

Randa Mohammed

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Commercial and supply chain manager,

Experienced Commercial & Supply Chain Manager with a strong background in local and international sourcing, procurement, and global trade operations. Proven expertise in E-Commerce, marketing integration, warehousing, planning, and fleet management to drive efficiency and growth. Skilled in aligning supply chain strategies with commercial goals across diverse markets.

WORK EXPERIENCE

1. Unitrade LLC- Egypt



06/2023 - Present

F&B/ Fashion / Beauty

Commercial & Supply Chain Manager

- Developed and implemented a new inventory management system, which reduced stock discrepancies by 30% and improved order fulfillment times, leading to an increase in customer satisfaction ratings.
- Lead financial management activities across commercial and supply chain operations, including full P&L responsibility, budgeting, forecasting, and strategic planning to support business growth and cost optimization.
- Provided strategic leadership across commercial and supply chain functions, managing cross-departmental teams and overseeing the implementation of company-wide initiatives. **Successfully led the setup and operational launch of startup ventures and new projects**, ensuring alignment with business growth objectives.
- Negotiated contracts with key suppliers, achieving cost savings of 10% on average, which contributed to a significant reduction in annual procurement costs.
- Initiated cross-functional collaborations between sales and logistics teams, streamlining processes that enhanced communication and cut lead times by 15%, helping to deliver products more efficiently.
- Analyzed market trends to inform procurement strategies, which not only optimized purchasing decisions but also enabled the introduction of new products that increased market share by 5%.
- Find cost-effective solutions for supply chain processes
- Collaborate with other departments to create coordinated plans for business growth

2. Juan Valdez Egypt ,

12/2022 - 05/2023

F&B



Commercial and supply Chain Manager ,

- Led the end-to-end setup of 7 branches within 18 months, overseeing design alignment, kitchen and front-of-house layouts, and full FF&E sourcing and installation—delivering each project 15% under budget and on schedule.
- Built and managed the supply chain infrastructure from scratch, standardizing procurement, logistics, and inventory systems across restaurant, retail, and E-Commerce channels.
- Established the retail division by launching the imported coffee and accessories products and successfully negotiating contracts with major supermarket chains "Gourmet, Metro, Seoudi,..... etc",
- securing strategic shelf space and improved commercial terms.
- Developed and executed the E-Commerce operation for branded products, including platform selection, logistics integration, and digital product setup—achieving 20% of total retail sales within the first year.
- Collaborated with the marketing team on go-to-market plans, digital campaigns, and restaurant launch events, ensuring brand consistency across all physical and online touchpoints.
- Reviewed and renegotiated key supplier and distributor contracts, delivering a 25% reduction in annual procurement costs and securing more favorable service levels.

3. Ghrghar Group For projects

06/2018 - 11/2022

<https://www.ghrghar.com/>



Commercial and supply chain manager,

- **Local Purchasing & Supplier Management,**
- Conduct comprehensive market research to source and evaluate potential suppliers, assessing product quality, pricing, and service levels.
- Identify and determine material and supply requirements based on operational needs.
- Negotiate contracts and agreements to secure favorable terms and pricing for materials and services.
- Monitor and evaluate supplier performance regularly to ensure compliance with quality, cost, delivery, and service standards.
- Implement initiatives to reduce waste and variability within the supply chain to optimize efficiency.
- Manage all company stores by ensuring technical specifications, stock availability, and compliance with internal policies and procedures.
- Maintain optimal store conditions and visual merchandising standards and conduct periodic inventory audits to ensure accuracy.

■ Foreign Purchasing & Logistics

- Coordinate with international suppliers to obtain necessary documentation for customs clearance and shipping compliance.
- Prepare and process purchase orders in line with company policies, considering stock availability and requirements.
- Ensure adherence to updated customs regulations (e.g., ACI, CargoX) throughout the clearance process.
- Manage banking transaction documentation related to imports and closely follow up with customs clearance agents until completion.

■ Warehouse Management,

- Oversee inventory control through physical counts, cycle count reconciliation, and analysis of purchase orders versus received stock.
- Schedule warehouse operations, manage receiving reports, conduct audits, and supervise logistics activities to maintain inventory accuracy.

■ Distribution & E-Commerce Operations

- Manage end-to-end E-Commerce order processing, ensuring efficient inventory fulfillment and timely delivery.
- Generate and analyze receiving, shipping, and inventory reports; troubleshoot and resolve operational issues.
- Collect and analyze data from multiple sources—including site analytics, customer insights, and competitor research—to identify opportunities and inform strategic roadmaps.

4. Top Trade for Hotel Supplies

05/2017 - 05/2018

Supply Chain Section Head

- Strategically lead and optimize the entire supply chain function, ensuring efficient, cost-effective, and high-quality product flow to premium clients, including 5-star hotels.
- Generate and present data-driven reports and insights to senior leadership, highlighting performance metrics, cost efficiencies, and areas for improvement.
- Develop and execute sourcing plans for local and international procurement, maintaining strong supplier relationships and negotiating favorable contract terms.
- Direct inventory control and warehouse operations to ensure consistent product availability aligned with client demand and service standards.
- Oversee order fulfillment processes, coordinating cross-functionally to meet delivery timelines and exceed client expectations within the luxury hospitality sector.
- Monitor vendor performance and compliance with quality, food safety, and sustainability requirements.

- Manage logistics and transport planning, including customs procedures, to support uninterrupted distribution across regions.

