activities at center & field level and providing support, technical guidance and training.
- Monitoring procurement trackers ensuring timely delivery of shipments against requisite orders.
- Establishing contracts for procuring goods and services while ensuring accountability and transparency
- Developed a tracking system for equipment, materials, medical supplies, and vehicles and ensure that assets record is updated all the time.
- Managing fleet operations ensuring appropriate tracking, maintenance, and reporting.
- Preparing and implementing security plans, managing safety & Security at each level of the supply chain.
- Developing and implementing appropriate internal controls to bring improvement in logistics functions and to minimize the risks associated with accuracy, transparency and donor obligations.
- Ensuring that the reporting and auditing requirements of all the programs are observed and followed.

Première Urgence Internationale (PUI)
Logistics Coordinator

Maiduguri- Nigeria
April-June, 2016 (3 Months)

- Provided logistics support in the opening of a mission in Nigeria.
- Identified buildings for offices and guest houses and fulfilled all legalities involved in renting buildings according to national rules.
- Ensured an effective system of supplies and procurement both national and international.
- Managed fixed assets and communication equipment's in accordance with the approved PUI policy.
- Ensured efficient management of fleet/ transportation and managed customs clearance.
- Managed staff hiring provided training and orientation sessions.
- Represented organization during external forums meetings and established coordination with other relief agencies that were operating in Nigeria.
- Managed safety and security of office premises and staff movement following plans.

Merlin
Logistics Coordinator

Islamabad– Pakistan
October 01, 2015 to March 31, 2016 (6 months)

- Conducted field visits to prepare logistics resource management plan and provided suggestions for efficient management of HR, assets, vendors, stocks, fleet and safety security.
- Managed training and orientation sessions of different logistics functions for both country and field logistics staff to fill the gaps.
- Prepared close-out plan for field offices in consultation with sector heads
- Verified and reconciled stock counts reports of program-related supplies and assets.
- Prepared and executed transportation plan for assets and supplies from field offices to central warehouses.
- Prepared disposition plans of supplies and assets in line with donor guidelines. This includes handing over supplies and assets to proposed partner's/government agencies and processing auctions.

Danish Refugee Council
Logistics Manager

Maban, South Sudan
Jan-July 2015 (6 months)

- Maintained high-quality procurement system i.e. accountable, transparent and compliant with DRC's Policy and donor requirements.
- Arranged transportation including chartered plans for transporting goods from the capital and ensure proper tracking and filing system.
- Ensured that all DRC Assets are in good working condition and are tracked all the time.
- Ensured donor compliances and prepared timely and accurate narrative and logistical reports for auditors and donors.
- Conducted pieces of training for concern logistics as well as support staff on DRC practices.
- Ensured that all stores and warehouses are well organized, safety and security protocols are in place and relevant documentation is maintained.
- Ensured proper record of Satellite, Mobile phones, VHF radios and ensured that all communication equipment is well maintained for any emergency use.
- Managed compound, i.e. safety/security, repair and maintenance, and support staff roster.

German Red Cross
Logistics Delegate (Winterization Project)

Dohuk, Northern Iraq
October to December 2014 (3 Months)

- Provided logistics support to Iraqi Red Crescent Society; specifically oversee procurement, customs clearance, transportation, warehousing and distribution of relief goods.
- Managed relationship with freight forwarders to coordinate the transport of goods to final destinations;
- Worked in close collaboration with IRCS and ensured effective liaison with logistics representatives of the IFRC in Iraq
- Ensured frequent information flow and coordination between the field and respective department in regional as well as in HQ.
- Facilitated import/export and operations materials, i.e. customs clearance of procured goods;
- Verified and certified the correctness of financial documents in terms of facts and figures.
- Analyzed security situation in the area, prepared satraps and submitted weekly and monthly reports.

**Save the Children International
Logistics Coordinator**

Pakistan (Flood & IDPs emergency response)- Islamabad
May 2011 – September 30, 2014 (3.5 years)

- Ensured administration of the entire procurement documentation in-country office (procurement file)
- Prepared procurement plans, developed and maintained supplier database, managed and monitored procurement tracker.
- Identified potential suppliers, prepared and managed bid evaluations, supplier negotiations, contract award recommendations, contracts, and purchase orders.
- Ensured efficient and effective vehicle fleet management.
- Ensured integrated internal controls are in place and all requirements for audits and donors are fulfilled.
- Managed 20 logistics staff at both country and field level and remained an active member of the disaster response team.
- Managed warehouses, i.e. stock reports, distribution of supplies, dealing suppliers, GIK, reporting, safety and security and lease agreements.

