



Ahmed Mohamed Saeed Zaki

Warehouse Manager



+201210077654 - +201095914360 | Ahmed.zaki428422@hotmail.com | Sidi Gaber, Alexandria

With 24 years of experience as an executive manager and warehouse manager, I have skills such as receiving, storing and distributing operations in the company's warehouses, whether these products are produced by the company or used by the company, such as raw materials and products that the company uses periodically. I have the skills to be familiar with storage rules and guidelines, the ability to utilize spaces, and good knowledge of how to deal with different materials, follow up on existing quantities, and report directly on any shortages, as I help achieve production goals by following up on different storage guidelines.

PROFESSIONAL EXPERIENCE

Store Manager | at Tapecom

Novemer 2021 - Present

Responsibilities:

Director and partner of Tapecom and responsible for the entry and exit of goods, customer deliveries, follow-up production lines, provision of goods and maintaining the quality and safety of inventory.

Deputy warehouse manager | Egyptian Abrasives

Dec 2011 to Oct 2021

Responsibilities:

Responsible for supervising the company's stores in its branches , Responsible for maintaining the ideal inventory in all sectors of the company and reviewing the actual and book balances of the inventory, Taking into account that the warehouse items do not reach the minimum ,Distribution of goods to branches in proportion to the actual stock quantity of the company , A complete analysis of each message received from abroad exchange sectors , Follow-up transfers between the company's stores in the event of a stagnant stock in any branch ,Coordination with shipping supervisors to deliver goods to the sectors requesting exchange flexiblty and to maintaine their safe arrival ,Issuing the required reports and analyzes for the company's. management ,Issuing a daily balance containing the balances of the company's main stores and branches

Warehouse supervisor | Alexandria detergents and chemicals co.

Apr 2008 to Oct 2011

Responsibilities:

Responsible for the company's main stores ,Follow up the actual balances of the company. Follow-up balances of sub-stores ,Follow up the arrival and receipt of shipments from abroad. Coordination between the management of stores and production on the disbursement of goods required for the production process ,Review the actual disbursement from the warehouses with the actual full production of production processes, make reports of the disbursement and the user, and determine the rates of loss ,Responsible for issuing operating orders for the production process.

Storekeeper | at fast control Kuwait

Nov 2005 to Jan 2008

Storekeeper | at Arab radio & television (ART) Egypt

Sep 2003 to Oct 2005

Responsibilities:

Storekeeper | at Company for trading and distribution Egypt

Aug 2000 to Aug 2003

Responsibilities:

SKILLS

Practical skills

Ability to use warehouse and storage management programs and databases.
Employee management and leadership skills.
Ability to make decisions and provide appropriate solutions to various problems.
Strong knowledge of key performance indicators ,Strong observation and proficiency in the process of distributing spaces.
Ability to communicate with department employees and other dep artments.

Technical skills

Computer skills (ICDL)
Excel,Word, PowerPoint,
Internet
ICT skills.
Use the Internet and manage files effectively.

Personal skills

Leadership and organizational skills ,Ability to motivate and train employees and clarify work expectations,Time management skills.
Understanding of security regulations and protocols.
IT skills and ability to learn new technology packages.
Organization and maintaining good inventory flow.

COURSES AND CERTIFICATES

course Microsoft Certificate MCSA (New Horizons).

March 2008 to June 2008

course Members of the occupational safety and health committies national

Form Center for occupational safety and health studies.

April 2016 to April 2016

course Basic course for trainers Form sports professioned syndicate.

March 1998 to May 1998

course Basic Skills Form New Horizons.

June 2008 to June 2008

course Great Plans 10 Form Oracle.

Apr 2008 to Dec 2008

course Quick Box Form New Horizons.

Jan 2012 to Apr 2012

EDUCATION

Industrial Technical Institute

2001

LANGUAGES

Arabic: Mother tongue

English: Good

PERSONAL INFORMATION

date of birth: 3/4/1980

Nationality: Egypt

Driving license: Egyptian