**Summary of Skills**



* Computer Proficient
* Domestic and International Acquisition/Procurement/Contracting
* Contract/Project Management

**Work Experience**



* August 2011 to November 1, 2015 – Procurement Supervisor at the General Services Office of the U.S. Embassy – Baghdad, Iraq.
* June 2010 to August 2011 – Procurement Supervisor at the General Services Office of the U.S. Embassy – Muscat, Oman.
* October 2002 to June 2010 – Purchasing/Travel Agent, Procurement Supervisor at the General Services Office of the U.S. Embassy – Dushanbe, Tajikistan

Major Duties and Responsibilities:

* Acquisition/Procurement/Contract Solicitation/Contract Administration
* Assigns procurement actions to procurement personnel and makes recommendations on the best method of acquisition;
* Assists the U.S. Government Contracting Officer in preparation and issuance of solicitations/contracts for acquisition of supplies and services required by the U.S. Mission;
* Maintains administration and ordering process on contracts and agreements issued by the Office of Acquisition Management;
* Reviews procurement requests for completeness and provision of necessary technical information, conferring with the originator if necessary;
* Prepares purchase orders, delivery and task orders on established indefinite delivery vehicles and blanket purchase agreements;
* Prepares solicitations/contracts for various services including construction projects on the basis of the U.S. Government’s commercial and uniform contract formats/models; recommends service schedules – performance and pricing methods, evaluation factors corresponding to marketplace’s availability, responsiveness and practicality;
* Prepares a competitive price/cost analysis inclusive cost comparison to the independent government cost estimate;
* Assists with evaluation of technical proposals to ensure offered proposals’ completeness and acceptability of the U.S. Government’s terms and conditions;
* For overseas purchases, applies to the procurement library, the U.S. General Services Administration, Global Supply, MAS Federal Supply Schedules, the government mandated sources, open market sources available to supply the required product specifications and further ensures delivery within reasonable time-frames;
* Maintains post records relating to purchases, files, acquisition documents and correspondence in accordance with procurement filing procedures;
* Reports to the Contracting Officer status of all requisitions, orders, contracts placed by the procurement personnel;
* Follows up tracking record of shipments originated in the United States or in other countries en route to the final destination point;
* Assists procurement personnel to obtain familiarization with the Federal Acquisition Regulations and U.S. Government Acquisition Policies to perform procurement and contracting activities;
* To act as the Contracting Officer’s authorized representative to assist in the technical monitoring and administration of a contract, define project requirements and develop a performance work statement for the project;
* Initiate, develop, and provide to the contracting official a complete and approved procurement request package (PRP); obtain certification of the availability of sufficient funding; and
* Draft appropriate justification for other than full and open competitive acquisitions.
* Duties also include serving as chairperson of the technical evaluation panel and assisting the contracting officer during discussions/negotiations with potential contractors.
* After awarding of the contract, responsible for making the contracting officer aware of any performance or schedule failures by the contractor; resolving technical issues arising under the contract; notifying the contracting officer in writing of any needed changes in the performance work statement; reviewing and pre-approving the contractor’s vouchers or invoices; and assisting in contract closeout by informing the contracting officer when the work has been completed.

**Education**

* Tajik State National University – September 1992 to June 1997 – Dushanbe, Tajikistan

Major: Journalism/Translation

High School Diploma

* Tajik State National University – September 2002 to June 2009 – Dushanbe, Tajikistan

Major: Finance/Economics

High School Diploma

* Foreign Service Institute (FSI) – Arlington, VA, 22204, USA – From 2006 to 2011

Major: U.S. Government Acquisitions/Procurement/Contracting Courses – Certificates

**Language Proficiency**

* English – Fluent/Advanced
* Russian – Fluent/Advanced
* Arabic – Threshold/Intermediate
* Persian – Upper Intermediate
* Tajik – Fluent/Native

**Computer Proficiency**

* Operating System: Windows – MS Word, Excel, Outlook, Access
* U.S. Government’s applied software applications for acquisitions of supplies/services

**Driving License**

* issued by Royal Oman Police, Directorate General of Traffic in Muscat, Sultanate of Oman; Driving License



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