

Mohammad Aljarrah

Amman - Jordan

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Summary

Industrial Engineer with 2+ years of hands-on experience in export logistics and supply chain operations. Proven track record in cross-functional collaboration, documentation compliance, and international shipping coordination. Seeking opportunities to contribute to high impact supply chain strategies.

Education

BSc degree in Industrial Engineering from Hijjawi Faculty for Engineering Technology, Yarmouk University (Irbid-Jordan), 2017-2022, with an Excellent GPA (84.5%).

Experiences



Pharma International Company (Axantia Group) – Jordan

Apr. 2023 – Present

Jan. 2024 – Present

Export Logistics & Sales Operations Senior Officer

" Promoted from Export Logistics Officer to Senior Officer in (Jan, 2025) "

In my new role, I continue to oversee the core export logistics functions while taking additional responsibilities to enhance departmental performance and cross-functional collaboration.

Key Responsibilities (In addition to the responsibilities as Officer):

- Continued management of export logistics operations, including order fulfillment, shipment coordination, document preparation, and compliance.
- Prepare monthly reports for export logistics department such as (Insurance report and monthly performance report).
- Develop and maintain the invoicing and shipping plan based on the demand plan for 20 markets.
- Lead meetings with key departments (Demand Planning, Production, Quality, Finance, and IT) to address concerns and improve processes.

Apr. 2023 – Jan. 2024

Export Logistics & Sales Operations Officer

In this role, I was responsible for overseeing the complete export logistics process, including coordination of shipments, documentation, and compliance with market regulations.

Key Responsibilities:

- Follow up with the demand planning team for the progress of the monthly plan and sales order fulfillment.
- Coordinate with the internal departments (Production, Quality, and finance) to align on shipments based on the requested delivery date.
- Regularly checking the availability of finished goods in the warehouses to be taken into consideration when preparing the invoicing and shipping schedule.
- Allocate the ready finished goods to the related sales orders for a special market and prepare the commercial invoices based on the agent's requirements.
- Contacting and sharing the commercial invoices with agents to get their approval and proceed with the legalization and shipping processes.
- Prepare and maintain all necessary documents (Commercial invoice, Packing list, Bills of lading, Certificate of origin, FDA Approval, etc...) and ensure compliance with market's regulations and agent's requirements.
- Communicate with freight forwarders to get quotations for any shipment for all shipping modes (Sea, Land, and Air), negotiate these quotations, and prepare the comparison sheet to choose the best one.

- Contact the customs broker to manage the clearance process for each shipment and follow up with them to make sure that the shipment is cleared without any issues.
- Track shipments and make sure that the agents have received their shipments without any issues such as (damage, shortage, and demurrage).
- Insure the shipments by contacting the Insurance company contracted.
- Follow up with treasury team to present the documents per shipment with LC payment term to the bank in a timely manner.
- Assists in the preparation of timely and accurate reports for the export logistics and sales operations department.



Nov. 2022 – Jan. 2023

Operations Engineer Trainee – QPP (Nuqul Group) - Jordan

Key Responsibilities:

- Prepare maintenance and waste management reports.
- Process and production follow-up.
- Coordinating production operations in accordance with materials and labor.



Mar. 2022 – May. 2022

Data Analyst Trainee – Alokab Consulting Company – Jordan

Key Contributions:

- Gathering data from various sources about the proposed project, sourcing missing data, and organizing and analyzing data to find answers to specific questions.
- Searching for potential clients for the proposed project.
- Knowledge about the feasibility study in its 3 aspects (Market, Technical, and Financial Analysis).

Skills

- ERP System – SAP.
- Outlook.
- Reporting and Analytics.
- Time management.
- Microsoft Office.
- Responsibility, attention to detail, and flexibility.
- Willing to learn
- Ambitious and patient.

Training and Workshops

- Lean Management System
- Advanced Excel.
- Occupational Health and Safety Supervisor.
- Analytical Skills.
- Supply Chain Management.
- Project Management.
- Personal Vision and Attitude Improvement.
- Develop Leadership Potential.

Languages

Arabic: Mother Tongue.

English: Excellent working proficiency.

References

Available upon request.