

104849-LOG-9GJOB-S-1999
Foreign Purchasing & Operation Manager

Holds a Bachelor in Computer Section and has over 21 years experience, including 19 years working in logistics field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 29/04/1978
Gender : Female
Marital Status : Single
Residence : El-Zaher, Cairo

EDUCATION

: Bachelor in Computer Section, South Valley University, 1999

LANGUAGES

Arabic : Native Language
English : Very Good
French : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Photoshop 7 me
: SAP

TRAINING COURSES AND CERTIFICATIONS

: Customs clearance course - World Trade Organization Institute (Aug. 2019).
: CSCP (Certified Supply Chain Professional) – ECC (Egyptian Cultural Center) (from Sep. till Nov. 2017).
: Management systems training course – LRSN Consultant (from May till Jul. 2016).
: International shipping course – World Trade Organization Institute (from Jul. till Sep. 2013).
: English Course.
: French Course.
: Summer training at Speed Cool Co. (Sales Dept.).
: Summer training at Yes International Co. (Sales Dept.).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2019 till Nov. 2020
Employer : New Modern Plast
Job title : Foreign Purchasing & Operation Manager
Job Description :

- Control the process of the goods from foreign suppliers till warehouse.
- Control stock level and keep it safe and make material requirement plan according to usage of raw material.
- Follow up the usage of raw material and compare it with full products delivered to store.

Dates : From Aug. 218 till Jul. 2019
Employer : Fresh Electric for Home Appliances
Job title : Purchasing & Logistics Manager
Job Description :

- Making production plan according to sales forecast plan.
- Create PRS according to the plan (component, the quantity, quality and delivery time).
- Negotiate the prices with suppliers & shipping rates with shipping lines.
- Follow up with my team (Purchase orders (local & foreign) / Production orders).
- Follow up with sales dept. about new requirements and any change in production line.

Dates : From Oct. 2015 till Jul. 2018
Employer : Egypt Power Group
Job title : Logistics Manager
Job Description :

- Negotiate transportation rates or services for import/export (sea, air and land).
- Stuffing plan / loading plan.
- Control the process of the goods from the suppliers till warehouse.
- Check shipping documents for import & export.
- Warehouse flow control & Distribution Center.
- Shipping cost for Import & Export for tenders inside and outside Egypt.

Dates : From Mar. 2009 till Oct. 2015
Employer : El Shark Co. for Trade & Industry (Eagle Chemicals)
Job title : Logistics & Documentation Executive
Job Description :

- Control the process of the goods from our warehouse to customer's warehouse.
- Make booking, final declaration, Issuing the documents (invoice, packing list, certificate of origin, bank cover letter).
- Followed customers instructions and if any special request.

Dates : From May 2001 till Mar. 2009
Employer : Trust Freight Service
Job title : Air/Ocean Freight Operation (Import/Export)

- Job Description** :
 - Looking for best rate from Air lines & Ocean lines.
 - Make booking.
 - Advise customer to withdraw the container / send the goods to the airport.
 - Send final shipping, check draft BL.
 - Issuing house bill of lading.
 - Follow up customers and agents request.
- Dates** : From Oct. 1999 till Apr. 2001
- Employer** : Magic Nile Co.
- Job title** : Executive Secretary
- Job Description** :
 - Answering phones.
 - Typing letters.
 - Schedule appointments.
- Further experiences** : Freelance jobs:
- Logistics Consultant & Instructor at Adamco Pharm (from Apr. 2018 till Jun. 2018): Handling Export Shipments, Logistics Course.
 - Logistics Consultant at Expert Middle East (from Sep. 2017 till Mar. 2018): Handling Import Shipments – Documentation – Costing of the order.