

Basel Khaleel Hasan

PMD Project DPro® certified



PERSONAL INFORMATION

Date of Birth: 22-Feb-1993

Phone Number: 962778122244

Email: baselyaseen965@gmail.com

Nationality: Jordanian

Address: Amman-Jordan

EDUCATION

BSC in Civil Engineering – Construction Management.

Yarmouk University 2012-2018

Irbid, Jordan

WORK EXPERIENCE

MEHNA - MEHNA for Engineering Solutions and Machine Manufacturing

Amman OCTOBER 2022 – PRESENT

Procurement Engineer

Scope of work:

- Source and identify potential suppliers for mechanical, electrical, and the outer body of the machine and select the best offers in terms of price, quality, delivery, terms, and conditions.
- Facilitated standardized operations across company branches in KSA and Germany by effectively negotiating discount prices with suppliers, also, conducted comprehensive comparisons between negotiated prices and international rates, taking into consideration associated expenses such as shipping, clearance, and customs fees, by utilizing sourcing strategies to identify and evaluate supplier proposals, selecting the most advantageous offer based on criteria including price competitiveness, product quality, delivery timelines, and contractual terms and conditions to ensure that contractual obligations are met.
- Conduct effective cost/estimation analysis and prepare final offers to be submitted to customers.
- Coordinate with the Logistics department on all shipment-related matters and provide support when needed.
- Prepare invoices for payment upon customer order delivery and allocate them to the respective accounts, while also managing and processing necessary letters of credit documentation.
- Provide periodic reports to the General Manager outlining contract, procurement, and monitoring activity, including financial and contractual performance aspects.
- Generate procurement and contract information to fulfill the Transparency Code requirements, incorporating data concerning MEHNA company's wholly owned trading entities.
- Analyze supplier performance and pricing, develop cost-saving strategies, monitor market trends, ensure regulatory compliance, manage the procurement process for quality products and services, and implement strategies to meet contractual obligations, maximizing the company's value for its expenditure.



Agency for Technical Cooperation and Development)

Amman APRIL 2021 – September 2022

Procurement Engineer – Solid Waste Management Project “Waste to Positive Energy”

Scope of work:

- Ensure that all resources are in place for the effective operation of the ACTED / GIZ confidential hotline and helpdesk.
- Monitor the implementation of focus group discussions (FGDs) with beneficiaries, upon the completion of CFW cycles, ensuring that all groups follow the materials/guidelines provided by GIZ and that FGD reports are submitted on time.
- Support the PM to prepare the Project Management Framework (PMF) monthly and to review the Budget Follow-Up (BFU) as requested.
- Support the PM to ensure that project records and documents, in particular documents that prove completion of activities (e.g., beneficiary lists, donation certificates, attendance sheets, etc.) are adequately prepared, compiled, and filed according to ACTED procedures and donor-specific procedures.
- Provide periodic reports to the General Management Team outlining contract, procurement, and monitoring activity, including financial and contractual performance aspects.
- Prepare monthly dialogue forums in each municipality, ensuring participation of the host community and Syrian refugees and raising awareness on recycling systems and waste disposal. The dialogue platforms serve as a common and inclusive space for exchange among different community groups and are meant to strengthen awareness of resource-efficient waste management and its importance to health.
- Support the Project Manager / Officer in training the team leaders for dialogue forums, based on GIZ training materials.
- Operate following the “do no harm principles” to ensure project activities are safe for communities.
- Support the PM to recruit and train team leaders/trainers for the dialogue forums, in coordination with municipalities and community groups.
- Negotiating with vendors/suppliers to get the maximum profit to the NGO.



MEHNA - MEHNA for Engineering Solutions and Machine Manufacturing

Amman MAR 2020 – APRIL 2021

Supply Chain Engineer - Solid Waste Management Project "Up Cycle together"

The role of Mehna was to facilitate the cooperation between JOECO and the EU on environmental matters, as well as to develop work health and safety standards, rules, and procedures.

