 Mohammad Khalil

***Experiences:***

*............****09th of August.2015 till Feb-8th.2018 (Arabian Millennium Medical trading-UAE)***

 ***Position: Supply Chain Manager***

 **Duties and Responsibilities:**

 1-Monitor & control products costs, payroll costs, logistics costs thereby meeting the targets set by the management.
 2- Work closely with various functional heads and operations to explore new ideas leading to better financial gains for the company.
 3- Prepare, control and submit the predefined reports on purchasing & WH activities to the General Manager.
 4- Ensure timely delivery of goods to all locations and functions.
 5-Manage staff and functions of Supply Chain Department
 6- Monitor performance of suppliers in terms of product quality, timely dispatch and other supports.
 7-Monitor departmental activities like stock management, storage and execution of location delivery of items as per scheduled plan.
 8- Effective warehouse management.
 9- Identify areas of business collaboration, synergy, volume leverage or supplier leverage which may not be visible to the regional buyers.
 10- Lead the upstream purchases to reduce the purchase cost.
 11- Monitor Key Performance indicators for the Supply Chain Activities.
 12- Ensure that purchasing/ Central Warehouse activities meet and integrate with company’s requirement for quality management, health and safety, legal stipulations and environmental issues.

13-Maintained metrics, reports, process documentation, customer service logs, and training and safety records.

14- Recommended optimal transportation modes, routing, and equipment.

15- Resolved problems concerning transportation, supply chain system, imports or export and customer cases.

16-Set-up the operation budget and forecasted purchase budget.

17- Negotiated the transportation rates and services if necessary.

18-Directed and coordinated comprehensive logistical or reverse logistical functions for product life cycles including acquisition, distribution, internal allocation, delivery, recycling, reuse and final disposal of resources.

**Sections under Management and direct supervision:**

- Warehouse& Operation, Ordering& Purchasing, Shipping and clearance, Fleet & Operation.

**Achievements:**

1- Being as management board member on country level.

2- Managed and controlled the UAE army (physio & Rehabilitation) clinics project.

3- Participated in different hospitals, Medical centers & clinics' project execution.

*....................****13th of Nov.2011 till Aug.31st 2014 (IKEA-Jordan)****.*

 ***Position: Logistics Manager***

 **Duties and Responsibilities:**

1) Actively participated in creating the business plan based on input from global and national priorities and taking into account the local market needs

 2) Took an active role in securing co-operation in the commercial team to maximize the commercial opportunities.

 3) Compiled the cost budget for logistics dept.

 4) Plan, set-up and managed the logistics function regarding organization, staffing and operating procedures.

 5) Recruit, educate and train the sales/supply support and warehouse staff in co-operation with human resource dept.

 6) Follow-up and secure the commercial plans for the goods handling areas, including setting and implementing the time plan goods flow during the build-up.

 7) Using the strategic directions and business plan goals in order to work with my team to develop and implement a clear store logistics plan.

 8) Ensuring the logistics team contributes to maximizing sales by using available data to achieve the highest possible products availability.

 9) Optimizing the logistics productivity by securing the efficient goods flow process through the store and fulfilling qualitative and quantitative goals.

 10) Contributed to the environmental, health and safety performance and securing compliance in the logistics operation areas.

11) Creating an environment of trust by encouraging open, constructive, honest, two-way feedback with the logistics team.

 12) Securing the training of the logistics team to ensure they are well informed, regarding the service level goals, efficient low cost goods flow process and service performance.

 13) Countable for the logistics capacity of the store, to include space, equipment and people as part of the logistics plan.

 14) Ensured the store is safe and secure environment for visitors and co-workers.

 15) Ensured the logistic initiatives grow our business and support the sustaining of long-term profitability.

 16) Setup & Managed the SLA with the 3PL provider and ensured the efficiency of the contract& KPI's.

 17) Acted as deputy general manager and in charge for P&L records.

**Sections under Management and direct supervision:**

A- Forecasting and Ordering, Capacity planning, Shipping& clearance, Budget MGT, Warehouse& Operation& System parameters set-up.

**Achievements:**

 1) Ensured the project activities are executed on time and within agreed budget & Time.

 2) Set-up a supply system, Plan, set-up and manage the store stock control system in co-operation with the IT dept.

