

MOHAMED ELMOZY

Personal Information

Nationality: Egyptian

Address: Cairo, Egypt

Contact Information

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Objective

Highly motivated and detail-oriented distribution center operations supervisor with extensive experience in inventory control, staff management, and operations optimization. Strong leadership and communication skills with a track record of driving efficiency and ensuring compliance with health and safety regulations.

Experience

Warehouse Operations Supervisor | Seoudi Supermarket - Cairo

Oct 2023 - Present

- Ensure the efficient and timely receipt, storage, and dispatch of goods.
- Supervise, train, and evaluate warehouse staff to maintain high performance.
- Monitor stock levels, conduct regular inventory checks, and reconcile discrepancies.
- Enforce health and safety regulations and ensure compliance with company policies.
- Identify inefficiencies in workflows and implement process improvements.
- Oversee the maintenance and functionality of warehouse equipment.
- Collaborate with procurement, sales, and logistics teams to meet business objectives.

Senior Storekeeper | Seoudi Supermarket - Cairo

Nov 2022 - Oct 2023

- Assigned daily tasks to teams including inventory, picking, receiving, and shipping.
- Coached teams through daily briefing meetings and ensured performance feedback.
- Monitored warehouse productivity and maintained optimal workflow standards.
- Followed up on emails and ensured all orders and communications were processed.
- Maintained temperature and humidity logs to ensure product safety and compliance.

Warehouse Team Leader | Capiter - Cairo**Dec 2021 - Nov 2022**

- Monitored daily inventory and reconciled discrepancies between physical and system balances.
- Oversaw incoming and outgoing item transfers and ensured accurate documentation.
- Ensured proper receiving, expiry date tracking, and product condition assessments.

Warehouse Supervisor | Raneen - Cairo**Sep 2016 - Dec 2021**

- Assisted in planning and executing store operations and supervised storekeepers.
- Ensured accurate ERP reporting and inventory documentation.
- Submitted reports on damaged and stagnant inventory, and followed safety procedures.

Assistant Branch Manager | El Saudia - Cairo**Oct 2015 - Sep 2016**

- Prepared branch performance reports and proposed sales improvements.
- Supported promotional planning and coordinated marketing data analysis.

Call Center Agent | Orange & Etisalat - Cairo**Aug 2013 - Oct 2015**

- Answered customer inquiries and provided solutions to service-related issues.
- Assisted colleagues and contributed to team performance evaluations.

Education

Bachelor of Law, Menofia University**May 2013**

Grade: Good

Certificates

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL)**2012****Skills & abilities**

Soft Skills

- Attention to detail
- Organization and time management
- Communications Skills
- Leadership Skills and Problem Solving

Technical Skills

- Inventory Management (Inventory Control, Inventory Analysis, Stock Replenishment)
- Warehouse System Expertise (Inventory Tracking, System Configuration, Reporting and analytics)
- Warehouse Operations Management
- Excel (Pivot Table, Pivot Chart, VLOOKUP, PowerPivot, Power Query)

Language Skills

- Arabic: Native
- English: Good