



Mohammad Gharaibeh

Contact Information

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- July 13, 1993

Education

Bachelor's Degree in **Financial Sciences & Banking**
Yarmouk University,
Jordan, 2015

Languages

Arabic: Mother Tongue
English: Good

Skills

- Procurement Management
- Supplier Relationship Management
- Tender Evaluation
- Documentation Management
- Cost Savings Strategies
- Inventory Control
- Compliance
- Framework Agreements
- Asset Management
- Market Research
- Contractual Agreements
- ERP Systems
- Logistics Reporting
- Vendor Database Management
- Supply Chain Coordination
- Risk Management
- Negotiation Skills
- Data Analysis

Professional Summary

Dedicated procurement professional with a strong background in managing procurement activities, establishing supplier relationships, and ensuring compliance with audit requirements. Skilled in tender evaluation, documentation management, and cost savings strategies. Experienced in asset and inventory management, market research, and contract agreements. Proven track record of optimizing procurement processes and contributing to program success through strategic planning and efficient coordination.

Work Experience

Procurement Officer

Norwegian Refugee Council NRC _ SRO, Jordan
MAR 2025 - Present

- File Management:** Manages setup and maintenance of all procurement filing, electronic and hardcopy, ensuring completeness and accuracy for audit requirements.
- Supplier Identification:** Identifies suitable suppliers, vendors, and contractors in line with NRC guidelines, registering them in the database.
- Tender Preparation:** Prepares Tender Documents and supports Tender Evaluations with a focus on documenting decision-making.
- Reporting:** Submits logistics reports including PR Tracker, Contract Follow-Up, and Vendor Database on a regular basis.
- Inventory and Asset Coordination:** Supported the procurement team by maintaining accurate asset records and assisting in the tracking and management of inventory to ensure compliance with NRC logistics procedures.
- Quote Analysis:** Solicits and gathers quotes, conducts analysis, and compares quotes for decision-making purposes.
- Tender Documents:** Prepares all tender documents and ensures their completeness and accuracy.

Procurement Assistant

CARE International Organization _Syria, Jordan
SEP 2022 - FEB 2025

- Procurement Management:** Plans, develops, and manages all procurement and contracting activities, formulating strategies for daily coordination.
- Purchase Requests:** Assists staff in creating clear purchase requests and cost estimates, conducting market research to stay updated.
- Quote Analysis:** Solicits and gathers quotes, conducts analysis, and compares quotes for decision-making purposes.
- Tender Documents:** Prepares all tender documents and ensures their completeness and accuracy.
- Contractual Agreements:** Overseas consultancy and service agreements, ensuring adherence to contracts and recommending amendments.
- Vendor Onboarding and System Entry:** Prepared vendor setup forms and ensured timely and accurate entry into the procurement system while regularly updating the Approved Vendor List (AVL).
- Supplier Pre-Qualification:** Participated in the pre-qualification process of potential suppliers, supporting due diligence and compliance with internal procurement standards.
- Vendor Relationship Management:** Maintained strong, professional communication with vendors and service providers to ensure consistent quality and adherence to procurement guidelines.
- Market Survey and Supplier Evaluation:** Conducted market research to identify new vendors and assisted in evaluating supplier performance for AVL inclusion decisions.

References

Available upon request

Logistics & Procurement Assistant

International Organization for Migration (IOM), Jordan

January 2017 – July 2022

- **Procurement Coordination:** Managed national and international procurement of goods, services, and works while ensuring compliance with organizational policies.
- **Inventory & Asset Management:** Oversaw stock tracking, asset movement, and inventory labeling to maintain accurate records and operational efficiency.
- **Vendor & Contract Management:** Maintained supplier databases, negotiated contracts, and ensured timely vendor payments and performance evaluations.
- **Warehouse & Logistics Operations:** Supervised warehouse activities, coordinated shipments, and ensured smooth storage and distribution of office and medical supplies.
- **Administrative & Compliance Support:** Prepared purchase requests, payment documents, and procurement reports while ensuring adherence to procurement regulations.

Customer Service Representative (CSR)

Extensya, Jordan

November 2015 – January 2017

- **Customer Support & Issue Resolution:** Handled inbound and outbound calls, addressing customer inquiries and resolving issues efficiently.
- **Shipment Scheduling & Coordination:** Assisted Aramex customers in scheduling deliveries, tracking shipments, and resolving delivery concerns.
- **Technical Support & Complaint Management:** Managed Zain KSA customer complaints, escalated technical issues, and ensured prompt resolution.
- **Service Activation & Account Management:** Processed package activations, registered accounts, and provided troubleshooting support for GOBX customers.
- **Multilingual Communication:** Delivered customer service in both Arabic and English through calls and emails, ensuring clear and effective communication.

