

RIAK MAWUT ANGUI ATEM

Finance & Logistics Professional | Humanitarian Operations | South Sudan

LOCATION	PHONE	EMAIL	NATIONALITY	DOB
Muniki, Juba, South Sudan	+211 922 950 783	Riakmawut68@gmail.com	South Sudanese	19 February 2003

PROFESSIONAL SUMMARY

Results-driven Finance and Logistics professional with over 2.5 years of progressive experience supporting humanitarian health programmes in South Sudan. Demonstrates proven expertise in end-to-end financial management, procurement cycle administration, supply chain coordination, and inventory control within donor-funded and NGO operational environments. Experienced in upholding strict accountability standards, donor compliance frameworks, and audit-ready documentation practices. Adept at deploying QuickBooks, ERPs and advanced Excel-based systems to drive operational efficiency and transparent reporting. Recognised for meticulous attention to detail, sound judgement under pressure, and the ability to collaborate effectively within multidisciplinary humanitarian teams. Committed to leveraging financial acumen and logistics expertise to strengthen programme delivery and maximise impact.

CORE COMPETENCIES

Financial Management & Accounting

- Financial documentation, voucher preparation & audit-ready recordkeeping
- Accounts payable/receivable processing & reconciliation
- Invoice verification against POs, delivery notes & contracts
- Bank reconciliation, petty cash control & expenditure tracking
- QuickBooks: journal entries, ledger posting, trial balance & reporting

Logistics & Inventory Management

- Inventory control: stock intake, issuance, reconciliation & bin card systems
- Warehouse operations, expiry monitoring & stock movement tracking
- Logistics coordination: transport, dispatch & delivery confirmation
- Supply chain optimisation & critical stock replenishment planning

Procurement & Supply Chain

- Full procurement cycle: RFQ, RFP, tendering & bid evaluation
- Strategic sourcing, supplier selection & vendor relationship management
- PO processing, contract administration & compliance assurance
- Procurement planning aligned to operational and donor requirements

Technical & Administrative Skills

- Advanced Microsoft Excel: dashboards, tracking systems & data analysis
- Microsoft Office Suite (Word, PowerPoint, Outlook)
- Computerised accounting & procurement documentation platforms
- Document control, office administration & operational reporting
- Valid Driver's Licence: Categories A, B, C, D1, D, E & T

PROFESSIONAL EXPERIENCE

Logistics & Administrative Assistant

Mayar Medical Centre | Juba, South Sudan

July 2025 – April 2026

- Managed the full procurement cycle for medical and non-medical supplies — including RFQ preparation, supplier coordination, competitive bid evaluation, and purchase order processing — in strict compliance with internal controls and organisational standards.
- Coordinated end-to-end logistics for pharmaceuticals, medical equipment, and consumables, ensuring timely and accurate delivery to sustain uninterrupted healthcare service delivery.
- Maintained robust inventory management systems for pharmaceuticals, medical consumables, and general supplies, including real-time stock tracking, periodic reconciliation, and expiry date monitoring to prevent waste and stockouts.
- Oversaw warehouse operations and storage best practices, ensuring proper handling, systematic organisation, and full accountability of all medical and non-medical stock.
- Verified supplier invoices against purchase orders, delivery notes, and contracts, ensuring 100% accuracy and donor compliance prior to payment authorisation.
- Prepared payment vouchers and maintained comprehensive financial documentation to support transparent recordkeeping, operational audits, and donor reporting requirements.
- Supported financial operations including petty cash management, expenditure tracking, and accounting processes using QuickBooks and Excel-based financial tools.
- Maintained and regularly updated supplier databases; monitored vendor performance to ensure reliability, cost-effectiveness, and sustained service quality.
- Conducted consumption trend analysis to inform procurement planning and prevent critical stockouts of essential medical supplies.
- Designed and maintained Excel-based tracking tools for inventory management, procurement activity, and financial data reporting, improving data accessibility for management decision-making.
- Ensured full compliance with internal policies, standard operating procedures, and accountability standards across all logistics, procurement, and administrative functions.
- Facilitated cross-functional coordination between medical, administrative, and finance teams to align supply chain activities with programme delivery priorities.
- Produced operational and financial reports to support management oversight, programme review, and donor accountability processes.

Finance & Administrative Assistant

Favor Africa Ministries International | Juba, South Sudan

January 2024 – June 2025

Programme: Integrated Health Systems Strengthening and Community Service Delivery Programme

- Executed end-to-end financial documentation encompassing voucher preparation, payment requests, and expenditure tracking to underpin accurate programme budgeting and donor reporting.
- Verified all supplier invoices against purchase orders and delivery notes, ensuring full compliance and elimination of discrepancies across programme financial records.
- Maintained audit-ready financial filing systems in alignment with internal controls, donor requirements, and international accountability standards.
- Supported the full procurement process by preparing RFQs, conducting comparative quotation analysis, evaluating bids, and coordinating supplier follow-up to facilitate timely acquisition of goods and services.
- Tracked purchase orders and coordinated logistics activities including dispatch planning, transport arrangements, and delivery confirmation to ensure uninterrupted programme operations.
- Managed inventory tracking, stock movement recording, and reconciliation processes using Excel-based systems, maintaining accurate and up-to-date stock records.
- Supported payroll administration by managing employee time tracking, leave records, and benefits deductions, reducing discrepancies by 15%.
- Provided comprehensive administrative support including document control, correspondence management, and office coordination to sustain operational effectiveness.
- Developed and maintained Excel dashboards for finance, procurement, and inventory reporting, enabling data-driven management oversight and programme planning.

EDUCATION

Bachelor of Business Administration (Accounting)

Ndejje University | Uganda

2020 – 2023

South Sudan Certificate of Secondary Education

New Testament Christian Senior Secondary School | South Sudan

Graduated: 2020

PROFESSIONAL CERTIFICATIONS & TRAINING

Logistics and Procurement Management Certificate | May 2023 – November 2023

- Supply chain and logistics management; procurement principles and strategic sourcing
- Vendor management, contract administration, and tendering procedures
- Inventory management using Excel; warehouse operations; transport and distribution planning

Computerised Accounting Certificate | May 2023 – November 2023

- QuickBooks: full setup, navigation, journal entries, and ledger posting
- Accounts payable/receivable management; bank reconciliation; cash control; payroll basics
- Financial reporting, trial balance preparation, and data integrity practices

Driving Training Programme | Nyamora Petroleum, 2019

Licence categories held: A, B, C, D1, D, E, T

Basic Computer & Photoshop Certificate | Ran Chol for Multi Activities Co. Ltd

LANGUAGES

English	Arabic	Dinka
Fluent (Professional Working Proficiency)	Conversational	Native / Mother Tongue

PROFESSIONAL ATTRIBUTES

Highly organised and detail-oriented professional with demonstrated integrity, accountability, and adaptability in complex humanitarian environments. Proven capacity to deliver accurate, time-sensitive results under pressure while maintaining full compliance with donor requirements and organisational procedures. Collaborative team player with strong interpersonal communication skills and a consistent record of supporting cross-functional teams in resource-constrained field settings. Committed to confidentiality, continuous learning, and the highest standards of professional conduct.

REFERENCES

Name	Position & Institution	Contact
Dr. Emmanuel Sasuk	Medical Doctor – Mayar Medical Center	kayasasuk@gmail.com / +211 980 000 855
Mr. Albert Lual	Head of Finance – Mayar Medical Center	Kuolakuot1990@gmail.com / 0922233738
Mr. James Mawut	Administrative Officer – Favor Africa International Ministries .org	Mawutjames3@gmail.com