

RANIAM ISSA

Supply Chain



Hadath-Baabda

+96178910234

Rania.issa17@gmail.com

Successful management professional with eighteen years of experience in the field of supply chain, inventory, and cost control. And thirteen years of experience in internal auditing of food safety and related administrative tasks. Proven track record of developing, training, and motivating a team to consistently exceed targets.

EDUCATION —

Arab Open University – Beirut
The degree of Bachelor of Arts with First Class Honors Program in Business Studies with Systems Practice

EXPERIENCE

January. 2023 Present
Supply Chain Specialist-Procurement
M.M. SINNO & SONS SAL - Lebanon

Tasks:

- *Preparing plans for the purchase of supplies, goods, equipment, and services. market research to choose and evaluate.*
- *Following and enforcing the companies' procurement policies.*
- *Reviewing, comparing, analyzing, and approving products as well as services to be procured.*
- *Managing the supply chain throughout the company, studying, and reviewing the inventory levels and warehouse capacities.*
- *Maintaining suppliers' records and evaluation of suppliers.*
- *Conducting market research and evaluating prospective suppliers.*
- *Collecting and analyzing supply chain data from several stake holders.*
- *Coordinating the supply chain process flow throughout the company from receiving till dispatching.*
- *Discover and research the best shipping costs, schedule, and modes.*
- *Collaborate with ERP specialists to adopt better practice and reflection of physical work.*
- *Following up pipelines with suppliers as well as shipping forwarders.*
- *Acting as a focal point between the company and different NGOs to coordinate various aspects of supply chain, logistics, finance, Lab testing and order processing.*

- *Liaising with legal and governmental authorities to finalize essential documents for export and logistics reasons.*

Aug. 2003 June 2022

Supply Chain - Inventory and Cost Control Manager

Al Rifai Roastery Holding SAL - Lebanon

Tasks:

- *Evaluate suppliers: conduct active market research to choose and evaluate suppliers in the local and international market. (Purchasing Management System)*
- *Produce inventory documentation: accurately recording type, quantity, quality, and other features of inventory for a clear understanding of the state of the stocks in the finance database for later review and analysis.*
- *Ensure that inventories are constantly up to standards and up to date.*
- *Ensure that whatever merchandise is received meet order specifications as per agreed supplier's contract.*
- *Initiated purchase plan, ensuring the availability of stocks, consumption in coordination with production planner and manager.*
- *Organized the flow of stocks to achieve customer needs.*
- *Completed daily invoices and shipment records to ascertain the state of all stocks.*
- *Forecasting of company's future stock needs.*
- *Control the constant flow of stocks in and out of company's warehouse facility.*
- *Generate stocks' delivery documents and supervise their movement into operational processing or position (movement from warehouses to factory)*
- *Achieve the optimal levels of stock for availability as the need arises.*
- *Guide and foster operation standards for all subordinates to follow.*
- *Reduce inventory aging and excess stock by proper utilization of products.*
- *Report and analyze data and present results to senior managers when necessary.*

- *Actively formulated the company's production plan, specifically building up the bill of materials and reporting results of deviation, productions, and consumption.*
- *Mentored a team of inventory counters.*

February 2007 February 2022

Food Safety Internal Compliance Auditor

Al Rifai Roastery Holding SAL - Lebanon

Tasks:

- *Established internal audits to determine whether the FSMS, FTMS and the IFS are effectively implemented and maintained.*
- *Actively Coordinated and conducted Traceability exercises and mock recalls as per applied procedure.*
- *Composing risk assessment to determine and build an effective audit program.*
- *Building up audit programs that cover all clauses of the food safety and traceability management system as well as covering all areas of concern.*
- *Produce checklists to ensure that all operations and processes are compliant with the system.*
- *Joined and collaborated in Management Review Meetings to discuss and resolve findings to eliminate and reduce non-conformances to a desired excellent level.*
- *Coached personnel to increase awareness about all aspects of the Food Safety management system and its details.*

February 2007 May 2017

Senior Administrative Assistant

Al Rifai Roastery Holding SAL - Lebanon

Tasks:

- *Coordinate calendars of top management representative and the Food safety team.*
- *Plan appointments and events related to Food safety and other supply chain events.*
- *Coordinate between executives/team leaders and employees/external auditors (external stakeholders)*
- *Generate reports and update internal database accordingly.*
- *Facilitate internal communication between various stakeholders.*
- *Collaborated in the formation of the company's purchasing management system as well as HR training courses.*

- *Review and recommend changes to company's policies and procedures.*
- *Coordinate with the IT to troubleshoot prepare and test hardware needed for management review meeting and other training and induction meetings.*
- *Control correspondence with external as well as internal stakeholders.*

KEY SKILLS —

Microsoft Office tools: Word, Excel, Outlook, PowerPoint.
ERP system: Microsoft Navision Dynamics
Positive relationship Building.
Proven ability to deliver on time, under pressure.
Proven analysis, judgement, and decision-making.
Excellent team player. Positive attitude and highly motivated.
Ability to speak in a confident and assertive manner.

Expertise In

- *Administrative coordination.*
- *Effective communication.*
- *Team leadership.*
- *Coordination and control.*
- *Meticulous and observant.*

REFERENCES

[Available upon request.]