



# MERID GEBREKIDAN

## CONTACT

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## WEBSITES, PORTFOLIOS, PROFILES

- [https://www.linkedin.com/in/merid-gebrekidan-346ba016a/?lipi=urn%3Ali%3Apage%3Ad\\_flagship3\\_feed%3BsIJ3Ev4RRN%2B92VyWryJiBA%3D%3D](https://www.linkedin.com/in/merid-gebrekidan-346ba016a/?lipi=urn%3Ali%3Apage%3Ad_flagship3_feed%3BsIJ3Ev4RRN%2B92VyWryJiBA%3D%3D)

## EDUCATION

January 2021

MA Public Procurement And Asset management: Pulic Procurement And Asset Managment

### ETHIOPIAN CIVIL SERVICE

**UNIVERSITY**, Addis Ababa, Ethiopia

MA courses in Public procurement and asset management

- Design and modernize PPAM systems;
- Provide relevant information for the amendment of PPAM policies and procedures;
- Apply PPAM rules and regulations effectively to achieve good governance;
- Prepare and manage procurement plans with a Spend Analysis Report;
- Apply tax and customs-related procedures for international procurement;
- Manage to design and implement

## PROFESSIONAL SUMMARY

Seasoned professional with extensive experience in procurement and supply chain management. Demonstrated commitment to timely and quality delivery of goods and services to various organizations and programs. Currently a Supply Assistant at UNHCR in Shire, Ethiopia, playing a key role in supporting supply chain activities, including warehouse management, custom clearance, and vendor assessment. Dedicated to maintaining accurate records, preparing purchase requests, and assisting in the procurement process for smooth operations. Successfully managed procurement functions at Plan International in Gambella, processing purchase orders exceeding \$8,000,000 and ensuring transparent transactions. Honed skills in procurement, market assessments, and contract management at Danish Refugee Council in Dimma Gambella, ensuring compliance with donor procedures. Negotiated with suppliers, prepared procurement reports, and supported reconciliation between property, procurement, and finance departments at CARE International in Diredawa. My background includes serving as a Supply Officer at Ethiopian Construction Corporation, developing supplier relationships and optimizing supply levels to meet organizational needs.

## SKILLS

- Teamwork
- Problem-Solving
- Leadership
- Purchasing strategy
- Warehouse Operations
- Materials Handling
- Supply Chain Optimization
- Supplier negotiation
- Demand forecasting

## WORK HISTORY

February 2023

### Supply Assistant, *UNHCR*, Shire, Ethiopia

- I excelled in supporting supply chain activities in adherence to rules and procedures, ensuring timely and high-quality delivery of goods and services to persons of concern
- I played a vital role in warehouse management, customs clearance processes, drafting exemption requests, coordinating goods and services deliveries, and providing updates on request statuses and supply chain item availability
- I maintained accurate and detailed records of supply activities, generating periodic reports as required
- Additionally, I assisted in preparing purchase requests, quotation

management strategies for public assets, including intellectual property per government Directive;

- Manage supply chain and logistics in a public organization;
- Conduct feasibility study for public projects and design resource flow for the execution of the project;
- Apply civil service ethics in the performance of his/her duty.
- To undertake scientific research within the purview of PPAM

January 2013

Management BA: Management  
**Bahirdar University**, Ethiopia,  
Addis Ababa

## LANGUAGES

**English:**

## CERTIFICATIONS

- CPDW - Certified Professional in Distribution and Warehousing
- BSAFE -UNDSS Sep 2023
- Certified [prevention of procurement fraud], UNHCR - 2023
- Procurement at UNICEF Training - [UNICEF]
- successful communication by LinkedIn learning 2023
- prevention and response to sexual exploitation from UNHCR.
- Supply chain professional management professional certificate, European Open University January 2024
- Procurement Ethics {UNHCR - [2023]}

requests, and tenders, as well as producing bid-tabulations and purchase orders for approval

- I effectively dispatched approved Purchase Orders and monitored the delivery of ordered commodities and services
- I contributed to the production of standard asset management reports and maintained vendor and item master databases
- I ensured accurate data entry in relevant business systems and compiled statistical information to support decision-making in supply chain operations.

April 2021 - February 2023

**Procurement officer, *PLAN INTERNATIONAL***, Gambella, Ethiopia

- My achievements as Emergency Procurement officer include successfully sourcing products for scholastic, construction, shelter, dignity kits, electro mechanical, plumbing, playing materials for CFS and YFS including collecting quotations, and executing purchase transactions at the Gambella field office
- I ensured that all purchased items and services met the specified requirements and handled their delivery to the Program Area office
- I processed various purchase orders totaling over \$8,000,000 from programs such as DANIDA, SUNWASH, ECHO, UNICEF, and UNHCR at the Gambella field office
- Additionally, I gathered information on suppliers and market conditions, reporting supplier details, product lists, and price lists to the supply manager
- I conducted transparent transactions, purchasing, and delivery of goods and services within agreed lead times while maintaining proper documentation
- I received requests for goods and services, ensuring their compliance before processing them further procurement
- Moreover, I advised requestors on product descriptions, specifications, prices, lead times, and availability, promoting standardization, value for money, and economy of scale
- I collected quotations according to the Procurement Guideline, forwarded them to my supervisor, and promptly reported any sourcing difficulties to supply manager
- I arranged transportation from suppliers to the office/warehouse as needed
- Additionally, I prepared comparative bid analysis for tender bids, took minutes, and reported outcomes to the Tendering Committee
- Also, I handled all payments and cash advances with legal VAT receipts on a daily basis.