 3) Established and managed the routines for ordering, goods receiving, invoicing, custom clearance, recovery, goods flow and storing.

 4) Carry-out the project evaluation regarding the construction of the store.

....................***01st of June till Nov.10th 2011 (Carrefour-Jordan)***

 ***Position: Hypermarket Receiving Manager***

 **Duties and Responsibilities:**

1. Keep the company's equipments& Assets in perfect conditions.
2. Follow the hygiene and safety rules.
3. Ensured the warehouse and receiving area are kept neat and clean

4) Ensured the schedule and attendance of RCV Dept. is up-dated according to the manning and according to the suppliers' delivery time.

 5) Motivate and train the staff to reach the max. Optimal solution with our suppliers.

 6) Strictly follow safety, municipality regulations and cautious on food and frozen items.

 7) Ensured all products are labeled and bar-coded before shifting them to the concerned shelves and areas in the Hypermarket and warehouse.

8) Control the return goods and waste, separate the waste and damaged goods for disposal and claim.

 9) Ensure all the accounted bundles are ready and no shorting, lose or missing documents.

 10) Follow-up the litigation with finance dept. and up-dated to the system.

 11) Ensure all invoices, LPOs, fixed assets documents are feed to the system and closed before month-ending.

 12) Acting as deputy Hypermarket general Manager.

*.......................****01st of Jan.2009 till 15of Aug.2010******(Sultanate of OMAN)***

 ***Position: Private work****.*

**Duties and responsibilities:**

A) As freelance broker in real Estate.

B) Lecturer in Customers care and the communication skills in coordination with managerial institution.

...................***29th of Oct.2004 till 12th of Oct.2008 (TSC-Sultan center-Sultanate of OMAN)***

 ***Position: Distribution Center Manager (logistic)***

***Company Profile’****s established in Kuwait in 1980s as food and non-food trading company,*

**.** **Duties and Responsibilities:**

A) Strategically planned and monitored the Operation budget of the distribution center and sub-warehouses within size of 20K squared meter.

B) Prepared a yearly plan for the Dept. staffing needs to match with objectives of the company.

C) Built the relation with 3PL service provider and evaluated the Service level agreements.

D) Monitor and control the expenses of the Dept. to ensure the expenses remain within approval budget.

E) Coordinated and communicated the stock taking plan with other departments.

F) Created and implemented the working methods of the distribution center.

G) Supervised day to day activities of logistic dept. to meet objectives.

H) Provided analysis of Stock discrepancies, type of stocks & recommend solutions.

I) Supported the logistics’ Dept. employees to achieve high level of performance.

J) Coordinated the weekly meeting with purchasing dept. for planning and evaluating methods.

K) Set the key performance indicators for the logistics dept.

L) Managed the transportation process and analyses the cost of flee ton country level.

M) Planned the process of shipments’ clearance based on priorities.

N) Found solution to Max. The spaces and storage locations –Capacity planning based on country's sales turn-over and purchasing budget.

O) Acted as country logistics Manager.

 **Achievements:**

 1- Being a project team member in expansion process on country level.

 2- Created with support of IT dept. new functions to the system and modified the existing one.

 3- Planned the Storage Capacity of new hypermarkets to support the sales process.

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*………………..****1st of Jan.2003 04 of Oct. 2003 (Motorola Company-Jordan)***

 ***Position: Motorola Customer Care Center Manager.***

***Company Profile:*** *Motorola is an International Company across the worldwide*

*Interested in telecommunication section such cellular Comm. (Mobiles), [Talkie Walkie] Handsets and Microwave Towers (Main Distributer-****LAZER*** *Mobile Company) Worked as partner and main distributer with Orange company (Mobile-com).*

*.* **Duties& Responsibilities:**

1. Organized the internal process of the center as per the company& Mother firm policy.
2. Follow up the center matters in weekly reports and meetings.
3. Problems solving and cases study with the clients and sub-distributors.
4. Organized meetings with Sub-distributors to search their requirements & needs.
5. Study the local market growth and make predictable worktables.
6. Set the sales budget, forecasted purchasing and the KPI's of the center.
7. Managed the P&L of the center.
8. Assigned the training programs for engineers and technicians.