5. Cecil International Corporation

05/2016 - 04/2017

Import Manager

- Lead the development and execution of purchasing and import strategies to ensure timely and cost-effective sourcing of goods, in alignment with company objectives.
- Identify, evaluate, and negotiate with qualified local and international suppliers to secure optimal pricing, quality standards, and contract terms.
- Oversee end-to-end import processes, including customs clearance for sea and air shipments, classification using HS codes, and coordination with freight forwarders and shipping lines.
- Monitor and track shipments, review all documentation, and ensure compliance with local regulations and customs procedures.
- Supervise product quality throughout the production cycle, including factory visits, product inspections, and pre-delivery reviews to guarantee client satisfaction.
- Maintain strong supplier relationships, manage feedback loops post-delivery, and continuously optimize cost structures to reduce overall production expenses.
- Provide weekly and monthly reporting on purchasing activities, cost analyses, and vendor performance to support strategic decision-making.
- Create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.
- Follow all the process of production for each project/order till the moment of the delivery of the product to the client. And review the quality of purchased products.
- Prepare weekly and monthly reports on purchases, including cost analyses.

6. El Tayeb Industrial Services

06/2013 - 11/2015

Hand & Power Tools

Foreign Procurement & Logistics Manager,

- Receive and validate purchase requisitions from various departments, ensuring accuracy in item codes, descriptions, and quantities. Prepare and track purchase orders through internal approval workflows to ensure timely procurement.
- Coordinate with suppliers to confirm order details, monitor production and shipment timelines, and resolve delivery delays to maintain continuity of supply and service levels.
- Oversee all inbound shipment activities, including documentation review, customs clearance, and compliance with Egyptian Drug Authority import regulations.
- Lead negotiations for ocean freight, charter party agreements, and related logistics services, optimizing costs while meeting delivery and service standards.

- Manage daily logistics operations with shipping lines, stevedores, freight forwarders, and local transport partners to ensure efficient port handling and inland distribution.
- Prepare and present weekly procurement status reports on open orders, shipment progress, and vendor performance to support proactive decision-making and supply chain transparency.

Senior Foreign Procurement & Logistics Specialist,

04/2012- 06/2013

- receiving the purchase order and specifying the expected date of supply and addressing the planning and the requesting party to notify them
- Compiling price offers for items required from three or more suppliers to compare them and choose the optimal price.
- Compiling the bids and transferring them to the requested party to complete the technical study.
- Issue a supply order to the supplier with the lowest price and technically acceptable to start the procurement process.
- Sending the approved supply order to the supplier in addition to handing over the original of the file to the financial management to proceed with the payment procedures.
- Follow-up supply with the supplier as well as follow-up stores in the completion of the examination and add-on procedures to start the process of payment of supplier's receivables.

7. El Tayeb Trade & Development

06/2008 - 03/2012

Spare Parts

Senior Foreign Procurement & Logistics Specialist

- Receive quotation and study it
- Source new supplier
- Start negotiation to select the best deal
- Issue purchase orders
- Create LC Request for foreign POs and send it to suppliers
- Create the payment request for local and foreign POs.
- Follow up the delivery date ,the logistics process , warehouse daily operation & quality department.
- Make (monthly quarterly/ annually reports) report to the manager
- Handle SLA with (Purchasing & material planning, logistics, finance)
- Handle budget sheet between (purchasing - material planning – finance)

Foreign Procurement & Logistics Specialist

- Reviewing purchase requisitions and item code and ensuring the accuracy of the description of the items and their quantities.
- Receiving purchase requisitions from planning & sales departments.
- Preparing and follow up the approving of purchase orders from concerned departments.

- Ensuring that purchase orders are provided in the right place, in the required quantity, in the right quality and on time.
- Communicating with suppliers regarding purchase orders deliveries.
- Follow up delivery of purchase orders until the delivery is complete.
- Daily follow-up for all shipments Ensure that suppliers deliver on time and resolve issues with suppliers when shipments delayed.
- Preparing weekly reports to the procurement manager of the open orders status.
- Receiving and revising shipping documents of each shipment and make sure it matches the order requirements.
- Preparing import approval papers according to Egyptian Drug Authorities requirements.
- Manage and negotiate stevedore, freight forwarder, inspection, document processing, and all ancillary services at both loading and unloading port.
- Plan and monitor inbound and outgoing deliveries.

EDUCATION

- **B.Sc. Commerce (English Section) - Accounting Department**
- **Master of Business Administration- MBA in Supply Chain Management**
- Arab Academy for science, technology and Maritime Transport

VOLUNTEERING & LEADERSHIP

- Responsible for managing fundraising and overseeing expense distribution during the 2011 presidential campaign.

SKILLS

- Budget management,
- E-Commerce Supply Chain & Fulfillment,
- Inventory Management System, Project Management & New Business Launches.
- Strategic Sourcing & Procurement (Local & International),
- Supply Chain Planning & Optimization

COMPUTER SKILLS:

- ERP Systems: SAP, Microsoft Dynamics, Odoo, Oracle
- **Office Software:** Microsoft Excel (PivotTables, VLOOKUP, Power Query), Word, PowerPoint
- Data Analysis & Reporting: Power BI, Tableau, Microsoft Access
- E-Commerce Platforms: Shopify, WooCommerce, Amazon Seller Central
- Logistics & Freight Platforms: CargoX, Maersk Line, FedEx Ship Manager

- Document Management: Adobe Acrobat, Google Workspace, DocuSign

