

Maher Mahadin

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Amman, Jordan

PROFILE

- Recent 5 years experience holding the position Support Services/ Supply Chain Team Leader.
- Experienced professional with 15 years of total experience in sales & marketing, administration, customer service, customer relations, Logistics & Procurement.
- Budgeting Experience, Reporting and follow up.
- ERP system user since almost 7 years (Dynamic 365 & Power BI) with some managerial rules within, and also staff trainer to use these Systems.
- Skilled in using Power Point, Excel, and MS Word, Dynamic 365 & Power BI
- Previously worked as a Branch Manager at QIT. 2004-2009, ability to work in war zone area's.
- Highly motivated, always left a positive personal and professional impact and still in a friendly contact with most of my previous employers and co-workers.
- Assigned investigator with Danish Refugee Council for Cases of CoC & Fraud and corruption, with decent experience in several cases

EXPERIENCE

South Support Services Team Leader

Feb 2019 - May 2024

Danish Refugee Council

- , South Jordan - -----Main Duties and Responsibilities : Managing three Basis Team, where Teams in each Base include, Supply Chain Assistant (3), Finance Assistants (3) Drivers, & Cleaners. Total of (10-20 Staff, depending on Projects Fund & needs). Safety & Security Focal Point for South Area of Jordan. On-boarding new hires, evaluate employee performance to ensure that the entire team runs efficiently while providing guidance to make team members more effective. HR Focal point in field offices, handling HR Matters. Tutoring the team, where I hold Trainings in regard to Supply chain, HR Related (Onboarding, inductions, CoC... etc.) for all staff (Program & SC Staff). Directly contributing to warehouse activities during busy periods to ensure a high level of customer service and preventing teams from falling behind during high-order volume time periods. Maintain standards for safety measures. Hotel Booking for staff and visitors coming to south of Jordan, in Hotels that we created a FWA with (fixed prices all year). HR Duties, to include coordination with main office with everything that have to do with Staff Related HR Matters such as time sheet Programing the Attendance sheet Machine, their issue with Health insurance...etc. Supervising procurements and Service /Work Activities making sure it follows proper guidelines, where purchases are in accordance with agreed upon threshold (to determine Single quote, RFQ, & OR RFP Purchases). Oversees Fleet related issues and car bookings
- trained Investigator, after attending e-Learning Training Course about effective workplace Investigation Workshop, By O.S.A.C.O.

Finance And Admin Officer

Mar 2015 - Feb 2019

Danish Refugee Council | Jordan

- Main Duties and Responsibilities : Financial management (including Cashkbook). EPRP Focal point for the South Fields. Logistics & Security Focal Point of the South. Payroll and HR administration. Coordination of financial matters with headquarters. Ensuring adherence to financial, HR policies/procedures and local employment laws. Filing management (personnel files, inventory, contracts, etc.). Office management (rent, bills, security, maintenance, etc.). Training preparations (photocopying, preparing phones, etc.). Procurement (furniture, fixtures, office supplies, etc.). Occasional field travel to help administer trainings. Other tasks assigned by South Program Manager or The Finance& Admin Manager.

Admin Document Controller

Dec 2012 - Dec 2014

Beta Engineering | Jordan

- BETA Engineering-----Main Duties and Responsibilities : Maintains administrative staff by recruiting/ interviewing, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities. Aqaba, Jordan Manages all important documents and assures that it is easily accessible. Maintains and examines related files to release blueprints, drawings, and engineering documents to manufacturing and other operating department.

Document Controller Admin Coordinator

Dec 2009 - Dec 2010

Petra Inspection | Jordan

- Petra Inspection-----Main Duties and Responsibilities : Arranging & Scheduling Inspections between Company and Customers. Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence. Input document data ensuring that the information is accurate and up to date. Generate the various document control reports as required. Assisting Technicians when needed and there is shortage as i have Industrial radiology Safety Course.

Salesman

 Dec 2008 - Dec 2009

Gulf Oil | Amman, Jordan

- Main Duties and Responsibilities : Responsible of gaining more customers. Arranging orders and delivering it.

Branch Manager

 Apr 2007 - Sep 2009

Qatar International Trading Co | an-Nasiriyah, Iraq

- , Nasiriyah - Iraq .-----Main Duties and Responsibilities : Resolved a number of issues and latent asset deficiencies from the project handover phase. Reporting of all productivity, inventory, work orders, etc. Inventory Management including levels, purchasing, and security and controlling values. Ensure adequate safety precautions and training are observed and maintain suitable working environment (meeting all required standards). Restructured operations by reducing overhead and reassigning job responsibilities to streamline workflow efficiency.

Administration Manager

 Dec 2005 - Dec 2006

Qatar International Trading Co | Baghdad, Iraq

- Performed overall management of administrative functions. Baghdad, Iraq. Sponsor of All QIT/Baghdad employees, in charge of badging and coordination with Mayor Cell, Badging Office, BDOC, ADOC, & MP's. Coordinated administrative policy development, interpretation, and implementation.

Project Coordinator

 Dec 2004 - Dec 2005

Qatar International Trading Co | Baghdad, Iraq

- Submits status reports to management summarizing completed projects/tasks.
- Responsible for project and quality management of customer orders.

Administration/ Document Controller

 Jun 2004 - Dec 2004

Qatar International Trading Co | Baghdad, Iraq

- Profound knowledge of terminology of procurement and the function of documents used. Exceptional knowledge of procurement laws and regulations, sources of supply and
- methods/procedures to purchase goods and services.

Administration Assistant / Translation

 Mar 2004 - May 2004

Main Office | ad-Dawhah, Qatar

Coordinating with the Main Office (Qatar) Procurement.

Procurement: Consisted of Dealing with US Army, Coalition Forces, Government contractors and KBR in Camp Victory. 2004-2004 Qatar International Trading Co. Administration Assistant / Translation Doha, Qatar •

Prepare all written correspondence, invoice and administrative reports for department manager.

Standardized department filing system so secretarial staff could easily locate information in any filing center.

- Prepare all department's computerized graphs, charts and visual presentation aids.

EDUCATION

B.A

 2014

Balqaa Applied University | Jordan

- Management information Systems.

SKILLS

Contract Negotiation & Contract Review

Microsoft Dynamics

Startup Experience

Change Management

Financial Services

Consumer

Professional Services

Infrastructure

LANGUAGES

English

Fluent