

Has about 8 years hands-on experience working in material control and store keeping.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Male

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Jan. 2018 till now  
**Project** : Main Store  
**Job title** : Material Controller

**Dates** : From Oct. 2016 till Jan. 2018  
**Employer** : Elsewedy Electric PSP  
**Project** : Beni Suef Power Station 4800MW  
**Job title** : Material Controller

**Dates** : From Jan. 2015 till Oct. 2016  
**Employer** : Elsewedy Electric PSP  
**Project** : Attaqa Power Plant 680MW  
**Job title** : Store Keeper

### **DUTIES & RESPONSIBILITIES:**

- To supervise material receipt, unloading and placement in assigned storage location.
- To check received material quantities & specifications against purchasing documents.
- To manage storage space and determine storage methods according to the manufacturer's guidelines and company safety procedures.
- To maintain stock level of materials to ensure continuous availability.
- To maintain the filing system and stock records as per company

- procedure.
- To maintain supplies of materials, in compliance with storage safety regulations.
  - To issue or distribute materials to company labor, subcontractors and clients according to company procedures.
  - To recommend disposal of excess, defective or expiry stock.
  - SAFETY & QUALITY RESPONSIBILITIES:
    - Maintain the safety standards and comply with Company's Health, Safety and Environment Management System Requirements.
    - Take reasonable care of own health and safety and that of others in the workplace.
    - Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
  - SOCIAL COMPLIANCE RESPONSIBILITIES:
    - Maintain company's social management system policy via follow and report any deviated cases against IMS policy.
    - Take his own responsibility to comply with the social accountability requirements according to the standard SA8000.
    - Co-operate with the SP team for any further communication in order to improve and enhance the level of implementation and compliance with the company's social management system.

- Field of experience :**
- Preparing Materials.
  - Check Quantities and dimensions regarding to purchase order.
  - MRR & MIR Preparation.
  - Material Register.
  - Cooperation with the Consultant.
  - Periodical Inventory.
  - Drawings Reading.
  - ERP user.
  - Specialist in management warehousing (tools & Fixed Assets).
  - O&S&D&R Preparing when founded damaged in materials.
  - Coordination between all Departments to achievements progress.
  - Reporting to the management.
  - Deal and manage the suppliers and vendors work.