

Souad Jradi

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Professional with a strong background in Production Planning, Scheduling, Reporting, and Operations. Expert in developing and executing production plans, optimizing resource utilization, and ensuring seamless operations. Adept at forecasting and demand planning to align production strategies with market needs.

Work Experience

Production Planning Manager

Infinity Chemical Solutions - Zefta May 2020 - Present

- Initiate the development and implementation of production plans aligned with market demand.
- Ensure that operations run efficiently by managing resources, optimizing processes and monitoring productivity.
- Identify and resolve operational issues.
- Reduce production costs.
- Apply advanced demand forecasting techniques to align production schedules with market needs.
- Conduct regular analysis of production data to identify areas for improvement and implement corrective actions.
- Oversaw inventory levels and implement strategies to minimize stock outs, reduce carrying costs, and maintain optimal stock levels.
- Utilize the smart system (ERP) for real-time data analysis, improving decision-making processes and enhancing overall production efficiency.
- Assist in the implementation of lean manufacturing principles, driving efficiency enhancements.

Operation Coordinator

Infinity Chemical Solutions – Zefta May 20 – Present

- Organize day-to-day manufacturing operations, ensuring seamless coordination between production, logistics, and quality control departments.
- Implement and optimize production schedules
- Collaborated with the production team to monitor and analyze key performance indicators by identifying bottlenecks to improve workflow.
- Coordinate with procurement to ensure timely availability of raw materials, reducing production delays
- Implement and enforce safety protocols
- Utilize the SMART system (ERP) to track production metrics.
- Conduct regular meetings with production staff to communicate operational changes, goals, and performance feedback.

Production Planner Officer

Infinity Chemical Solutions – Zefta Feb 2019 to April 2020

- Create and execute production plans and schedules based on demand forecasts.
- Collaborate closely with purchasing and logistics departments to minimize downtime and optimize production processes.
- Conduct data analysis to identify process bottlenecks.
- Coordinate with production teams to schedule and prioritize manufacturing activities effectively.
- Maintain accurate production records and documentation, including work orders and production reports.

Production Planning Officer

Al Arabi Company - Saida Jan 2018 - Feb 2019

- Assist the Production Manager in overseeing daily operations.
- Monitor production activities, identifying bottlenecks and implementing process improvements.
- Analyze key performance indicators, prepare production reports, and provide strategic recommendations for improvement.
- Manage a productive team of production workers, assigning tasks and ensuring a seamless workflow.
- Prioritize production schedules to meet customer demands while upholding stringent quality standards.
- Maintain detailed production records and reports.

Education

MASTER'S DEGREE IN BUSSINESS MANAGEMENT

- American University of Culture & Education AUCE – In Progress

MASTER'S DEGREE IN LAW

- Lebanese University –Faculty of Law and Political Science 2018-2019

BACHELOR DEGREE IN LAW

- Lebanese University -Faculty of Law and Political Science 2014-2018

Skills

- Demand Forecasting
- Inventory Management
- Production Planning
- Risk Management
- Planning and scheduling
- Enterprise resource planning
- Safety regulations
- Data Analysis
- Problem solving

