

# RAND A'ED OLAYAN

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## APPLICATION IN LOGISTICS FIELD.

### EXPERIENCE

**JAN.2020 – SEP.2020**

**PURCHASING OFFICER, INIMEX INTERNATIONAL IMPORT & EXPORT CO.**

- Forecast the item's availability
- Request quotes and compare prices
- Estimate and establish cost budgets for purchases
- Negotiate appropriate contracts for pricing and supply
- Track incoming inventory, delivery arrival time, and note actual arrival time
- Organize and up to date database of suppliers, delivery times, invoices, and quantity of supplies
- Prepare monthly reports on purchases
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends
- Attend the Food and Drug Administration (FDA) for item's registration

**SEP.2017 – JULY.2018**

**SEA FREIGHT IMPORT OPERATIONS OFFICER, NAOURI GROUP**

- Planning the most appropriate route for a shipment, including nature of goods, shipping line, cost, and transit time.
- Arranging appropriate packing, delivery and warehousing of goods at their final destination.
- Negotiating contracts, transportation and handling costs.

**DOCUMENTATION AND CUSTOMER SERVICE OFFICER, NAOURI GROUP**

- Obtaining, tracking the shipment, and preparing documentation to meet customs and insurance requirements,
- Maintaining communication and control through all phases of the journey, including the production of management reports.
- Arranging payment of freight and other charges.

**SEP.2016 – JAN.2017**

**SUPPLY CHAIN / PROCESSING AND INVENTORY / WAREHOUSE, INTERNSHIP IN IKA WERKE GMBH & CO**

- Planning delivery timetables.
- Making sure of supplies that have enough stock to meet the demand.
- Overseeing the ordering and packaging process.
- Monitoring stock levels.
- Tracking products to make sure they arrive at their destination.

**SEP.2015 – OCT.201**

**SUPPLY CHAIN**, INTERNSHIP IN HIKMA PHARMACEUTICALS.

- Inventory Management.
- Sales and Operation Meetings (S&OP).
- Categorization of medicines as per forecast.

## **EDUCATION**

**JUNE. 2017**

**BACHELOR'S DEGREE IN LOGISTICS SCIENCES**, GERMAN JORDANIAN UNIVERSITY.

**JULY.2016**

**EXCHANGE SEMESTER IN ECONIMICS**, FULDA HOCHSCHULE.

## **LANGUAGES**

- Arabic- Mother Language.
- English- Fluent in writing and speaking.
- German- Intermediate.

## **SKILLS**

- Strong administrative communicational and organizational skills.
- Utilizing Microsoft Office, PowerPoint, and Excel
- Problem-solving ability, particularly when working under pressure.
- Work effectively both as a team member and independently.
- Enthusiastic, committed, and accurate in time.
- Excellent communication and IT skills.
- Adaptable, flexible, and self-motivated.