

CURRICULUM VITAE

UMARU SHERIFF

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ABOUT ME

I am a University graduate with Bachelor of Science Honors in **Accounting and Finance Second Class, Second Division** from Njala University. With a wealth of experience gained in **Finance, Administration, Inventory Management, Logistics and Supply Chain Management** while working for organizations like **WHO/STV EBOVAC Sierra Leone Project , District Health Management Team Kambia (DHMT)**. Over the years have equipped me with the ability to deliver efficiently and work under pressure to meet deadlines.

I am highly effective and efficient Person that hold on the Following Values:

Humility: I see and Relate with any Organization as the Essence of my corporate being.

Empathy: I always put myself in the position of other people.

Integrity: I am transparent in my relationship with other people and I pay more attention to details.

Team Player: I am an effective team player with demonstrated and verifiable result-oriented nature track record.

Self-Starter: I can work independently, pitch and manage my own mini-projects, and meet deadlines.

Creative: I love doing things differently, seeking to delight and inspire my audience.

Attention to Detailed: I have the ability to accomplish or complete a task while demonstrating a thorough concern for all areas involved, no matter how small.

Resilience: I evoke my expertise spirit to excel in all challenging situation. I am highly motivated and able to take the lead in the achievement of an organization's vision and mission. Further More, I am Dependable, Trustworthy, Resourceful, Multi_Tasker, Compassionate, Results-Driven, Energetic, Flexible and Work-in-progress Person.

EDUCATIONAL BACKGROUND

Year: 2016 - 2020

Institution: Njala University

Certificate: BSc (Hons) In Accounting and Finance

WORK EXPERIENCES

ORGANIZATION: WHO STV / EBOVAC SIERRA LEONE CLINICAL TRIAL
PERIOD: SEPTEMBER 2022 To Date.
POSITION: SUPPLY OFFICER

KEY RESPONSIBILITIES;

- Responsible to receive all items and shipments for EBOVAC/PREVAC projects at the Depot in Kambia
- Ensure that all received items are well recorded, stored and relevant end users are notified in good time of the arrivals.
- Track and advice on items issuance to end users. Ensure stores are kept organized and all movement of goods insides and outsides the stores are authorized and properly documented
- Produce fortnightly stock reports and present these during the procurement and fortnightly meetings held on every other Thursday and share the same with the senior Logistics officer & EBOVAC operational Manager.
- Ensure that minimum stock levels and stock re-order levels are closely monitored to advice on timely ordering to avoid stock outs.
- Ensure that all items in the depot are always tracked by FIFO, temperature requirements and expiry dates.
- Assist in managing the assets of EBOVAC/PREVAC offices; undertake physical verification of the assets to ensure that the listed assets corresponds with the physical assets on a monthly basis. Advice on removal of derelict / worn out assets from the list.
- Always ensured the safety of the Kambia Depot.
- Ensure Kambia Depot is Kept Organized and clean
- Ensure that all the equipment installed in the depot are always properly functional and if any is faulty inform the senior logistics officer to take necessary steps to have repairs made within the shortest possible times. And ensure that all repairs/works are completed and paid for in a timely manner
- Manage and maintain accurate filling system with documented and supporting records of action for audit purposes
- Be flexible and manage time accordingly to be prepared to tackled other ad-hoc tasks as requested.
- Report to senior Logistics Officer

ORGANIZATION: DISTRICT HEALTH MANAGEMENT TEAM (DHMT) KAMBIA.

PERIOD: 2020 ____ JULY, 2022

POSITION: LOGISTICS AND TRANSPORT OFFICER- ASSISTANT

KEY RESPONSIBILITIES;

- Assist in Ensuring that LMIS is fully functional and operational at the District Medical Stores (DMS), district hospitals and PHUs
- Assist in Equitable and timely distribution of drugs and medical supplies is maintained and no stock-out in all the PHUs and hospitals (at least tracer drugs)
- Assist in Quality LMIS reports generated on time from all district PHUs, district hospitals and DMSs and submitted monthly to the CMS
- Assist in Facilitates the training of logistics management to PHUs and EVD pillars
- Assist in Collaborate with other departments, national and health partners to ensure good logistics managements system.
- Assist in Maintain supply chain inventory and records to ensure processes meet legal requirements and standards.
- Prepare minutes and agenda for District FHC Steering Group meetings
- Prepare monthly reports for the DMSs, CMS and documenting all that has been done
- Assist in Receiving of all medical supplies including donations and prepares distribution matrix with the attention of FICO, DMO and CMS and facilitate supplies to health facilities.
- Ensures effective tracking management of DHMT assets and establishment of comprehensive inventory of fixed assets and frequently updating the fixed assets registered.
- Assist in Ensuring timely vehicle maintenance, transport information/log, fuel supply and allocation of vehicles/drivers
- Ensure office generators,are in good working conditions and also ensures timely action for maintenance of all DHMT generators when necessary.
- Supervise the maintenance company to ensure proper maintenance of buildings and equipment through timely action to repair faults and damages
- Responsible for Fleet,office and Fuel Management
- Supervise DHMT drivers and all vehicles and tasks assigned to drivers, support report on drivers performance
- Responsible for Transport and arrangement of all travelling of senior staffs for training,meetings and workshops within and outside the District
- Assist in Maintaining log-sheet of staff presence, movements and schedules for R&R/leave for staff members in the district and consolidate it every week for the attention of Human Resources Office in Freetown.

SKILLS;

- Accounting Skills
- Store and Inventory Management Skills
- Logistics and Transport Skills
- Supply Chain Management Skills
- Fuel and fleet Management Skills
- Office and Asset Management Skills
- Solutions-Oriented and Results Driven Skills
- Ability to work independently and as part of a team.
- Analytical and Problem Solving Skills
- Strong Verbal and Written Communication Skills.
- Excellent Computer Proficiency in MS word, excel, power point, publisher Also Familiar with Some Accounting Software's, such as Quick Books, Sage and outlook.

TRAININGS & WORKSHOPS ATTENDED

- Budget Preparation
- Cash Flow Management
- Related Accounting Standards
- Leadership & Management
- Public & Private Accounting Information Systems
- Financial Reporting & Analysis Information Systems
- Generally Acceptable Accounting Principles (GAAP)
- Medical Logistics
- Logistics And Transport
- Public Health Supply Chain Management
- Logistics Management Information System (LMIS)
- Store and Inventory Management
- Vehicle Maintenance and Fuel Management
- Asset and Office Management

HOBBIES & INTERESTS During My Leisure Time I Enjoy the Followings:

- Reading Books
- Reading News Paper.
- Listening to Radio
- Playing Football and Watching Local / International Football Matches
- Coaching and Mentoring
- Socializing

REFEREES;

1. Mr. Bockarie Idriss **Senior Administrator EBOVAC Salone** bockarie.idriss@usl.edu.sl
2. Mr. Saidu Tejan-**District Logistics Officer (DHMT)** .Contacts: [+23276718535](tel:+23276718535)-saidutejan@ymail.com
3. Mr. Sualiho Vamunya Sheriff – **Director & Head of Department Njala University Bo Campus.**
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