



Eslam

Ahmed Makhlof

Warehouse Supervisor

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EDUCATION

Above average commercial diploma
Manial Institute
2004 - 2006

SKILLS

- Oracle.
- SAP.
- Quick Books.
- Remedy.
- Microsoft Excel .
- Microsoft outlook.
- English language.
- Driving a forklift
- Driving a transport vehicle.

WORK EXPERIENCE

Warehouse Supervisor

2022 - Until now

Ram Trade for Battery

- I currently work as a warehouse supervisor at Ram Trade for Battery Company.
- I supervise the receipt of containers and the delivery of items to customers based on invoices from the sales department,
- recording the warehouse movement on Sap One program.
- receiving purchase order and returns ,delivery of sales orders and transfer to branches
- doing a count inventory of fast-moving items, and all stock every week.
- Providing reports on the movement of inventory, available balances in the warehouse, and required balances.
- following up on storekeepers and warehouse workers.

Warehouse Supervisor

2019 - 2022

T&D design

- I currently work as a warehouse supervisor at T&D design .
- I supervise the receipt of containers and the delivery of items to customers based on invoices from the sales department, recording the warehouse movement on Odoo program.
- receiving returns, and doing a two-day inventory of fast-moving items. Providing reports on the movement of inventory, available balances in the warehouse.

Warehouse Supervisor

2014- 2019

Raya Holding company

- Review the inventory and record the actual numbers of materials in specific locations, in order to ensure that the project manager and departments.
- Needs, costs and planning: They receive correct and current information about the balance available in stores at any time.
- Follow up on the storage locations of materials to ensure that all stocks and materials have been stored in the correct and appropriate conditions.
- It is preserved in a way that protects it from (heat, humidity, sun exposure) without causing any damage to it, Review receipt signatures on all purchase and payment orders to maintain the authenticity and accuracy of all records.
- Issuing purchase orders for materials with certain standards to ensure the availability of all required materials at all times. Follow up on the machines selected for use on sites, and coordinate with project managers to repair the machines that need repair
- To ensure that all required machines are available at all times. Determine the balances of inventory that will be liquidated as scrap, in order to begin procedures to sell it. Monitor project stagnant inventory and notify management to dispose of stagnant inventory

Store Keeper

2007 - 2014

Abu Al-Yazid Company

I was working at Abu Al-Yazid Company for Industry and Trade as an assistant store keeper, then he was promoted to store keeper, then sales showroom manager and warehouse manager. The company was working in the field of manufacturing automobile spare parts. I used to receive items from the factory with additional permissions, record them on the Excel program, and disburse them to representatives and customers. And receiving the returns after the technical review from the technician, whether the product is suitable for sale again or not