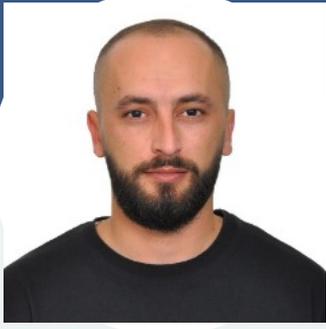


Ardonit Mustafa



Personal details

- Ardonit Mustafa
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- +1 347 731 4275
- 81 East, 237th Street, Bronx 10470
- 15 September 1992
- Male
- Kosovar

Skills

- Data analysis ●●●●●
- MS Office ●●●●●
- SAP ●●●●●
- Communicating ●●●●●
- Motivation ●●●●●
- Team-oriented ●●●●●
- Costpoint ●●●●●
- Maximo ●●●●●
- Fed Log ●●●●●

Languages

- Albanian
- English

Profile

Hands-on and diverse experience and accomplishments in operations management with focus efforts on office administration, technical systems management, inventory control, and staff training and motivation. Currently maintain high standards of quality, productivity, and attention to detail while adhering to deadlines, safety standards, government regulations, and corporate policies. Provide leadership and relationship management skills in developing solid partnerships, with all levels of staff, clients, and vendors. Consistently achieve and exceed established goals and objectives in team-oriented environments. Excellent communication and presentation skills in conveying key information, objectives, progress, and results clearly and effectively.

Employment

Senior Materials Specialist

Feb 2023 - Jan 2025

KBR, Boleslawiec, Poland

- Warehouse Operations including Inventory control, Issuing, Receiving, Shipping, Storage
 - Pulling Material lines to support other operating FOS throughout theater and coordinating transporting of the materials to end users at requesting sites on different task orders
 - Warehouse rearranging and properly labeling the inventory locations as per PMSP guidance in compliance with FAR
 - Tracking and adjusting the burn rates accordingly per end user requests and usage as ASL stock replenishment
 - Maintain warehouse inventory as per 100%, and monthly 10% and other unscheduled inventories of the warehouse
 - Oversight and execution of material control activities that included identifying and relaying materials requirements, establishing acquisition priorities, and acquiring operations and materials status
 - Coordinate with trades regarding open work orders, picking up material, SME (Subject Matter Experts)
 - Tracking open MR (Material Request) Maintaining all open orders for supporting other forward operating bases and replenish their stock for customer needs
 - Assisting Materials Manager and Materials Supervisor with generating reports and researching materials
 - Suggesting new procedures to improve performing daily tasks
 - M-Site Closure, Delivering Materials and Government Property assets as surplus to other operating bases as directed, coordinating movements, transporting of other surplus material to main Hub, and returning to system Costpoint.
 - Ensuring all warehouse activities are performed on safely manner etc.

Senior Materials Specialist

Jan 2021 - Feb 2023

KBR, Ferizaj, Kosovo

- Lead Specialist Level management of the 10 Life Cycle Outcomes: Acquisition, Receiving, Records, Physical Inventory, Subcontractor Control, Reports, Relief of Stewardship and Liability, Utilization, Maintenance, and Property Closeout.
- Lead Specialist Level management of the fiduciary accounts with the Theater Property and the Installation Property Book Offices ensuring accuracy and

compliance of records.

- Ensure all Government Furnished Property (GFP) and Contractor Acquired Property (CAP) are properly tracked, documented, and identified in KBR Property Book records. Maintains, updates, and reviews property records in Costpoint System.
- Conduct Inventories: 100%, cyclic, random, and sensitive items.
- Prepare and submit reports to the government providing detailed information on routine and special reports.
- Perform required records to include retention, routine, monthly, special, and annual reports.
- Performs IUID registry entries for all assets procured.
- Perform duties involving requesting, receiving, issuing, accountability, and preservation of all government property, and review work for accuracy and compliance with established procedures.
- Identify excess government property in the work areas and disposition appropriately.
- Utilize PCARSS (Plant Clearance Automated Reutilization Screening System) and PIEE.
- Lead Specialist Level management performance evaluations, peer reviews, and performs other duties as required.

Property Inventory Specialist

Jan 2018 - Jan 2021

KBR, Ferizaj, Kosovo

- Responsible for all five types of Physical Inventory of all US Government Property in possession and stewardship of the KBR as prime contractor to the LOGCAP V EUCom Project as per the approved PMSP.
- Responsible for implementation and administration of Property Department programs, policies, processes and procedures.
- Coordinates property control inventories to ensure continual accountability of government/customer owned property as described in Property Plan and prescribed in Federal Acquisition Regulations.
- Receive, put into record and issue all GFP and CAP, Equipment,
- Track the property book updates with view only rights in appropriate database and provide audit trail. Insures postings to the physical records are complete by the property admiration and timely.
- Maintains property accountability records in organized manner.
- Arranges the physical inventory of surplus or obsolete property for final disposition for prime contracts.
- Assists Property administration, supervisor and Property Manager to conduct self-assessments, utilizing developed metrics, and provide data as needed.
- Ensure that Government property is managed by custodian of the property at the site and country level.
- Provide Property Surveys, property listings to customer for annual reports.
- Verify the validity of the data in the Cost Point system records for populated information with actual physical locations, and ensure reports are up to date as per contract requirements.

Warehouseman

Jan 2014 - Jan 2018

Agrostar, Ferizaj, Kosovo

- Monitoring computer screens or mobile device applications to track orders, inventory levels, and incoming shipments
- Communicating with other departments, such as shipping and accounting, to ensure all products are received and shipped in a timely manner.
- Performing physical tasks such as lifting heavy boxes or moving large objects.
- Keeping records of warehouse inventory levels and product locations to ensure all items are accounted for.
- Maintaining a safe work environment by following OSHA guidelines for lifting

heavy objects, wearing protective equipment, or using safety equipment such as forklifts.

- Receiving shipments of goods from suppliers or manufacturers and unpacking or staging them for distribution within the warehouse.
- Providing customer service to customers who have questions about products or orders.
- Stocking shelves with new products or removing old products for sale or disposal.
- Performing other tasks as assigned by supervisors, such as labeling boxes with barcodes or scanning items with a barcode scanner.

Education

Bachelor

University of Economy, Prishtine, Prishtine

High School

Elena Gjika Medical School, Ferizaj

Elementary School

Ismail Qemali, Ferizaj

Courses

KBR Export Compliance Training

Six Sigma

Intellectual Property Overview

Certificates

Zero Harm Certificate of Appreciation

2019

Zero Harm Certificate of Appreciation

2022