Nada

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Personal Information

Full Name: Nada

Date of Birth: 29 September, 1992.

Nationality: Jordanian.

Gender: Female.

Marital Status: Married.

Education

Dates: September, 2010 – January, 2015.

Name of organization: University of Jordan.

Qualification awarded: Bachelor Degree in Industrial Engineering.

Graduation Project: Implementing market segmentation, conjoint analysis and cluster analysis on Mercedes-Benz vehicles in Jordan.

Supervisor: Prof. Abbas Al-Refaie.

GPA and ranking: 3.22 (on a 4 point scale), Very Good.

Dates: August, 2009 – July 2010.

Qualification awarded: Secondary (scientific stream) Education.

GPA and ranking: 97.2% in Tawjihi examinations 2009/2010.

Experience

Dates: February, 2015 - Present

Job title: Senior Demand Planner (Procter & Gamble Products).

Name of employer: Petra Trading & Investment Co.

Type of business and sector: Supply Chain Department.

**Jobs and duties:**

* Conduct Building Block Alignment meeting with related Brand Managers monthly to discuss: monthly closing targets, monthly ‘sales, stock’ vs. forecast reports, update Pipeline, Analysis sheets, compare opening stock Vs. target and discuss needed orders, and update SBB (Sales Building Block) forecast.
* Review stock and sales report weekly, check previous week actual sales and available stock in the warehouse and update the data in the pipeline accordingly.
* Recommend placing orders for the Demand Planning Supervisor based on the Building Block Alignment Meeting results and the actual sales and available stock update.
* Follow up with Principal regarding shipment status, stock availability, out of stock, safety stock, clearance status.
* Update OSR (Order Status Report) daily with the status of documents received for clearance, the date of clearance, receiving, unloading and posting all orders. And share the OSR with the Principal.
* Follow up on shipment status in OSR for under stock items and check order release with the relevant departments.
* Coordinate with IT team for identifying new product codes/cards in the ERP system.
* Follow up with IT team and sales & marketing teams on out of stock for certain items.
* Coordinate with finance team for activating new items/cards in the ERP system.
* Coordinate with warehouse manager for receiving shipments and non performing inventory.
* Coordinate with the Principal for the sales building block forecast, previous month closing target, coming monthly targets, stock’ vs. forecast, pipelines, analysis sheets, opening stock vs. target, weekly & monthly order placement and new items and promotions.

Training

Dates: September, 2014 – November, 2014.

Name of employer: Hikma Pharmaceuticals Co. Ltd.

Type of business and sector: Engineering and maintenance Department.

Supply chain Department.

Jobs and duties:

* Getting familiar with Al-Hikma SOP's and documintation systems.
* Trained on SAP (Systems, Applications & Products in Data Processing).
* Carrying out maintenance and repairing tasks with the help of the supervisors on defected lines.
* Participation in daily calculations and data analysis for OEE (Overall Equipment Effectiveness).
* Getting familiar with Supply Chain and Production Planning department.

**Languages**

**Mother tongue:** Arabic.

**Other language:** English; very good in reading, listening, speaking and writing.

**Personal skills and competences**

* Ability to learn fast and accept new concepts.
* Ability to work under pressure.
* Ability to assist in all sections daily tasks.
* Good communication skills.

**Computer skills**

* Microsoft office.
* SAP.
* IBM SPSS statistics.
* AutoCAD.
* Minitab.
* Arena.