

**Houda HANNACHI**

**Senior logistics coordinator: 5 years' experience in food and cosmetics logistics/registration and local approvals**



**HACCP LEVEL 4 Certified**

**Bachelor degree in Agriculture engineering**

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Address: International City Phase (2) - Dubai

Born in: 10th of May 1992

Nationality: Tunisian

### **Professional experience**

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**June 2021-Present: Senior logistics coordinator: Al Futtaim Logistics**

❖ **FOOD: IKEA FOOD**

- Managing all warehouse, transportation, logistics process of IKEA Food Shipments
- Follow up of IKEA shipment, handling clearance (DO collection, BOE, DM inspection)
- Handling local delivery and transportation of IKEA food from Jebel Ali free zone to IKEA stores
- Working closely with the warehouse team for accurate delivery of the products to the customers
- Visit the warehouse, regularly, and keep an eye on labeling operation
- Following up with warehouse supervisor for the damaged /expired stock

❖ **Responsible of monitoring quality, registration, compliance and regulatory aspects of IKEA food range**

- Perform the necessary step to secure that the IKEA range sold in the country complies with the Product Safety laws in the country
- Coordinate all Product Safety & Compliance issues
- Identify and escalate all Product Safety & Compliance issues
- Review and analyze food test results and keep close communication with test labs
- Develop a good working relationship with national consumer authorities
- IRS follow up and report thru Dubai municipality Website.
- Handle food items registration with Dubai Municipality; ESMA...
- Handling Export shipment of IKEA food to Oman ( preparing DM health certificate, MOCCAIE permits .....)

❖ **COSMETICS: Sesderma cosmetics, Hindash ....**

- Managing the registration (Montaji, ESMA approvals) for different Products ( perfumes, makeup.....)
- Handling Dubai municipality clearance for import shipments (CPIP) and customs clearance
- Handling local delivery and transportation from Jebel Ali free zone to local customer
- Follow up with warehouse team for invoice/ packing list preparation
- Working closely with the warehouse team for accurate delivery of the products to the customers
- Handling export shipment to GCC, preparation of certificate of origin, COC approvals...

**September 2019-Mai 2021: Supply Chain Coordinator : Carrefour Head Office UAE:**  
**Food Department**

- Follow-up on sea / air shipments arrivals
- FIRS follow up and report thru Dubai municipality Website.
- Handle items registration with Dubai Municipality; ESMA, FTA
- Communication and follow up, with 3PL, merchandise and department managers, and suppliers.
- Handle the checking of The ingredients, additives thru CODEX and the artworks

- Handle translation, and labels data management, with warehouse, thru DDS system
- Responsible of Stock release in warehouse
- Secure Payment of Dubai municipality fees.
- Submit the request in Dubai municipality website and Follow up the payment of inspection & Re-inspection with 3PL.
- Inspection booking, with DM inspectors and warehouse team.
- Submission of destruction / waste requests, thru DM website.
- Investigate with Dubai Municipality for any concerns Logistic, Quality and merchandise needs to clarify.
- Visit the company warehouses, regularly, and keep an eye on labeling operation and inspection processes.
- Report for FIRS follows up, to update stock release, inspection dates in DDS so that we can have full control over DDS system.

## **September 2017- December 2018: Quality Controller: Distillation of Essential Oil Company DISTILPAM**

### **Professional trainings**

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April 2016: **ISO 9001 version of 2015 Quality Management Manager**

November 2017: **ISO 22000 version of 2005: Food Safety Management**

June 2021: **HACCP LEVEL 4 (TSI QUALITY SERVICE UAE)**

### **Education**

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2014-2017: University of Sousse- Higher Institute of Agronomic Sciences of ChottMariem:

- **Bachelor degree in Agriculture Engineering (Livestock Production)**

2012-2014: Higher Institute of preparatory Studies in Biology and Geology Soukra:

- **Preparatory cycle in Biology and Geology**

## **Computer skills**

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**Word, Excel, Power point, outlook**

## **Languages**

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**Arabic:** Native language

**French:** Very good

**English:** very Good