**Save the Children USA
Senior Officer Procurement**

Pakistan/Afghanistan Field Office - Quetta
October 2002 to April 2011 (8.5 years)

- Ensured that all procurement of goods and services are completed in accordance with the policy.
- Ensured that Save the Children minimum standards of logistics procedures are implemented and compliant with donor regulations throughout the Pakistan Program offices.
- Identified local and regional suppliers, managed the in-country vendor database, and provided regular updates on field level procurement activities to the Country Logistics Coordinator.
- Provided technical assistance to program teams on procurement planning, specification, and making correct entries in purchase requests.
- Ensured health and safety practice in the storage facilities are followed
- Maintained assets register and ensured asset tagging, reconciliation and physical verification.
- Prepared monthly 'Logistics Reports' detailing all logistics related activities
- Ensured effective cold chain supply to all BHUs and Hospitals

Professional Diploma/certificates:

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| 1. Certification in Humanitarian Medical Logistics Practices (MedLog)
The Chartered Institute of Logistics and Transport (CILT) - UK | 2018 |
| 2. Certification in Humanitarian Logistics (CHL)
The Chartered Institute of Logistics and Transport (CILT) - UK | 2012 |
| 3. Diploma in "Inventory, Procurement & Logistics Management"
Skill Development Council, (Pakistan) | 2010 |
| 4. Certificate in Human Resource Management Virtual University of Pakistan | 2007 |
| 5. Post Graduate Diploma in Computer Applications
National Institute of Science and Technical Education Islamabad, Pakistan | 2001 |

Training:

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| 1. Immunization Supply Chain Management | UNICEF | 2019 |
| 2. Fleet Excellence Training | Fleet Forum | 2017 |
| 3. 9 th Global Health Supply Chain Summit | IAPHL (Tanzania) | 2016 |
| 4. Procurement and Supply Chain Management | UNDP | 2016 |
| 5. Procurement, Logistics and Security Management | German Red Cross, (Lebanon) | 2014 |
| 6. Logistics for health commodities | USAID | 2014 |
| 7. Humanitarian Logistics and Supply Chain Management | RedR India (Nepal) | 2013 |
| 8. Security Awareness Induction Training (SAIT) | IOM (Pakistan) | 2013 |
| 9. Personal Security Training "Stay Safe Course" | IFRC | 2013 |
| 10. The World of Red Cross and Red Crescent (WORK) | IFRC | 2014 |
| 11. Corruption prevention for Managers | IFRC | 2016 |

12. Public Health Principles in Disaster and Medical Humanitarian Response		2014
13. Building a Better Response (online course)	Humanitarian Academy at Harvard	2014
14. Successful Inventory Management	Logistics Bureau (Asia) Limited (Thailand)	2012
15. Emergency Response and Field Logistics Training	Save the Children UK (Pakistan)	2012
16. Integrated Procurement & Supply Chain Management Strategy (Pakistan)		2010
17. First Aid Training	Pakistan	2012
18. Forecasting and inventory management	SDC, (Pakistan)	2010
19. Customer Service Excellence Workshop	(Pakistan)	2009
20. Materials Management	PIM, (Pakistan)	2008
21. Creative Thinking and Sound Decision Making	SDPI, (Pakistan)	2006
22. Humanitarian Logistics	RedR India (India)	2007
23. Logistics and supply chain management	PIM, (Pakistan)	2004
24. Materials Handling and Warehousing	PIM, (Pakistan)	2004
25. UNHCR Implementing Partner Procurement, procedures	UNHCR	2002

Professional Membership:

- Humanitarian Logistics Association (HLA) - associated with Chartered Institute of Logistics and Transport (UK)
- International Association for Public Health Logisticians (IAPHL)
- Next Level Purchasing Association, USA.

Roaster:

- Supply Chain/ Logistics Officer P2 - WFP FIT Pool
- United Nation volunteer
- Swedish Civil Contingencies Agency MSB
- CANADEM - International Civilian Reserve
- Action Aid
- ALIMA (French Humanitarian Organization)

Education:

1. M.Sc Economics – 2001	International Islamic University, Pakistan
2. M.A Arabic – 2000	University of Peshawar, Pakistan
3. B.Sc (Hons) Economics– 1999	International Islamic University, Pakistan
4. Bachelor of Education (B.Ed) –2002	Allama Iqbal Open University, Pakistan

References:

Will be furnished on demand