



OMAR ALKHATEEB

Manganate and supply Engineer

PROFILE

I am a committed and hardworking professional who has acquired practical experience in multiple roles such as retail, selling, B2B, and so on. I have a strong sense of communication skills and have the ability to present myself as open, friendly, and sincere; in other words, I can demonstrate my expertise in sales

am a highly targeted and dedicated professional. I work hard to fulfill all my duties with ease. I take pride in my work; I understand the importance of my position and I maintain a positive attitude all the time

CONTACT

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DATE OF BIRTH:
Dec, 1, 1994.

ADDRESS:
Amman, Jordan.
Marka Alshmaliya.
Zamzam Street.

WORK EXPERIENCE

[Alghanem Group] [order logistics coordinator]

[December 2021] – [Present]

[Create purchase orders, create accurate bills, arranges a mode of transport of same-day delivery, track shipments, ensure proper delivery patterns are followed in shipments, coordinates with the airline for deliveries and resolve customer inquiries.

Establish active communication and engage with Sales Representatives to ensure prompt processing of orders, contribute to overall customer satisfaction by promptly responding to communications and monitor and organize inventory while effectively tracking new products and services]

[PETRA Aluminum Company] [Project Manager]

[December 2019] – [December 2021]

[Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, Coordinate and track movement of goods through logistic pathways., Clearance Tracking and Documents and Reports Handling]

[Pine Tree for textile Manufacturing] [Operation Research]

[November 2018] – [April 2019]

[High-level problem-solver who use advanced techniques, such as optimization, data mining, statistical analysis and mathematical modeling, to develop solutions that help businesses and organizations operate more efficiently and cost effectively]

["Ramla" General Contracting Co.] - [Logistic and Purchasing Coordinator]

[February 2016] – [November 2018]

[Arranging for the purchase of raw materials, supplies and services, also Works in transportation or warehousing of goods.Processes orders and oversees cycle of order fulfilment. Responsible for making sure supplies, stock, materials, PACKAGES, AND/or products are processed through the delivery and/or warehouse system efficiently and safely]

[Orange] - [Planning and Project Engineer] in CSR department, Orange, April 2017 – August 2017.

[Jordan Engineer Associate (JEA)] – [Training Coordinator].

[October - December 2016]

[Electrical Health Solution Company "HAKEM"], Trainee at Project Management Dept., from May - July 2015]

EDUCATION

Hashemite University.
Bachelor of Industrial Engineering.
GPA=3.11
2012-2016

Alshreef Hussein School
The General Secondary Education Certificate.
Avg=90.2%.
2012

TRAINING COURSES:

- Time Management, Petra Development and Training, 2020.
- PMP – PMBok, Petra Development and Training, 2020.
- ISO standards and systems, JEA, 2016.
- Supply Chain Managements, JEA, 2016.
- 6-sigma Yellow Belt, IISE-HU Chapter, 2015
- MS Excel, IISE, HU Chapter, Amman, 2015.
- Value Stream Mapping, Continuous Improvement Jordan, 2015.
- Lean Six Sigma, ISME Conf., 2014
- Technical Writing, Continuous Improvement Jordan, 2014.
- Google Tools, IIE_HU Chapter, 2014.

SKILLS

Languages Skills:

- Arabic.
- English.
- Turkish: Beginner

Computer Skills:

- Microsoft Office (Word, PowerPoint).
- AutoCAD.
- Minitab.
- Pro Engineer.
- MS Project.
- Exceed.

Personal Skills:

- Project Planning.
- Leadership.
- Time Management.
- Data Analysis.
- Hard Work.
- Strategic Planning.

REFERENCE:

Available upon Request.