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## **Obada Tubaishat**

A seasoned procurement professional with a history of managing and overseeing funded projects with different donors and private sectors in procurement operations. Strategic planner, persuasive contract negotiator, proficient in Procurement with over five years of experience in Project Management, Operations, and executing complex procurement, with a demonstrated track record of setting up and managing procurement.

### **PROFESSIONAL EXPERIENCE**

- **Procurement Specialist at Samsung Electronics Levant** **Jan 2023 - Current**
  - Manage the Procurement process efficiently and effectively, and process it through BQMS (Bidding and quotation management system) on time.
  - Develop strong relationships with other functional groups, including Iraq and Lebanon country.
  - Maintain a competitive vendor pool on the VERs system, support the document verification, and manage the relationship with the suppliers to negotiate the best price for the company.
  - Developing sound, cost-effective strategies for purchasing materials to support Samsung's business.
  - Supervising a purchasing team and delegating tasks across departments when necessary.
  - Implement specific strategies, drive strategic sourcing activities, and build supplier relationship management programs for various categories of indirect procurement.
  - Review the procurement contract through the contract management system by understanding the contents of the provisions stipulated in the procurement contract.
  
- **Senior Procurement and Logistics Officer at Siren Associates** **Nov 2020 – Dec 2022**
  - Managing the Procurement department for Siren Associates Jordan office in coordination with the Country Manager, and providing technical support on specifications, facilitating efficient procurement.
  - Develop and implement a new procurement process for the Jordan Office in coordination with Siren's HQ and the Chief of Procurement Officer.
  - Support periodic market research and stay abreast of new products, equipment, and services emerging in the market.
  - Draft audit responses, review, and follow-up on any outstanding audit recommendations related to the procurement of goods, services, and works.
  - Lead and facilitate the tender process for all values by ensuring proper advertising and archiving, drafting and sending invitations, receiving and reviewing the tender bids from suppliers for completeness and eligibility, leading all tenders committee meetings and evaluations, and drafting the procurement contracts and agreements as per Siren Associates and donor's policies and regulations.
  - Reviews and evaluates the performance of the suppliers and establishes and manages vendor databases.
  - Work closely with the projects team to understand details of procurement requirement, and assist the project manager in the procurement plan to ensure all purchases occurs within the designated time frame and budget.
  - Initiate Requests for quotation, call for proposal, Purchase Orders, and proposed contracts, and manage supplier's invoices, and procurement documents as necessary before and after procurement

action, and ensure it complies with Siren Associates policy and procedures, and are fully transparently documented.

- Analyze the specification of the required supplies, works, or services and source potential, reliable suppliers who can meet these specifications.
- Create tracking sheets for all purchase requests, Contracts, and agreements to maintain track of all procurement processes from initiating the purchase request to receipt of the goods, service, or works by the requester and ensure proper filing of all procurement documents.
- Managing the fleet, vehicles fuel, and ensuring efficient coordination and management of all transport, and fleet.
- Ensure all the vehicles are prepared for routine and emergency security requirements.
- Ensure the vehicle booking sheets and vehicle log sheets are being reviewed, tracked, and up to date.
- Managing the assets registration and management plans and ensuring all assets are tagged properly and stored.
- Carries out regular stock and inventory counting and warehouse inspections.
- Managing the procurement and logistics reports and the monthly procurement expenditures reports.

- **Project Assistant at Mercy Corps**

**Feb 2019 - Nov 2020**

- Manage all the operations related to the project implementation with a special focus on procurement, logistics, administration, and expenditure reporting.
- Prepare the procurement plan through collective information and coordination with the project team.
- Tracking and monitoring all procurement processes between the project and Procurement department, and ensuring proper filing of procurement documents.
- Utilize different trackers/ Excel sheets used by the project to follow up on purchase requests and cash advances, and keep them up to date.
- Follow up with all stakeholders involved in any procurement process and expedite the process whenever needed by reporting bottlenecks, and problems to the Program and Procurement Managers.
- Assist the project manager in the preparation of budgets and milestones.
- Implementing Monitoring and Evaluation activities that include, developing survey forms for youth and SMEs within the dairy and olive oil sector.
- Managing the data collection, data analysis, data cleaning, and conducting focus group discussions with vulnerable youth and business owners that are part of our project.
- Led a game theory session for youth to evaluate the impact of employability services on social cohesion between host communities and refugees.
- Participate in creating and finishing baseline assessment of the survey, and train all data collectors, and field researchers for the monitoring and evaluation activities.
- Assist in the development of the project Monitoring and Evaluation plan and its effective and efficient implementation, and ensure it's up to date.

- **Monitoring, Evaluation, Accountability, and Learning Assessor at International Rescue Committee  
Sep 2018 – Jan 2019**

- Conduct high-quality data collection in host communities and camps for monitoring purposes under the supervision of the MEAL unit and support in compiling and analyzing collected data.
- Conduct monitoring field visits for program activities and handle the help desk for compliance by using (ONA, and COMM care) software.
- Ensure proper filing of M&E documents including questionnaires, monitoring reports, and beneficiary data.
- Support in quantitative and qualitative data collection and analysis.

- Support in developing the MEL plan, and updating the MEL plan based on our data results.

- **Supply Chain – Procurement Volunteer at IRC**      **Mar 2018 – July 2018**

- Conduct procurement and logistical arrangements, perform daily procurement actions for the implementation of Program activities such as procurement of equipment, goods, and services, providing all documents on time, and compliance with IRC procurement procedures and rules.
- Preparing and issuing RFQs (request for quotation), offers evaluation, issuing the purchase order (PO) or service contract for the successful bidder, and ensuring the terms and conditions are clearly and maintained.
- Identifying potential suppliers, communicating with suppliers, and completing their registration on the Procurement System (BVA).
- Consistently update the BVA System (ERP system) and the Purchase Request Tracking Sheet (PRTS).

**EDUCATION**

- BA in Industrial Engineering, Jordan University of Science and Technology, Irbid- Jordan, 2017.

**Certifications**

- Certified PMD Pro Level 1 (Project Management for Development Professionals), 2019
- Certificate in Results Measurement using the DCED Standard, 2019
- Certificate from edX in Data Science: R Basics, 2020
- Certificate in Introduction to Data Analysis using Excel authorized by Rice University from Coursera, 2020.

**SKILLS**

- Excellent command of English Language, Writing, reading, and speaking and Native Arabic speaker.
- Excellent research skills, writing, and reporting.
- Planning, time management, and management skills.
- Excellent interpersonal skills including patience, diplomacy, willingness to listen, and respect for colleagues and partners.
- Excellent Experience working with INGOs, Local NGOs, CBOs (different governance)
- Professional in using MS Windows, and MS Office.
- Excellent communication and negotiation skills.
- Negotiations Skills
- Strategic thinking
- Goal-Oriented
- Strong social network
- Excellent project management, and Supply chain management skills.