



CONTACT ME

☎ +966566045313

✉ saeedelamir84@gmail.com

📍 Current Residence:
Kingdom of Saudi Arabia

EDUCATION

Management Information Systems

Bachelor's Degree

Al-Alsun High Institute 2006

COURSES

ICDL

Time Management.

Sales Planning.

Customer Service.

English Course (Birlitz)

Saeed Elhami

Abdelaziz Elamir

PROFESSIONAL SUMMARY

Experienced operations and site manager with over 15 years in catering, logistics, warehouse supervision, and sales. Proven ability to manage large teams, coordinate logistics across multiple sites, and maintain high service quality. Strong leadership, inventory control, and cross-functional communication skills.

WORK EXPERIENCE

Catering Site Manager

2018 - Current

Habeeb Trading Company

- Full supervision of daily catering operations and meal service coordination.
- Managing the workforce and monitoring performance and service quality.
- Coordinating with suppliers and ensuring the availability of high-quality food items.
- Preparing daily and weekly reports for senior management.
- Monitoring inventory, controlling expenses, and minimizing waste.
- Overseeing multiple sites as needed, including handling logistical and administrative tasks.

Warehouse Supervisor

2016 - 2018

Aramex (Egypt)

- Receiving and issuing materials and tracking stock movement.
- Organizing and maintaining an efficient warehouse layout.
- Entering inventory data into the system and monitoring stock levels.
- Preparing monthly inventory reports.
- Coordinating with other departments to meet operational needs.

LANGUAGE

Arabic: Native language
English: Very good

PERSONAL INFO

Date of birth: 2 / 11 / 1984
Marital status: Single
Nationality: Egyptian
Religion: Muslim
Military Situation: Exempted

Sales Representative

2013 - 2015

Lamar Juices Company (Egypt)

- Promoting company products and increasing sales volume.
- Building and maintaining strong customer relationships.
- Achieving targeted sales goals.
- Following up on customer accounts and ensuring payment collection.
- Preparing periodic reports on sales activities and market competition.

Real Estate Sales Representative

2007- 2012

El Tawfikia for Construction & Development (Egypt)

- Marketing and selling the company's real estate units.
- Presenting projects to clients and offering suitable financial solutions.
- Following up with clients from inquiry to contract signing.
- Coordinating with the engineering department regarding unit handover.
- Preparing periodic reports on market trends and sales activities.

Technical Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong command of ARB Systems.
- Excellent leadership and organizational skills.
- Ability to work under pressure.
- Team management and effective interdepartmental communication.