

Warehouse Supervisor



Personal Information

Name: Ehab Ibrahim Mahrous **Nationality:** Egyptian

Sex: Male

Date of birth: 27/4/1985

Marital status: Married

Languages: very good in English and Arabic

Education: Bachelor in Commerce, Cairo University, Accountancy Department, May 2007

Total Grade: Good

Military status: Exempted

Training courses and Certificates:

- 1- Accountancy course (Balance sheet- Final account- trial balance).
- 2- Oracle Financial service software.
- 3- English Language course at El Mostaqbal Library.
- 4- Microsoft office package training courses.
- 5- International Computer Driving License (ICDL) certificate.

Work Experience:

(from: OCT 2024 - Till Now)

- Work as General Accountant at Saudi Arabia head office of Art House International company.

Tasks and Duties

- ✓ Implement approved financial and accounting procedures.
- ✓ Manage, register and maintain all suppliers, contractors and client's financial documents.
- ✓ Carrying out periodic and annual inventory of materials and fixed assets and matching them with their accounts.
- ✓ Controlling documents issued and received to accounts department and ensure their authenticity and containing the necessary signatures.
- ✓ Prepare employee payroll and wages.
- ✓ Recording the contract value with assistance and customer reports as an indicative item.
- ✓ Follow up on the cash or check collection of the submitted extract.
- ✓ Preparing daily and weekly reports on the position of customers and suppliers.

[Type here]

(from: Jan 2015 – OCT 2024)

- Work as Warehouse Assistant Manager at **Ahmed ELsallab.**

Tasks and Duties

- ✓ Manage, monitor and interpret all the parts of Warehouse.
- ✓ Prepare a detailed work schedule and work plans.
- ✓ Prepare warehouse employee payroll and wages
- ✓ Carrying out periodic and annual inventory of materials and fixed assets and matching them with their accounts.
- ✓ Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship).
- ✓ Operate and maintain preventively warehouse vehicles and equipment.
- ✓ Perform inventory controls and keep quality standards high for audits.
- ✓ Organizing and managing contracts with clients and suppliers.
- ✓ Risk management in order to reduce the risks that the project may be exposed to.
- ✓ Managing human resources in an appropriate way to achieve the best results.

(from: June 2011 – Jan 2015)

- Work as Salesman at Kuwait in **Guhaina for milk and food products.**

Tasks and Duties

- ✓ Compile customer and market information useful for planning and executing sales.
- ✓ Maintain and develop friendship with the company's existing customers by ensuring regular contact with them through meetings, speaking with them communicating with them by email.
- ✓ Collaborate with product suppliers to ensure existing orders are delivered.

(from: June 2007 – until June2011)

- Work as Accountant at Kuwait in **United Beverage Company(PEPSI)**

Tasks and Duties

- ✓ Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations.
- ✓ Reviewing financial documents to resolve any discrepancies and irregularities.
- ✓ Manage, monitor and interpret the contracts & documents for supplies and clients.
- ✓ Reconciling already documented reports, statements and various transactions.

Contact information:

Address: Saudi Arabia, Riyadh

Phone number: (+966) 555377529 & (+2) 01122058103

E-mail address: ehabsobhyibrahem@gmail.com