

Ahmad Y. Hijjawi

Nationality: Lebanese

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Objective

To attain a career opportunity in the field of **Supply Chain Management and Logistics**, allowing me to develop my technical skills, while serving the best interest of my employer.

Education

Sept, 2014- Oct, 2015	Sheffield Hallam University MSc Degree in Logistics and Supply Chain Management	Sheffield, United Kingdom
Sept, 2010- Jan, 2014	Rafik Hariri University BA Degree in Business Management	Mechref, Lebanon
Sept, 2009- June, 2010	Lycée Pascal Lebanese Baccalaureate in Life Sciences	Anout, Lebanon

Experience

- August 2017-March 2019 **Supply Chain and Logistics Coordinator- ISOFOOD S.A.L**
- Monitoring stock levels of finished products and raw materials.
 - Responsible for demand and forecast of all raw materials.
 - Handles all import logistical processes.
 - Maintain metrics, reports, process documentation and customer service logs.
 - Resolve problems concerning transportation, logistics systems.
 - Handle communications and negotiations with foreign suppliers.
 - Use IT systems to manage stock levels, delivery times and transport costs.
 - Recommends, generates PO's and follow up with the supplier from A-Z.
 - Conduct data analysis of inventory turnover and consumption.
 - Prepare and maintain purchasing records, reports and price lists.
 - Handle and Co-ordinates all import and export shipments of the company.
- February 2017-June 2017 **Logistics Officer- ANTAKI GROUP**
- Recommend optimal transportation modes, routing, and equipment
 - Create policies or procedures for logistics activities.
 - Plan and issue the delivery schedule for daily and distribution activities.
 - Resolve problems concerning transportation, logistics systems.
 - Responsible for a team of 5 drivers.
 - Use IT systems to manage stock levels, delivery times and transport costs.
 - Follow up with drivers, warehouses and sales coordinators to ensure all deliveries, transfers run on an efficient route.

Nov 2016-February 2017	Logistics and Operations Officer- ISOFOOD S.A.L <ul style="list-style-type: none"> -Handle and Co-ordinates all import and export shipments of the company. -Perform costing of all import and export shipments for goods in transit. -Coordinates for inspection if necessary for both import and export shipments. -Handles and obtains all related documents for import and export regularities. -Checks and verifies Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment. -Tracks all shipments and ensure that all operations run smoothly and arrive on timely basis. -Responsible for the negotiations with the shipping lines and freight forwarders to ensure the best rate is received for all shipments.
May 2016-Nov 2016	Foreign Procurement Officer-ISOFOOD S.A.L <ul style="list-style-type: none"> -Process purchase requisitions/orders within purchasing authority. -Devise and employ fruitful sourcing strategies. -Conduct data analysis of inventory turnover. -Establish and maintain supplier relationships. -Communicate with suppliers to secure the most advantageous terms. -Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals. -Follow up and track details of orders and deliveries through coordinating the procurement processes. -Prepare and maintain purchasing records, reports and price lists -Responsible for the foreign purchases of products and services in the organization.

Accomplishments

Certificate of Appreciation awarded to the participation in the 4th Middle East Public Relations Conference for presenting the BA Senior Project in Zayed University Dubai in 19-20 March 2014

Projects Accomplished

- Supply Chain Modeling and Simulation: Designing a model using the Supply Chain Guru software and writing a research report about the strategic use of simulation techniques in the supply chain
- Logistics and Enterprise Information Systems: Research Report about the processes of forecasting, demand and inventory control
- Global Supply Chain and Manufacturing Strategy: Research report about Managing a Global Supply Chain
- Lean Operations: Research Report about Lean/JIT Implementation and implementing lean manufacturing strategies as a case study.
- Strategic Sourcing and Procurement: Research Report about the 'Value' of Procurement in a Global Supply Chain

Computer Skills

- Supply Chain Guru (Supply Chain Software)
- Microsoft Office (Word, Excel, PowerPoint)
- Class (Warehouse Design)

Interpersonal skills

- Ability to work under pressure and in teams
- Learn new procedures quickly
- Pay attention to details, accurate, and systematic

Languages

Fluent in English and Arabic

References

Available upon request