

Nora Meddour

Project Coordinator | PMO | Maintenance & Sustainability Professional

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PROFESSIONAL SUMMARY

Project Coordinator and industrial engineering professional with over 7 years of experience leading and managing maintenance, planning, and sustainability projects within an international FMCG environment (Heineken). Proven ability to plan, supervise, and execute complex technical projects involving cross-functional teams, industrial operations, budget control, and regulatory compliance. Strong expertise in SAP, CMMS systems, KPI tracking, and continuous improvement in fast-paced manufacturing environments.

KEY QUALIFICATIONS

- Project Management & Project Coordination
- PMO Support & Project Planning
- Maintenance Planning & Shutdown Management
- Stakeholder Management & Cross-functional Leadership
- SAP (Maintenance & Procurement Processes)
- CMMS / Work Order Management
- Budget Management & Cost Control
- Risk Management (ISO 31000)
- KPI Monitoring & Performance Reporting
- Industrial Operations & Process Optimization
- ESG & Sustainability Project Delivery
- Continuous Improvement (TPM, Lean)
- Strong event management skills
- Proven leadership in organizational change management.

PROFESSIONAL EXPERIENCE

Corporate & Sustainability Affairs Manager | March 2025 – April 2026

Sarl Tango – Heineken Algeria

- Led corporate ESG strategy implementation across operational departments
- Managed and ensured compliance with environmental regulations, audits, and hazard studies
- Coordinated cross-functional stakeholders across operations, legal, and corporate teams
- Designed and deployed CSR communication strategies internally and externally
- Planned and executed corporate events and sponsorship activations
- Led end-to-end execution of sustainability initiatives including glass bottle recycling and brewer's yeast valorization projects
- Monitored and reported sustainability KPIs to senior management

Sustainability Project Manager | 2023 – 2025

Sarl Tango – Heineken Algeria

- Led end-to-end sustainability project lifecycle (initiation, planning, execution, monitoring)
- Planned and executed water and energy reduction initiatives across production site
- Developed and controlled project budgets and timelines
- Coordinated multidisciplinary engineering teams for project implementation
- Conducted feasibility studies and technical evaluations for sustainable solutions
- Planned, Supervised and delivered industrial installation projects (boiler burner, air buffer tank, spent grain compressor system)
- Led and delivered local barley production project in partnership with national farmers
- Tracked and reported KPIs for operational and environmental performance

Planning & Spare Parts Management Leader | 2021 – 2023

Sarl Tango – Heineken Algeria

- Led and supervised maintenance planning and spare parts team (8 members)
- Developed and implemented preventive and corrective maintenance schedules
- Managed SAP-based procurement, spare parts tracking, and technical requests
- Controlled maintenance budgets and optimized operational costs
- Reduced downtime through proactive maintenance planning and risk mitigation
- Supervised execution of welding, piping, and mechanical shutdown activities
- Led warehouse optimization (5S) and inventory control system
- Supported major equipment upgrade projects (Krones bottling line modernization)

Maintenance Planner | 2018 – 2021

Sarl Tango – Heineken Algeria

- Planned and scheduled preventive and corrective maintenance activities using CMMS
- Created and managed work orders and maintenance execution workflows
- Ensured compliance with safety, quality, and regulatory maintenance standards
- Managed SAP technical procurement and maintenance documentation
- Developed and improved maintenance procedures and work permit systems
- Coordinated and supervised industrial projects (boilers, tanks, filtration systems, piping works)
- Planned and delivered equipment upgrades including lauter tun and filtration systems
- Tracked and reported maintenance KPIs and equipment reliability metrics

TRAINING

- Risk Management ISO 31000 – CESI (2025)
- Leadership & Personal Development – Dale Carnegie (2024)
- Internal ISO Auditor – CESI (2022)
- Integrated QSE Management System – CESI (2019)

EDUCATION

Master's Degree – Renewable Energy / Solar Energy – USTHB Algiers (2017)

Bachelor's Degree – Energy & Mechanical Engineering – UDL Sidi Bel Abbès (2015)

LANGUAGES

- French – Fluent
- English – Professional Intermediate
- Kabyle – Native
- Arabic – Fluent

INTERESTS

- Basketball
- Swimming & Active Walking
- Personal Development

REFERENCES

- Etienne Saada, Managing Director at Heineken company
<https://www.linkedin.com/in/etienne-saada-2b1740111/>
- Nada Temmar, Legal and corporate affairs Director at Heineken Algeria
<https://www.linkedin.com/in/nada-temmar-17182795/>
- Daniel Blokker, Marketing Director at Sarl tango, Heineken Algeria
<https://www.linkedin.com/in/danielblokker/>
- Sofiene Ben Ali , Plant manager chez Crown holdings in
<https://www.linkedin.com/in/sofiene-ben-ali-548434110/>
- Amine Arfa, Head of Maintenance at Suntory Beverage & Food France
<https://www.linkedin.com/in/amine-arfa-79086730/>