

Holds a Bachelor in Commerce (Accounting) and has about 17 years hands-on experience, including 13 years in Assets & Inventory controller, purchasing, warehouses, Logistics & Transportation.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 25/10/1977
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Ain Shams University, 2000

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Windows, Word, Excel, Power Point, Outlook.
: Quality Management and Introduction Course (ISO 9000).
: Quality Management System Awareness.
: Warehouse Operating & Stock Control.
: HSE Safe star program.
: Maintenance hard, software & Electronics courses.
: ERB (Oracle).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2016 till now
Employer : Elsewedy Electric PSP
Project : Senior Material Controller
Job Description :

- In charge about coding material and fixed assets.
- Determined methods and Type of storage.

- Control for input & output material and spare parts and load & off load.
- Provide guidance and support in establishing warehouse and base operations by developing new processes.

Dates : From Jun. 2015 till Oct. 2015
Employer : ADES Drilling Company
Job title : Logistics & Warehouse Supervisor
Job Description :

- Manage all daily transactions in all warehouses and ensure the accuracy of the stocks.
- Manage the daily distribution plans by coaching the team in planning, solving problems, Trucks, and customer problems to achieve the distribution plan on time.
- Ensure the implementation of all company systems and procedures according to ISO Standard procedures and update all systems whenever needed.
- Inclusive of Shipping functions and Inventory Management.
- Develop and initiate monthly reports having required project timelines.

Dates : From Mar. 2014 till Sep. 2014
Employer : IDEC Company (ERBIL - KURDSTAN - IRAQ)
Job title : Warehouses Manager
Job Description :

- Managing all processes and functions within a busy warehouse.
- Coordinating racking and storing.
- Maintaining high standards of materials handling.
- Responsible for the warehouse security and accountability.
- Ensuring stock levels are managed and controlled effectively.
- Ensuring compliance with all Health and Safety regulations.
- Using automated computer systems to monitor stock control.
- Implementing new projects.
- Working with team leaders to review procedures & maximize customer satisfaction.
- Scheduling work & roles to meet fluctuations in staffing levels & workloads.
- Visiting clients to monitor the quality of service they are receiving.

Dates : From Nov. 2013 till Mar. 2014
Employer : BIC Contracting and Construction
Job title : Warehouses Manager
Job Description :

- Supervise the operation of a storeroom and all facets including ordering, receiving, processing, recording and distributing supplies and materials; preparing and maintaining detailed records and files. Supervision is exercised over storekeepers and delivery persons.
- Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
- Approve requisitions, analyzes work orders, etc.
- Brief staff on materials to be loaded or on assembly of items to be delivered.
- Check with staff for changes that could affect delivery schedule; make schedule adjustments as needed.

- Supervise computer operations.
- Review paperwork from deliveries to determine if additional work requirements will occur.
- Check documents for thoroughness and completeness and prepare additional documentation when necessary.
- Initiate all requests for replenishment of stock.
- Oversee the receipt and dispersal of materials entering or leaving warehouse; help storekeepers with this task when required.
- Take periodic inventories and participate in monthly inventory program.
- Perform related tasks as required.

Dates : From 2008 till 2012

Employer : M-I Swaco - Schlumberger

Job title : Logistics & Warehouses Supervisor

Job Description :

- Coordinate inventory of stock and insures product adjustments are properly applied. Receive, sort, log, and distribute all incoming shipments. Identify, locate, obtain and arrange for shipment of requested replacement parts. Arrange warehousing and transportation of products to customers. May investigate and respond to inquiries regarding distribution and shipping inside and outside Egypt and liquidation.
- Insure proper documentation, including transit documents and customs clearances, exists for shipments. Ensure documentation is accurately processed, distributed and released to carrier, forwarders, customers and agents in a timely manner.
- Prepare all necessary data entry and confirmation of key milestones (departure, arrival, customs clearance, etc.) as specified by Customer Standard Operating Procedures.
- Provide guidance and support in establishing warehouse and base operations by developing new processes, customizing procedures and training of personnel.
- Provide advice and share expertise on warehouse and base operations policies and procedures and other relevant matters to domestic and international operations.

Dates : From 2003 till 2007

Employer : Weatherford Services

Job title : Assets & Warehouse Controller

Job Description :

- Control about all tools equipments for division DHS (Fishing) & TRS (power Tong & Jam unit).
- Responsible about all Warehouse daily operations (Receiving, Issuing, Transferring).
- Prepare documents and periodic reports, and maintain all Warehouse Records to ensure that all Stock Cards balances match with physical count and financial reports.
- Prepare all Purchase Requisitions required to purchase new or replaced stock.
- Coordinate with operations and purchasing personnel regarding stock availability and check Minimum and Maximum levels.
- Coordinate with inventory Supervisors for conducting the physical count and preparing the annual inventory reports.

- Determine method of storage, identification, and stock location based on turnover, environmental factors, and physical capacity of facility.

Dates : From 2000 till 2002
Employer : EL ASRAA Exchange Company
Job title : Accountant
Job Description : Teller and in charge about program according to Central Bank of Egypt.