



MEJRI AMIRA

Production Planner

Degree

2011-2015

Bachelor of Science in Management
*Specialization: **Business Administration***

FSEG MAHDIA

Professional Experience

Production Planner

SHTP Tunisia | Oct 2019 – Present

I – Production Goal Planning

- Managed and tracked production orders based on the customer order backlog to ensure timely delivery and production alignment.
- Scheduled production orders and estimated completion times to ensure efficient workflow and resource allocation
- Oversee coordination between available human resources and production capacity
- Generate and issue manufacturing orders (MO) to production teams
- Achieved delivery targets and developed forecasted delivery schedules

II- Production Planning & Execution Oversight:

- Implemented a production tracking database to monitor schedules and manufacturing order progress
- Adapted production planning in real-time to address unforeseen disruptions
- Monitored and implemented key production KPIs (Machine Availability, Performance Rate, Quality Rate)
- Logged daily production quantities and metrics in the GPAO manufacturing software
- Calculated variances between actual production output and forecasted targets

Administrative Assistant

SHTP Tunisia | Feb 2016 – Oct 2019

- Handled phone communications and managed incoming/outgoing mail and faxes.
- Oversaw office supplies and prepared visa application documents.
- Conducted end-of-month cash audits and managed administrative filings.

LANGUAGES

Arabic : Native / **French**: Fluent (written spoken) /**English**: Intermediate

CONTACT

📍 **Location** : Zriba Hammem, Tunisia

☎ **Phone** : 97 367 239

✉ **Email** : mejri.amira1991@gmail.com

SKILLS

- Team Collaboration | Organizational Skills | Adaptability
- Microsoft Word | Excel | DIVALTO (ERP Software)
- Fluent in Arabic (native) | French (written & spoken) | English (written)

Softwares

- WORD
- EXCEL
- DIVALTO

INTERESTS

- Travel/Sport