Scope of work:

- Support the municipality of Jerash in the improvement of its environmental condition through a participatory approach “Up Cycle together” in cooperation with ICU and the Italian agency for Development cooperation.
- Support the municipality of Irbid in the operation of the recycling station (funded by GIZ) in Ramtha Irbid, and how to operate the machines and give the CFW tanning in maintenance, operation, and sorting.
- Prepare the rooting system for trucks and assess the best location for the garbage in Irbid to save time and cost while transferring the waste to the landfill.
- Follow-up on supplier management issues and concerning delivery process including late delivery, late payment, and quality assurance concerns within one day of identification.
- Preparing purchase documents (PMs/POs/Contracts) for purchases for review by the procurement committee, typically not more than \$10,000.00 per contract.
- Create separate folders for each document and file of hard-copy documentation for each procurement in addition, to scanning and preparing logs.
- Prepare and update vendor, and suppliers list.
- Collecting offers from different suppliers with material samples and studying each offer.



Palladium-USAID

Amman JAN 2020 – Mar 2020

Operation Assistant (Intern) - Health Finance and Governance (HFG)

Palladium is a global leader in the design, development, and delivery of Positive Impact - the intentional creation of enduring social and economic value. They work with foundations, investors, governments, corporations, communities, and civil society to formulate strategies and implement solutions that generate lasting social, environmental, and financial benefits.

Scope of work:

- Data collection/entry and filling all information for the visitors of the Ministry of Health "Health Insurance Department" that we need in our survey through interviews, questionnaires, and discussions.
- Follow all the project activities and coordinate with MOH and other health sector stakeholders to create a national database/registry by using document-controlling software to track insurance subscriptions for all public and private insurance programs.
- Submitting the daily report and weekly report for the program manager in addition to updating the work plan for the project.
- Ensures that all activities are implemented as per the work plan, gathers, and analyses relevant data and information for the questionnaire purposes, and ensures all information is saved, correct and Respects Data Protection so I must be involved in Jordanian labor law, in addition, my team leader uses this data for reporting to our donor/USAID.
- Supports the field activities upon need and works with the team leader to analyze data to prepare our research. Furthermore, we prepare health and safety conferences to give training sessions to doctors and health managers about the importance of health insurance systems.

Faithi Nimer Contracting Co. - Rehabilitation Works for Ministry of Education Schools in Irbid Governorate Project (CFW/UNOPS).

IRBID NOV 2019 – JAN 2020

Procurement Engineer

The project aims to provide maintenance and cleaning works for public schools in dire need, to support the Ministry of Education (MOE) in providing a better learning environment to both Jordanians and Syrian students for 24 schools in Irbid.

Scope of work:

- Ensures the execution of the project activities in accordance with the project guidelines and targets, (Community mobilization, identifying beneficiaries & income generation opportunities, providing training sessions).
- Preparing, verifying, abstracting, controlling, or closing out procurement documents, files, reports, or records.
- Support and Supervise Cash-for-work community mobilizers in addition to participating in recruitment procedures and supervision for Cash for Workers.
- Follow up on all renovation activity and prepare invoices and quantity surveying. Prepare weekly lookahead for all activities on the site.
- supervise & manage the refugees and CFW volunteers and provide them with technical training meetings and awareness sessions, guidance, and instructions to finish the renovation project regarding the CfW project.
- Tracking the status of requisitions, contracts, and orders using automated or manual files and through contacts with vendors, supply technicians, inventory managers, engineers
- Ensures all the selected Cash for Workers have all the required documents to be involved in the project according to the Jordanian labor laws and recruiting procedures.

Greater Irbid Municipality – WASH project. IRBID APR 2018 – OCT 2019



Jr. Infrastructure Engineer.

The project is to construct a new rainwater network for different locations in north Jordan and renovate the old drainage network.

Scope of work:

- Report to the resident engineer and assist in supervising the construction of water supply and distribution networks, sewerage collection, treatment, disposal and use, stormwater run-off, ditches and soils, and materials in according to the inspection schedule.
- Setting out, leveling, and surveying the site by using the proper devices like total station and theodolite to collect the field data.
- Assist the resident engineer in reviewing shop drawings, preparing the bill of quantities, design proposals, method statements, and other activities including correspondence related to the road water supply and distribution networks, sewerage collection, treatment, stormwater run-off, and drainage related to infrastructure projects.
- Follow up procurement and purchase orders, contractor/sub-contractor payments, monthly invoices, and all other paperwork related to projects such as contracts between two parties.
- Coordination with MEP engineers, with regards to several clearances.
- Prepare a full detailed daily/monthly report of the site activities, request for inspection (RFI) logs, and Material submittal logs and send/receive contractual letters and update these logs daily.

VOLUNTEER

- One-site Monitoring & Post Distribution Monitoring with OXFAM from Nov-2020 to Feb-21

REFERENCES

Available on request.