

102060-CHE-JQb-E-2014
Purchasing & Logistics Coordinator

Holds a B. Sc. in Chemical Engineering and has about 8 years experience working in purchasing, logistics, business support, project coordination and QA/QC.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 05/02/1992
Gender : Female
Residence : Cairo

EDUCATION

: B. Sc. in Chemical Engineering, Cairo University, 2014

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Computer-Based Customer Service Programs

TRAINING COURSES AND CERTIFICATIONS

: English Language Course – SYE (2015).
: Technical Sales Engineer internship at Houseman of Egypt Company (2017).
: Professional Development Course, Positive Discipline (2018).
: CPIM1 (certified in production and inventory management) course, SCS - Supply Chain Society (2019).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2021 till 2022
Employer : Meyag Group for advanced textile machinery
Job title : Purchasing & Logistics Coordinator
Job Description :

- Monitoring store level for all products based on the rate of sales as a supply chain.
- Maintain all importation procedures from A to Z.
- Issuing P.O. and follow to arrange for shipment with the best rates.

- Revising customs broker to ensure smooth clearance of goods with the correct customs rates.
- Preparing a monthly report for product movement.
- Data entry for all shipments date.
- Negotiate with Vendors on purchasing (in terms of best price & delivery) - in absence of responsible person.
- Ensure receipt of invoice from the vendors and forwarders & forward the same to accounts department for payment process.

Dates : 2021

Employer : System Technique Company

Job title : Business Support Specialist

Job Description :

- Preparing clients quotations and price offer as per collected.
- Contact with purchasing team to insure items delivery time.
- Contact with financial to take the items selling price.
- Administrator and coordinate customer Contracts for ownership changes across all departments and local utilities and ensure systems are updated for data integrity purposes. Ensure all executed contracts are in place for billing purposes.
- Assist in various department projects that require administrative support, spreadsheet development and maintenance.
- Take ownership of documenting and maintaining all business support services stand operating procedures, ensuring compliance with regulations, to include business process mapping when applicable.

Dates : From Jun. 2017 till 2018

Employer : Solar energy unit of the the Egyptian cabinet (Information and decision support)

Job title : Project Coordinator Engineer

Job Description :

- Data collection in energy information system (EIS) & installation the solar energy system.
- Supporting the engineering team during planning, design, installation.
- Participate in implementing technical office policies and procedures.
- Study the project contract documents (time schedule, project design drawings, BOQ, etc.).
- Update the shop drawing log before sending the shop drawing to the consultant for approvals.

Dates : From Aug. 2014 till 2016

Employer : Pharmaceutical Factory of the Armed Force

Job title : QA/QC Engineer

Job Description :

- Inspect all the raw materials before manufacturing and compare with standards.
- Inspect the final product before releasing it.
- Stop the defected product.
- Do the laboratory experiments on the samples accompanied the product during production to insure it's compliance with quality standards.
- Approving or rejecting drug products manufactured, processed, packed or held under contract by another company.