February 2020 - March 2021

**Supply Chain - Procurement, *DANISH REFUGEE COUNCIL DRC***, Dimma Gambella, Ethiopia

- My achievements as Procurement – Supply Officer include overseeing all procurement functions, purchasing, and contracting for the DRC Gambella Dima refugee field office while strictly adhering to donor and organization's procurement procedures
- I successfully managed and finalized over 360 purchase orders totaling

more than \$20,000,000 funded by donors like DANIDA, UNHCR, WFP, and EU for the Dima refugee field office, all meticulously recorded in the ERP system

- I collaborated with technical experts to ensure accurate specifications, provided necessary samples, and verified the completeness and correctness of deliverables according to contract terms
- I conducted formal and informal market assessments to support program needs effectively and efficiently by providing specifications and estimated prices for raising requests
- Additionally, I monitored all orders, purchases, and deliveries by sharing monthly procurement and contracts tracker reports, along with weekly and monthly status updates with the Team Leader
- I ensured that all procurement processes for goods, works, and services were in line with the DRC Operations Handbook
- I communicated updates on expected deliveries promptly with warehouse staff, including purchase orders and waybills
- Furthermore, I assisted in the induction, training, and capacity building of new and junior procurement staff members
- I guaranteed the understanding and adherence to all donor-specific procurement rules and policies
- I have optimized logistics operations for cost-effectiveness by establishing longer-term supply contracts by identifying repeatedly requested consumable materials maintaining procurement reports, tracking systems, and ensuring well-organized files archived on one drive
- Moreover, I prepared all procurement files for submission to finance for payment, diligently followed up, and informed suppliers about payments accordingly by insuring as per ERP supply chain processes of the organization (Danish Refugee council).

February 2019 - August 2019

**Procurement Officer, CARE INTERNATIONAL**, Diredawa, Ethiopia

- My accomplishments at CARE International include procuring goods and services in compliance with organization and donor policies and procedures
- I have been responsible for preparing comprehensive weekly, monthly, and quarterly procurement status reports for all purchases made
- I have successfully negotiated with suppliers to secure the best terms of service, covering aspects such as price, delivery, payments, and after-sales service
- I actively supported the quarterly reconciliation process between property, procurement, and finance departments
- When faced with non-standard or unusual requests, I assessed requester requirements, proposed best-value solution options, and collaborated with other Procurement team members to ensure appropriate goods or services were procured
- I meticulously reviewed receiving of online/offline purchase requisitions for the CARE team, verifying all information, including charging instructions
- I compiled a Summary of Bid Analysis (SBA) and generated online/offline purchase orders, prioritizing high-quality products or

services regardless of price

- I ensured that Good Receiving Notes (GRNs) were completed and provided all necessary supporting documents to the Logistics Officer (warehouse) for registration in the Assets Master Register
- Moreover, I made sure that Purchase Requests (PR), Purchase Orders (PO), and SBAs were duly signed and approved by the authorized personnel.

January 2013 - April 2018

**SUPPLY OFFICER, *Ethiopian Construction Corporation*, Ethiopia (Remote)**

- As an accomplished professional at the Ethiopian Construction Corporation, I successfully formulated purchase orders and provided regular status reports
- I played a key role in assisting with proposal design, procurement, and project bidding processes
- Additionally, I developed bid evaluation forms and collaborated with Company field offices on contract management
- I also provided short-term technical assistance and market research skills when needed
- Reduced order processing time with effective communication between suppliers and internal departments.
- Furthermore, I successfully negotiated contracts to secure favourable pricing and delivery terms
- My responsibilities also included reviewing files, records, and other documents to gather essential business information for bid development
- I effectively managed bid processes, maintained strong supplier relationships, prepared standard bid documents, and developed a comprehensive vendor database.
- Negotiated contracts with vendors, achieving significant cost savings for the organization
- Oversaw quality control processes, ensuring all incoming materials met organizational standards before distribution or use.

## **ACCOMPLISHMENTS**

- Achieved [*timely and quality delivery emergency humanitarian goods and services to various programs at UNHCR .* ] by completing [emergency supply distribution and procurement task ] with accuracy and efficiency.
- Collaborated with team of [program teams at Plan International ] in the development of [Procurement plan].
- Supervised team of [partners accomplishment of procurement UNHCR funded ] .
- Achieved [various procurement task of DRC] by completing [more than \$35 million value procurement tasks ] with accuracy and efficiency. with in quarter budget year.

## **AFFILIATIONS**

- Ethiopian public procurement professional association member

## **READING ,HICKING, FOOT BALL**

my hoboos and interest