



LUBNA AL-TARAWNEH

Operations and Logistics Coordinator

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📍 Amman, Jordan

About Me

Results-driven Operations and Logistics Coordinator with extensive experience in managing and optimizing processes. Adept at coordinating with stakeholders, streamlining logistics, and ensuring the smooth execution of projects and programs. Possesses strong organizational and communication skills, contributing significantly to operational efficiency and program success.

WORK EXPERIENCE

November 2024 – December 2025

Majlan Intl. Cargo Services

Import Ocean Freight & Import/Export Land Freight Coordinator

- Manage full operations of Land Freight Department (import/export).
- Manage daily import ocean freight operations with major shipping lines.
- Handle freight bookings, documentation, tracking and final delivery.
- Use ASYHUB for manifest processing and activation.
- Provide customer service and resolve client issues proactively.
- Issue and follow up on invoices with finance and operations.
- Liaise with transporters, customs brokers, and international agents.

September 2023- March 2024

IT Electronic Shipping Solutions- DHL Express Germany GmbH

Technical Coordinator

- Responded to client inquiries regarding DHL's electronic shipping tools.
- Provided technical troubleshooting and configuration support.
- Escalated complex issues to specialist teams and ensured follow-up.
- Improved user satisfaction through clear communication and service.

2019 – 2022

4D Dental Center

Coordinator

- Coordinated patient schedules and supported dental professionals.
- Maintained detailed digital records using specialized software.
- Improved workflows and internal procedures.
- Managed inventory and procurement of clinic supplies.

REFERENCES

Ahmad Al-Tarawneh

4D Dental Center / CEO

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Lisa Harsch

DHL Express-Germany

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Suha Juma

Majlan Intl. Cargo Services

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Email: seafreightmng@majlan-jo.com

EDUCATION

Bachelor of Logistics Science

German Jordanian University

2019-2024

Abroad Semester in Logistics

Münster Fachhochschule

March 2023 - March 2024

SKILLS

- Freight Forwarding (Land, Ocean, Import/Export)
- ASYCUDA/ ASYHUB Manifest Processing
- Client Communication & Customer Service
- Microsoft Office Suite
- Record Keeping & Data Management
- Logistics Coordination
- Time Management
- International ECASE ESS Specialist

LANGUAGE

English

Arabic

German