Volunteerism And Membership

- **Founder of University Culture Club,** Yarmouk University June 2014 / Jordan Irbid
- **Assistant Director of a Founding Committee /** Museum of the Early Jordanian Personalities Mar 2013 / Jordan Irbid
- **Member of Al Jamieh Charity _** May 2015 to Apr 2017 / Jordan Irbid
- **Volunteer Work /** Al Hussein Camps for Building and Volunteerism/Higher Youth Council (2007-7-20 to 2007-7-27)
- **Volunteer Work from the Rangers & Challenge Camp /** Higher Youth Council (2010-7-10 to 2010-7-15).
- **Member of Irbid Youth Model Center** (2007-5 to 2011-2).
- **Member of the school Parliament** in 2009.
- **Member of the School Team Scouts** 2009 / 2010.
- **Internship at the UN - ENJAZ** on Project Planning training course for 3 days (Amman – Ayaas Hotel) June 2016.
- **Administrative Assistant** of Project "I am my voice" to revive the songs of Jordan popular heritage JULY 2018

Achievements and Awards

Achievements in CARE

- Automation Reminder for Consultant Contracts and payments & Quantity "GRN" (Due Date Reminder)
- Statistical Report for Vendor Databases in quarterly bases
- Improving the Vendor Set-Up Process by using new form and SOPs
- Improving Procurement plan function to save the time and to apply the cost saving

Achievements in IOM

- Creating new Stocking System
- Improving the administration system for premises Maintenance and issuing new SOPs
- New system for PR Requests with statistical reports
- Improving Assets system

Achievements in Extensya

- Achieve best upselling for six months in respective

Courses And Certifications

Logistics and Supply Chain Management

Skills Gained: Enhanced knowledge in logistics and supply chain management, learned effective strategies for optimizing supply chains, and gained insights into humanitarian supply chain management.

Mission, Vision and Values Impact on Financial Performance | Yarmouk University | **July 2015**

Skills Gained: Conducted research on the impact of mission, vision, and values on financial performance, developed analytical skills, and gained a deeper understanding of organizational strategies.

Essential Life Skills Certificate | Irbid Youth Center | **August 4-7, 2008**

Skills Gained: Acquired essential life skills, developed communication and interpersonal skills, and learned effective time management techniques.

Lifetime Project | EJNAJ | **Academic Year 2009**

Skills Gained: Participated in creating economic opportunities for Jordanian youth, developed project management skills, and gained insights into entrepreneurship.

We Leaders of Tomorrow | ENJAZ Company | **Academic Year 2015/2016**

Skills Gained: Developed leadership skills, learned effective team management strategies, and gained insights into youth empowerment initiatives.

I am Involved | National Democratic Institute (NDI) | **Academic Year 2014/2015**

Skills Gained: Participated in civic engagement initiatives, developed advocacy skills, and gained knowledge of democratic processes.

Ranger Medal | Parachutist Battalion 81 | **July 16, 2010**

Skills Gained: Received security and safety certification, learned military discipline, and acquired physical fitness training.

BESAFE UN Certificate | **February 2019**

Skills Gained: Acquired knowledge of UN safety protocols, learned emergency response procedures, and developed crisis management skills.

Ethics Certificate | **May 2017**

Skills Gained: Enhanced understanding of ethical principles, learned ethical decision-making processes, and gained insights into professional conduct.

Data Protection Certificate | **June 2021**

Skills Gained: Acquired knowledge of data protection laws, learned data security best practices, and developed skills in safeguarding sensitive information.

Advance Excel Training | **November 2022**

Skills Gained: Enhanced proficiency in Excel, learned advanced data analysis techniques, and gained skills in creating complex spreadsheets.

SPEEXX English Language | **May 2023**

Skills Gained: Improved English language proficiency, developed communication skills, and gained confidence in speaking and writing in English.

Import and Export Training (Shipments) | **December 2023**

Skills Gained: Acquired knowledge of import and export processes, learned about international trade regulations, and gained insights into logistics management.

IT Cyber-Security and Safety Certificate | **June 2024**

Skills Gained: Enhanced understanding of cyber-security threats, learned data protection strategies, and gained skills in safeguarding digital assets.

USAID Procurement | **September 2024**

Skills Gained: Acquired knowledge of procurement processes, learned about USAID regulations, and gained insights into international development projects.