MOHAMED HAROUN

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**LINKS** [LinkedIn](https://www.linkedin.com/in/mohamed-haroun-6a386195): https://www.linkedin.com/in/mohamed-haroun-6a386195/

PROFILE A professional Supply chain and Inventory coordinator with over 4 years of professional experience in supplier, service provider and vendor management, logistics coordination, purchase of oil and gas industry equipment and materials, document control and management, process improvement and procedure optimization. Experienced working in a collaborative environment, within a team, or with non to minimal supervision, utilizing

problem-solving, prioritization and adaptability skills to achieve assigned tasks and duties within the desired timelines. Highly organized and capable of overseeing multiple projects at once. Motivated, innovative, and ready to join and support your team.

**EMPLOYMENT HISTORY**

Feb 2020 — Oct 2023 Supply chain Coordinator, Barik Group Muscat, Oman

* Developed and implemented procurement policies and procedures for supplier selection criteria ensuring compliance with operations and budget requirements.
* Created and implemented a system for tracking and monitoring project-related inventory and stock of materials issued and received, resulting in the timely and efficient completion of projects and operations.
* Collaborated with the operations and quality control teams to streamline the supplier onboarding process, reducing onboarding time by 20%.
* Assisted new suppliers in completing necessary documentation and trained them on the company's onboarding procedures, ensuring compliance with company guidelines and regulations throughout the process.

Nov 2018 — Feb 2020 Projects and Procurement Coordinator, Barik Group Muscat, Oman

* Maintained an organized electronic and physical filing system for procurement and logistics documents, improving accessibility, efficiency and ease of access by internal stakeholders, utilizing internal Enterprise Resource Planning system ERP.
* Regularly audited and updated supplier records in the company's database, ensuring accuracy and compliance with procedures of internal and external lead auditors.
* Contributed to the development of standard operating procedures to optimize procurement process of RIDE rig escape system and improved efficiency by suggesting and implementing changes in workflow procedure which lead to meeting tight deadlines.
* Maintained open communication channels to align procurement practices with project timelines and budgets, collaborating with projects and external stakeholders’ teams.

Nov 2011 — Nov 2018 Field Operations Engineer, SOLTEX Muscat, Oman

* Liaising with maintenance and engineering departments to design maintenance plans for site equipment
* Pre-order consumables and coordinate with logistics, supply chain and purchase departments to conduct equipment readiness.
* Design and implementation of Rig up/down plans for the well test and sand management system equipment and to ensure they comply with the operation’s requirements.

**EDUCATION**

Nov 2004 — Sep 2011 Bachelor's degree, Sudan University of Science and Technology Khartoum, Sudan

**SKILLS** Microsoft Excel

Adaptability Communication Skills Time Management Organization

Independent Attention to details Problem Solving Team Player

ERP Systems

**REFERENCES** References available upon request.