

XXXXXX Doe

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Supply Chain Management ~ Procurement ~ Sales Management

6+ years' rich experience in Supply Chain Management, Procurement, Accounting, Finance, Sales, Marketing and Operations. Exhibits excellence in handling cost effective procurement and achieving significant savings through effective evaluation of vendors and developing cost-effective alternatives for various operations. Key competencies in Translating from Arabic to English and vice versa. Core strengths in corporate planning, marketing strategy, revenue maximization, resource management, financial and administrative control in an increasingly competitive environment. Excellent man-management, time management, leadership skills. Multilingual – Arabic, English and Spanish; Computer literate.

PROFESSIONAL VALUE OFFERED

Supply Chain Management	Financial Accounting	Logistics Management	Procurement/SAP FICO
Sales/Marketing	Inventory Operations	Warehouse Management	Vendor Development
Training & Development	Sales Coordination	Customer Relationship	Translation Skills

PERFORMANCE MILESTONES

Metropolitan Washington Airports Authority

- Distinction of coordinating the Contracting Officers in the procurement and Contracts Management (Budget of \$50,000+).
- Devised effective strategies for procurement to ensure that it's contracting actions comply with published Authority policies, using LOTUS 1-2-3 Program.
- Played pivotal role in managing procurement and supply chain for the toll road project, train station project, shuttle bus project and other projects for Dulles and Reagan Airports etc.
- Transformed purchasing function into value-added, strategic department by driving a 7% increase in bottom-line profitability.

A&M Industrial Supply, Rahway, NJ

- Implemented the concept of MIS reporting to update the Management on regular basis.
- Broke records in initial, referral, and repeat sales through unique quality customer service.
- Consistently exceeded sales objective by at least 30%.

New Jersey State Health Agency Translation

- Having credential of oral translating from Arabic to English and vice versa between the health agency employees and foreign families, in order to write a report about their kid whom has a special case.

QuickChek, West New York, NJ

- Designed & developed SOP/writing procedures and policies to manage the store 24/7 and inventory control.
- Meticulously managed the budget by controlling all the transitions between suppliers and the customers, and the bank daily transactions (\$ 10,000 daily transaction).
- Conducted 'SWOT' analysis and utilized findings for designing customized strategies to enhance customer services.

CAREER PROGRESSION

Metropolitan Washington Airports Authority - WA, Directed & controlled, Sep 2008 to May 2010

- Accountable for processing invoices for payment, matches invoices to authorize contracts/purchase orders.
- Judiciously handled Contract administration, support and manage goods, services and construction contracts, security support services, customer operations, marketing, benefits, and medical.
- Led the team in conducting research and paper listing of potential vendors and prepare solicitation documents

- Efficiently liaison with procurement office and vendors to process payments.
- Drove the initiative in establishing and maintaining files for Department procurement requests for goods and services and Toll Road Project.
- Provided vital support to Annual Seminar Speaker Representative.
- Recommended new purchasing system, which eliminated delays, reduced paperwork and enhanced inventory control.
- Key contributor in negotiation, formulation, finalization, Administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Developed Vendors and negotiated with them to supply the best qualitative products on most competitive prices.

A&M Industrial Supply, Rahway, NJ, Aug 2007 to Feb 2008

- Accomplished responsibility for coordinating customer's orders in International Sales.
- Associated closely in receiving items from Shipping agencies, and entering to A&M supply Company system.
- Drove the efforts for shipping items, and controlling the Inventory.
- Sale penetration into State/district headquarters.

Translator, New Jersey State Health Agency Translation, Jersey City, NJ, Sep 2007 to Jan 2008

- Gained invaluable experience in writing reports on both languages (Arabic & English), by the phone and face to face about kid's special issues, and reported to the health agency to support them.

Shift Leader, QuickChek, West New York, NJ, Oct 2005 to Aug 2007

- Mentored the team of 12 professional in managing customer service.
- Actively involved in procurement, storing and managing \$4 million store value.
- Organized various training sessions for the team to enhance their performance.

Sales Associate, Radio Shack, Amman, Jordan, Feb 2004 to Aug 2005

- Responsible for all customer service, inventory Control and processing orders including shipping papers.
 - Increased revenue by revamping the roofing sales program.
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EDUCATION

- Doctor of Business Administration (D.B.A. - Management), Argosy University, Washington DC - March 2010
- Master of Business Administration (M.B.A. - International Business), Devry University, New York - Apr 2008
- B.S in Computer Science (CS), Yarmouk University, Irbid (Jordan) - February 2005

PROJECTS

- "How do leadership styles affect employee motivation and organizational performance?"
- Airlines System: (Analysis, Design, Implementation) VB.
- Maid Service Company-Ohio (USA): (Operation, Finance, Marketing) plans.
- General Motors (GM) Business Plan.

CERTIFICATIONS

- Microsoft Windows 2000 Network and Operating System essentials (2151). {MCSE}
 - Microsoft Windows 2000 professional and server (2152). {MCSE}
 - Computer Maintenance (Hardware & Software) and Adobe Photoshop.
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