

MUKHTAR MAHAMED OMER

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APPLICATION LETTER – LOGISTICS CONSULTANT

Date: 28 October 2026

To: Hiring Committee, World Food Programme (WFP)

Position: Logistics Consultant

Duty Station: Jigjiga, Ethiopia

Dear Hiring Committee,

I am writing to apply for the Logistics Consultant position with the World Food Programme (WFP) in Jigjiga. I hold a Master of Science (MSc) and a Bachelor of Arts (BA) in Accounting and Finance from Jigjiga University. My current experience as a Convoy Leader through CTG, supporting WFP humanitarian operations, has provided me with practical experience in fleet coordination, transport planning, fuel monitoring, operational reporting, and resource accountability.

In my current role, I coordinate humanitarian truck movements, monitor delivery progress, prepare waybills and delivery documentation, and report vehicle breakdowns, delays, and other operational challenges. I work closely with drivers, warehouse teams, security personnel, and relevant stakeholders to facilitate safe and timely deliveries. I also identify and report vehicle maintenance requirements, coordinate requests for mechanic support, monitor fuel requirements and consumption, and communicate operational issues to the relevant focal persons.

My academic background strengthens my skills in recordkeeping, data analysis, reporting, and resource monitoring. I am proficient in Microsoft Excel, Word, PowerPoint, SPSS, QuickBooks, and Peachtree Accounting. I understand the importance of vehicle performance monitoring, preventive maintenance, timely repairs, spare-parts availability, and accurate fleet records in supporting reliable and cost-effective operations.

I am confident that my humanitarian field experience, analytical skills, and commitment to safety, accountability, and operational efficiency would enable me to contribute positively to WFP's logistics and fleet operations. I would welcome the opportunity to apply my practical experience while continuing to develop my knowledge of WFP's fleet management procedures.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this position.

Yours sincerely,
Mukhtar Mahamed Omer

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CURRICULUM VITAE – LOGISTICS CONSULTANT

PROFESSIONAL PROFILE

Humanitarian logistics and fleet operations professional currently working as a Convoy Leader through CTG in support of the World Food Programme (WFP). Experienced in convoy coordination, truck movements, transport planning, fuel monitoring, delivery documentation, operational reporting, and vehicle breakdown reporting. Familiar with communicating maintenance requirements and coordinating mechanic-support requests. Holds an MSc and BA in Accounting and Finance from Jigjiga University, with skills in data analysis, recordkeeping, resource monitoring, and accountability.

CORE COMPETENCIES

- Fleet operations, truck movement coordination, routing, scheduling, and convoy planning
- Vehicle performance monitoring, breakdown reporting, and maintenance follow-up
- Fuel estimation, consumption monitoring, and reporting
- Waybills, delivery notes, incident reports, and post-mission reports
- Operational records, resource accountability, data management, and analysis
- Coordination with drivers, transporters, warehouse teams, security personnel, and stakeholders
- Safety, security, compliance, and operational problem-solving

PROFESSIONAL EXPERIENCE

Convoy Leader – CTG, Supporting the World Food Programme (WFP)

Jigjiga / Somali Region, Ethiopia | Current

- Coordinate humanitarian truck convoys and field movements to support safe and timely delivery of food and non-food items.
- Support vehicle routing, movement planning, scheduling, and coordination with drivers and operational teams.
- Monitor truck movements, delivery progress, vehicle status, and operational challenges.
- Identify and report mechanical problems, tyre punctures, and damaged vehicle components; communicate maintenance needs and requests for mechanic support.
- Estimate fuel requirements, verify availability before dispatch, monitor consumption, and report fuel shortages and usage.
- Prepare and check waybills, delivery notes, incident reports, and post-mission reports.
- Coordinate with warehouse teams, security personnel, local authorities, and other stakeholders to address operational challenges.
- Report road-access constraints, weather disruptions, delivery delays, and vehicle breakdowns; follow applicable safety, security, and accountability procedures.

College Instructor – Accounting and Finance (Part-time)

Eastern Africa / Eastern College, Ethiopia | 2025

- Delivered instruction in Accounting and Finance subjects.
- Prepared learning materials and supported student assessment.

Teacher – Omer Bin Khadab School

Jigjiga, Ethiopia | September 2023 – September 2025

- Planned lessons, delivered classroom instruction, assessed student progress, and maintained records.

Teacher – Omer Bin Khadab School

Jigjiga, Ethiopia | September 2020 – September 2022

- Delivered lessons, supported student learning, and maintained educational records.

EDUCATION

Master of Science (MSc) in Accounting and Finance

Jigjiga University, Ethiopia | Graduation year: [2024]

Bachelor of Arts (BA) in Accounting and Finance

Jigjiga University, Ethiopia | 2022

COMPUTER AND TECHNICAL SKILLS

Microsoft Excel (formulas, data organization, and PivotTables); Microsoft Word and PowerPoint; SPSS; QuickBooks; Peachtree Accounting; fleet movement documentation; operational reporting; fuel monitoring; data recording; and resource tracking.

TRAINING AND CERTIFICATES

- UN BSAFE
- Safeguarding Essentials
- UNHCR Prevention of Sexual Exploitation and Abuse (PSEA)
- Field Equality, Diversity and Inclusion
- International Financial Reporting Standards (IFRS) Training – Jigjiga University
- Introduction to Data Analytics in Google Cloud – Coursera
- Advanced Computer Applications

LANGUAGES

Somali – Excellent | English – Excellent | Amharic –Very good | Arabic – Good

DRIVING LICENCE: Second-Level Ethiopian Driving Licence

PROFESSIONAL REFERENCES

Krismir Roso – WFP Fleet Manager | +251 903 942 778

Mohamed Husen – WFP Assistant Logistics | +251 920 825 866

Asad Yusuf – CTG Human Resources | +251915152709

