**Omar Abu Amireh**

**Nationality:** Jordanian. **Date of Birth:** 22/11/1990.  
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**Personal Statement:**

I am presently working for Norwegian Refugee Council (NRC) where my job as a Technical Procurement Officer provides me exposure to lot of things in a single working day. Since this position requires that a person is organized and result oriented, I work hard to manage the logistics of supplies and goods procurement. I have had great success in managing cost reduction for NRC by employing purchasing techniques that I believe very few people in this industry have knowledge of. With my strong organizational skills, I consider myself a successful person whether it is in managing everyday work or picking up new projects to do.

Moreover, I am highly skilled in preparing purchase requisitions, approving and issuing purchase orders, coordinating vendor activity, and working on service agreements.

My operations knowledge is extremely strong in; customer service, working on new projects and problem resolution. In addition, my goal is to convert my enthusiasm, creativity, and experience into a position where I will grow in the operations field, utilizes my academic knowledge and skills to add value to work. I am certain that my contribution in your company will prove to be beneficial.

**Work Experience:**

**Technical Procurement Officer –** Norwegian Refugee Council – [www.nrc.no](http://www.nrc.no) – Amman, Jordan.  
08/Nov/2015 – Ongoing.

##### Main responsibilities:

* Source appropriate suppliers in the local and/or international market for the procurement of goods and/or services based on specifications provided by programme staff
* Support the Procurement Coordinator in running and managing high value tenders and the subsequent development of contracts and Framework Agreements
* Liaise with field logistics and programme staff to ensure timely delivery of procured goods and services
* Establish and maintain good professional working relationships with suppliers, contractors and inspection companies whilst strictly adhering to NRC’s anti-corruption guidelines and NRC’s code of conduct
* Ensure compliance with NRC and donor procurement policies and procedures
* Ensure paper and electronic records are maintained in a systematic manner in line with NRC’s standard procurement procedures, providing a clear auditable trail
* Ensure procurement tracker is kept up to date and disseminated to relevant staff
* Conduct regular market surveys and support with supplier pre-qualification for commonly purchased goods and services, maintaining an up to date supplier database with key supplier information
* Advise and support NRC Jordan staff in all procurement processes, in coordination with the Procurement Coordinator
* Assist with field level training as required
* Responsible for the management of 1-2 Senior Procurement Assistants

Key Skills Gained:

* Familiarity with the local Jordanian market
* Ability to independently analyze data
* Strong negotiation skills
* Ability to deliver under pressure
* Good communication and interpersonal skills
* Strong organizational and team working skills
* Highly approachable, trustworthy and confidential
* Service orientation
* Managing resources to optimize results
* Initiating action and change
* Communicating with impact and respect

**Senior Procurement Assistant –** Norwegian Refugee Council – [www.nrc.no](http://www.nrc.no) – Amman, Jordan.  
01/Jul/2014 – 07/Nov/2015.

##### Main responsibilities:

* To follow NRC standard procurement practices keeping records to all audit trail standard
* To obtain no less than 3 quotations, prepare a comparative BID Analysis and recommendation to purchase committee including minutes where appropriate
* Further, with appropriate authorisation execute the purchase of appropriate supplies and arrange delivery in a timely and cost effective manner
* To liaise and co-ordinate with the relevant office/departments/functions regarding delivery of suppliers and keep all parties informed of any changes in a timely manner
* To identify and maintain an accurate and up-to-date supplier information database for regularly purchased items, and keep informed of local market conditions
* Establish and maintain a good professional working relationship with suppliers and inspection companies
* To ensure that all purchase goods are of NRC / donor minimum standard and fit for the purpose and have appropriate inspection certificates as required
* To support, train, and develop local staff as required
* To produce regularly, timely and accurate narrative and procurement reports for the operation
* To compile all procurement from the location on a monthly basis or on request
* Support regional procurement requirements as required
* Maintain accurate material listing price on quarterly basis
* Supports NRC managers with procurement guidelines and appropriate assistance.

Key Skills Gained:

* Good communication and interpersonal skills.
* Strong organizational and team working skills.
* Good cultural awareness and sensitivity.
* Very Good English Language level (Business English).
* Knowledge of the NGO operations and the dynamics of the humanitarian sector.

**Reporting Officer** - Extensya - [www.extensya.com](http://www.extensya.com/) – Amman, Jordan.  
22/Sep/2013 – 30/Jun/2014.

##### Main responsibilities:

* Preparing periodical, performance and quality reports using Microsoft office tools such as: Excel, Access & Word.
* Providing the client with explanatory reports for the service level and the flow of work.
* Providing the administration, CMC department and team leaders with any extra requested reports.

Key Skills Gained:

* Microsoft office skills.
* Analytical skills.
* Time management skills; as we have to deliver the reports within a deadline.
* Team work skills.
* Working under pressure.

**Customer Service Representative** - Extensya - [www.extensya.com](http://www.extensya.com/) – Amman, Jordan. 05/05/2013 – 21/09/2013

Main responsibilities:

* Customer service representative in a call center of an airline.
* Handling inbound calls and requests.
* Help customers in solving any problems they might face while making a reservation with the airlines.

Key Skills Gained:

* Customer service skills
* Quick learning.
* Amadeus (reservation system).

**Flight Attendant** (temporary) – Royal Jordanian – [www.rj.com](http://www.rj.com/) – Amman, Jordan.  
15/06/2010 – 15/09/2010

##### Main Responsibilities:

* Providing services during the flights.
* Assisting passengers on Royal Jordanian aircrafts.

Key Skills:

* Team work; as we used to work with different teams on each flight
* Tolerance towards other cultures; as we used to deal with people from different back grounds and cultures.

**Education & Training:**

* **September 2008 – January 2013**  
    
  Bachelor Degree of European Languages (Spanish & English)   
  The University of Jordan [www.ju.edu.jo](http://www.ju.edu.jo/)   
  3.66/4.00 = (91.50%)
* **May 2013 – June 2013**  
  Amadeus (reservation system) training & Customer service skills training  
  Extensya co. [www.extensya.com](http://www.extensya.com/)
* **15/Jun/2013 – 25/Jun/2013**  
    
  Participant in "Caffè e Carcadè" (youth exchange program)  
  - held in Lecce, Italy by the European Committee
* **02/Dec/2012 – 09/Dec/2012**  
    
  Participant in the third round of "Future Dialogue for Understanding between Japan and the Islamic World" held in Tokyo, Japan.  
  - held by The Sasakawa Peace Foundation [www.spf.org](http://www.spf.org/)  
  presenting the Islamic world with a presentation about "Promotion of Regional Cooperation for Building a Sustainable Convivial Society"
* **September 2011 – July 2012**  
    
  Obtained a scholarship to study in The University of Granada [www.ugr.es](http://www.ugr.es/)
* **October 2011 – January 2012**

Advanced Spanish Language Course (B2.2) 60 Hours  
- Centro de Lenguas Modernas [www.clm-granada.com](http://www.clm-granada.com)  
Granada, Spain

* **June 2009 – August 2009**

Spanish Intensive Course in the University of Jordan (80 Hours)

* **September 2007 – August 2008**   
    
  High school  
  Al Ittihad School, Amman Jordan  
  87.6 %

**Languages:**

Arabic: Mother Tongue

English: Advanced C1 (Proficient User)

Spanish: Advanced C1 (Proficient User)