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*............................****29of Aug.2000 Till 20of Nov.2002*** *(****Orange Company-Jordan)***

 **Position: *Warehouse & Transportation Coordinator.***

***Company profile:*** Orange is mobile telecommunication services provider, owned By Jordan Tele.

* **Duties& Responsibilities:**

 1) Controlled the items movements in warehouse to the lay down areas.

 2) Supervised the inbound and out-bound from vendors or customers, ensuring safe unloading and placement in assigned storage locations.

 3) Carried out initial checks on received items for verifications as per purchase orders.

 4) Audit the ' requisition or customers' items request documentation.

 5) Ensured the integrity of the items movements as in and out using the locations methods of the storage system.

 6) Implemented the security procedures against theft and damage of products.

 7) Coordinated and managed the distribution process with the company outlets and main distributors.

 8) Kept proper records of all the warehouse items including the certificates of the items

 9) Responsible for accurate Cycle/Physical count and for adjusting the inventory buckets to accurately reconcile the counts.

 10) Supervised staff through execution of establishing SOP's in all warehouse areas.

 11) Developed and maintained the team work environment.

 12) Created and implemented effective lines of communication throughout the warehouse with other sections& depts.

 13) Ensured that all the warehouse administrative functions are carried out quickly& efficiently.

14) Implemented the quality control system of the SC dept. into the Warehouse areas.

**Achievements:**

1- Being a team member during warehouse build-up process, chosen the warehouse location, security methods and storage system.

2- Being a team member during the implementation of the system- Oracle V.11i.

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*............................****23of May.1999 Till 28of Aug.2000*** *(****Siemens AG Jordan)***

 **Position: *Assistant (Store/warehouse) Manager.***

***Company profile:*** Siemens is an international company works in different fields. Signed

A contract with JTC (project) to renew the TELE-communication infrastructure in Jordan.

* **Duties& Responsibilities:**

 A) Purchasing materials from local market.

 B) Managed the warehouse expenses, ledger of salary & payroll sheets.

 C) Manage Sales Orders for Siemens staff & Partners.

 D) Managed the process of the inventory control, stock integrity.

 E) Functioned the Oracle System for stocktaking & Invoice to the sites with JTC.

 F) Being a member of the committee during the final settlements with Jordan Telecom Company.

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*............................****01of Feb.1998 Till 15of May.1999*** *(****MESECO-Jordan)***

 **Position: *Chief Accountant.***  \_ Establishment for Contracting \_

 ***Company profile:*** MESECO is a local establishment worked as a partner with Jordan- Siemens Project, owned sites to manage electrically and return back for Siemens & JTC for acceptance.

* **Duties& Responsibilities:**

 1) Held the internal accounts for auditing Purposes.

 2) Ensured the accuracy of the GL & other transactions.

 3) Managed the monthly payments& cash analysis.

 4) Bank reconciliation.

***Education:***

 **1994\_1998** Yarmouk University, Jordan, BCs. Banking & Finance Sciences.

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***HONORS & EXTRA CURRICULAR ACTIVITIES:***

 1) Certificate from **Organizational development center** –attended Customer carecourse.

 2) Certificate from **IMPACT UK**-attended Team Work course.

 3) Certificate from **Mobile COM** **(Orange)** \_appreciation cert. due to outstanding performance during the implementation of the Oracle financial application Project.

 4) Certificate from **Mobile COM (Orange)** -Recognition Cert- for completed 2 years.

 5) Certificate from **MAFHYPERMARKET**-attended Seminar of Permanent Responsibilities.

 6) Certificate from **MAFHYPERMARKET**-attended Seminar of Company Culture.

 7) Certificate from **Inter IKEA System** -attended Discovering Int. IKEA concept (Holland).

 8) Certificate from **Inter IKEA system** -attended Exploring Int. IKEA store (Holland).

 9) Certificate from **Inter IKEA system** -attended On-the-Job training (Holland).

 10) Certificate from **IKEA Retail** -participated in the commercial planning of the IKEA JOR.

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 ***Languages:***

1. Arabic, native spoken, Reading & writing. B) English, fluent spoken, Reading & writing.

 ***Personal information:***

 ***Name:*** Khalil, Mohammad Abdullah Ahmad.

 ***Nationality:*** Jordanian.  ***Address: (Jordan-Amman)***.

 ***Place of Birth:***  Kuwait  ***Date of Birth:*** May.17.1976.

 ***Marital Status:*** Married.

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