



# Ahmed Abd El Tawab

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Enthusiastic and skilled Clerk knowledgeable about shipping and receiving, inventory management and carrier relations. Focused on accurate recordkeeping and materials movement for reliability and speed. Experienced with database, SAP and word processing software. Enthusiastic [Receiving] willing to take on any task to help organization's mission succeed. Pleasant, hardworking and reliable with great interpersonal skills.

## EXPERIENCE

### Receiving Officer

Jun 2023 - Present

GMG L.L.C, Dubai

- Processing customer payments & keeping a check unpaid invoice
- identifying discrepancies; developing customer payment
- Received inventory off of purchase orders into SAP and placed them in designated areas.
- Maintained inventory control, organizing fixed assets and inventory based on packing orders and serial numbers.
- Processing incoming and outgoing freight according to company standards, creating and maintaining a clean and orderly work environment.
- Recording and checking the quantity and quality of goods received and Check price for LPO for conformity to purchase orders and specifications.
- Inputting stock items into computer and store in the assigned location in or around the warehouse
- Attended personnel meetings and training sessions to improve skills and learn new policies and procedures.

### Senior Merchandiser

Mar 2019 - Jun 2023

Arma group, Egypt

- Implemented Planogram strategies to optimize product.
- Make sure Apply FIFO base.
- placement and increase sales.
- Managed inventory levels to prevent stock outs and minimize overstock situations.
- Conducted regular audits to ensure compliance with merchandising standards and guidelines.
- Trained and supervised junior merchandising staff to maintain consistency in product presentation.
- Streamlined merchandise presentation by implementing innovative visual techniques, resulting in increased sales.
- Established strong vendor relationships to maintain and support business.

### Sales Reprisentive

Jan 2018 - Mar 2019

#### Bocsh, Egypt

- Exceeded sales targets by 102%, demonstrating strong sales performance and achievement.
- Successfully achieved established sales goals, contributing to the overall success of the store.
- Implemented up-selling and cross-selling techniques to increase purchase amounts and maximize revenue.
- Set and monitored daily, weekly, and monthly sales goals to track progress and ensure success
- Ensured compliance with industry best practices and standards, contributing to a strong reputation for quality and reliability among clients.

#### Real Estate Agent

Jan 2016 - Dec 2018

#### Honest, Egypt

- Stage and showcase living spaces to highlight their features and appeal to potential clients.
- Advertise and market properties through various channels to attract prospective tenants.
- Prospect and reach out to new clients to expand the client base and generate leads.
- Identify clients' criteria and preferences and find suitable properties that meet their needs.
- Negotiate rental agreements and facilitate the closing of deals between landlords and tenants.
- Provide in-house marketing support and customer relationship management (CRM) support.
- Offer full administrative support, including maintaining records and handling documentation.
- Maintained connections with clients to encourage repeat business and referrals.
- Communicated with clients to understand property needs and preferences.
- Negotiated favorable contract terms for clients, resulting in higher satisfaction rates and repeat business.

## EDUCATION

#### Bachelor of Commerce (B.Comm.) - Information Technology

Sep 2012 - May 2016

*Egyptian academy for information systems and Accounting, Alexandria*

## SKILLS

- SAP MM
- Microsoft NAV, Stock inventory, Microsoft Excel, word, Store keeper, Strategic Planning
- Report Writing
- Work Coordination
- Time management skills
- Reliability and punctuality

## Languages

- Arabic: Native
- English: B2