

Laura Bayaydeh

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Am seeking for a responsible job with an opportunity for professional challenges to enhance my professional skills in a dynamic way to solve problems in effective manner for the achieving my working place goals

Work Experience

Procurement & Logistic Manager

Nuqul for concrete - Amman

September 2019 to February 2020

- Administrative & office requests & requirements
- industrial material & equipment Spare parts supplying & raw material supplying
- Handel the agreements & tenders negotiations & contracts
- follow the procurement processes for the internal & external purchasing (attracting quotations, negotiate prices & discounts to get best prices, submit PO, transfer payment, prepare goods with supplier for shipping, ship the goods with the appropriate way, follow the clearance process until it reach the company's warehouse

Freelance

Procurement & Logistic Manager

Nuqul for concrete

September 2019 to 2020

at Nuqul Engineering & contracting started on September 2019- February 2020

- Administrative & office requests & requirements
- industrial material & equipment Spare parts supplying & raw material supplying
- Handel the agreements & tenders negotiations & contracts
- follow the procurement processes for the internal & external purchasing (attracting quotations, negotiate prices & discounts to get best prices, submit PO, transfer payment, prepare goods with supplier for shipping, ship the goods with the appropriate way, follow the clearance process until it reach the company's warehouse

Freelance

Amman, JO

March 2019 to September 2019

event management inside & outside Jordan

Performing exhibitions, charitable markets & bazaars the most important of which I manage in 2019 is Jarah market,

(which is a famous market held annually in Rainbow street- Amman-Jordan) the idea of this market is to help all the handmade

& craft small business & the people whom work on this filed to find a place to displays their works

Our works was to handle the sponsorship, ushers & entertainment program each week

Freelance, Between Jordan, Oman, Iraq & Qatar in Food & Drugs

July 2017 to February 2019

supplying with a company called Teba Al Monawarah located in Oman, the target was to Correspondence and recruitment agencies concerned with this field and signing agreements in addition to proceeding with the purchasing and shipping process until the delivery of materials to the country and the customer

Procurement & Logistic Manager

Jordan Fan

August 2015 to July 2017

for trading

In LED lighting, solar LED lighting, solar energy systems

We supplied all type of lighting indoor & outdoor we also do the calculation for Reducing the volume of electricity consumption & re-design lighting and electricity systems

In addition we got a contract with the competent authorities to provide street lighting consumption by replacing units from normal to LED units

We also calculated the need of houses; company & insinuation of electricity need & provide them with full solar energy system & cells needed to satisfy its needs

Planning & Procurement Manager

No Limits Company

June 2010 to July 2015

for

Electromechanical Equipment's Supplying & Maintenance from 2010-2015

- supplying all type of electromechanical equipment's & spare parts
- working on the government & privet tenders
- pricing, ordering, shipping, tracking the shipments, clearance, until we deliver the items to the customer

Procurement & Logistic Engineering

CLS Jordan Company

December 2007 to June 2010

one of KADDB's Company for remanufacturing of light & heavy duet vehicle since the first of November 2007 to 2010 as:

- Procurement & Logistic Engineering 2009-2010

1 - Managed and supervised procurement department

2- Get special prices for required materials of complete unite & its spare parts (engines, turbochargers, fuel pump, injectors, alternator, starter, AC Compressor)

3- Performed procurement and sub-contract activities through purchasing procedures by receiving requests, talking to suppliers, examining price suitability.

4- Handle all company export & shipping Transactions (get shipping prices from shipping companies, follow-up transactions, documents and securities shipments until it reaches the land of the company)

Supervisor & Project Manager for Rebuilds AC Compressor

CLS Jordan /KADDB

2009 to 2010

- 1- Compressor Classification by type
- 2- Recognizing all spare parts based on the type & organizes Purchase order of spare parts
- 3- Disassemble, clean, assemble & test compressor

- Project manager for the implementation & establishment of the new company building construction 2009-2010

- 1- Follow-up final building drawings with the Construction engineering consulting company
- 2- Follow up implementation Tender Subcontract and assignment
- 3- Follow-up Construction & implementation

- Production planning & Control Eng. 2007-2008

- 1- Follow-up the production lines of remanufacturing & rebuilt starting from complete engine overhaul to the rebuilt of other component (turbocharger, fuel pump, starter, alternator, AC compressor, electronic cards) to get maximum good quality Production at various stages
- 2- Predict the quantity & spare parts needed in each stage & section & prepare a list to minimize the consumption of raw material & the wastage
- 3- following up with each section supervisors & report to management team

Volunteer

Emissions of Diesel Vehicles

2007 to 2007

with the Jordanian ministry of Environment 2007 to reduce the emissions of diesel combustion effecting on the environment
(Volunteer)

- Trained in Jordanian standard and specifications for two months

Training

Arab Potash Company

2006 to 2006

- a. Trained in Arab Potash Company for three months as university requirement to finish the B.Sc. in the following department
 1. Quality Department
 2. Environment Department
 3. Get a tour All part of company

Education

Bachelor's in Chemical Engineering

Mutah university - Amman

January 2002 to April 2007

General Secondary

Latin Patriarchate High School

2002

Skills

- - Respect the other opinion without becoming defensive
- Able to take the employee's perspective and see things from their point of view
- Know my own self reflection & use it dealing with employee's
- Work under pressure
- Collaboration with team work
- Critical Thinking
- Project Management
- Planning & forecasting
- Building management system
- Consulting, Tender a. English(Fluent). b. Arabic (Fluent). c. Good knowledge in computer skills d. Good communicator with people
- Procurement
- Production Planning
- Supply Chain
- Procurement Management
- Manufacturing
- Logistics
- Lighting Design
- ERP Systems
- Purchasing
- Production Management
- Computer Networking
- Negotiation
- Process Improvement
- Lean
- Team Management
- MRP
- Sourcing
- Lean Manufacturing
- Project Planning
- Tableau
- Product Development
- Strategic Planning
- Six Sigma

- Technical Support
- User Acceptance Testing
- Pricing
- 5S
- Events Management
- CAD
- Management
- Microsoft Office