

Hind Saidi  
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## **SUMMARY**

With over a decade of expertise in Supply Chain and Customer Service, I bring a robust foundation in procurement and Logistics Management to the table. My track record showcases exceptional skills in project management, including the successful coordination of multiple projects and the resolution of diverse issues. I am fluent in English, French, and Arabic, possessing excellent professional communication skills to support effective cross-cultural interactions.

## **EXPERIENCE**

**Office Manager/ Leasing agent (Full time)** March 2022- November 2023  
Greenlight Property Management, Moncton, NB, Canada

- Negotiate or approve rental or lease of various properties in a portfolio on behalf of property owners and ensure that terms of lease agreement are met.
- Create property listings for rental properties while concurrently managing and enhancing the company's social media presence and executing effective marketing strategies.
- Prospect new clients to grow the portfolio of properties for rent.
- Compile and maintain records on operating expenses and income, prepare reports and review rents to ensure they are at market value.
- Ensure that trouble calls received from clients or tenants are acted upon.
- Follow rental issues with the rental tribunal.
- Administer damage deposits.

**Productivity Buyer (Full time)** April 2021- February 2022  
Valeo Vision Maroc, Tangier, Morocco

- Define and implement technical/re-sourcing/logistics/VPS materials productivities and reservoir in line with budget requirements, in collaboration with the segment organization.
- Support the commodity organization (Segment Leaders) to reach the site negotiation objectives.
- Drives in front of the MSC material productivity actions and brings suppliers in, in line with budget timing.
- Monitor Supplier Relationship wherever assigned the Role of Key Account Purchasing (KAP) for a given supplier, when not covered by Group Commodity organization.
- Implement PG/PL Worldwide materials standards in the site (s) o Build up the site (s) budget together with the site Purchasing manager and in liaison with the Segment Leaders.

- Implement mitigation action plan at site level o Ensure coverage of logistics protocols for all bought out parts.
- Strictly apply the V5000 Supplier Integration axis Standards (internal referential, certifications, procedures, purchasing tools, information systems).

**Materials Planning & customer contact Supervisor (Full time) 2020 – June 2021**

Valeo Vision Maroc, Tangier, Morocco

- Lead and manage the customer service team and the procurement team for Wiper Systems activity
- Coordinate and manage the plant SIOF (Sales, Inventory and Operations Plan) and MPS (Master production Scheduling) processes.
- Recognize and manage all demands for products from customers by driving Sales and operation plan and Master production Schedules.
- Ensure SIOF/MPS are realistic and consistent with customers' orders, plant objectives and capacities.
- Manage the load of the plant and propose resource allocations regarding customer demands.
- Manage inventory.

**Supply Chain Engineer (Full time)**

2016 – 2020

Valeo Vision Maroc, Tangier, Morocco

- Manage Supply chain activities for new projects and engineering changes.
- Define Supply Chain concepts & make quotation for new projects.
- Define detailed Supply Chain solutions.
- Initiate, define and lead logistics FMEA & Information System.
- Define and qualify Finished Goods & Work In Process packaging; Qualify supplier packaging.
- Define, validate and qualify Transportation Logistics Service Providers protocols.
- Define and qualify Supply Chain process equipment & Internal flows.
- Define, validate and qualify Supply Chain master data & Information System.
- Support on Continuous improvement Supply Chain process.
- Follow & reach Project milestones (pre-serial deliveries, FDPR, ramp-up).

**Production Control Planner (Full time)**

2015 – 2016

Delphi Packard, Tangier, Morocco

- Schedule jobs on the manufacturing floor based on customer requested delivery dates.
- Prepare and update Customer Forecast for validation and follow up of long term forecast (Capacity Study).
- Check inventory levels for controlled production.
- input and follow the production reports.
- Prepare and input the shipments schedule to support customer demands
- Analyze Engineering Change Reports and take action if needed.
- Investigate material issues and find solutions that support the schedule.
- Analyze problems and find solutions to solve production issues.

**Customer logistics Support** (Full time)  
Souriau, Tangier, Morocco.

2015– 2011

- Study the feasibility of orders fulfillment and determine the capacity and availability of production means, materials.
- Define production flows and the management and monitoring system.
- Share and plan the production load between the lines based on the availability of equipments.
- Organize and regulate the routing and circulation of incoming or outgoing production flows.
- Supervise the monitoring of stocks and the supply of workshops, production lines, machines.
- Monitoring of the order portfolio and ensuring that deadlines are respected.
- Respond to customer consultations, advance requests.

## **VOLUNTEER EXPERIENCE**

**Social Coordinator**

2010

ASTVS Association, Errachidia, Morocco

- Utilize ability to coordinate activities between social workers and children through the strong attention to details and high adaptability.
- Assist the volunteer to ensure their needs on supplies, preparation of activities.

## **EDUCATION**

**Master's degree in Logistics and Transport**

2008-2010

National School of Management, Tangier, Morocco

**Bachelor of International Management**

2007-2008 National School of

Sciences, Fes, Morocco

## **Skills**

- Responsible & Organised
- Interpersonal communication skills
- Time management
- Microsoft office
- SAP
- Decisive
- Empathy & friendliness
- Conflict management