

## Ahmed Gamal Abo-Elmajd .

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### ➤ Education Information:-

- ✓ 2019 Bachelor of Business Administration - Higher institute of computer and information systems and management sciences- "shubra Al-khima".

### Work Experience:

- **Warehouse manager at option travel from 3/2023 till now**
  - Oversee receiving, warehousing, distribution and maintenance operations.
  - Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
  - Produce reports and statistics regularly (IN/OUT status report, dead stock report etc), and maintaining statistical and financial records such as the Warehouse's annual budget.
  - Manage stock control and reconcile with the company's data storage system.
  - Handling the safety stock report to be comply with standers at the warehouse to avoid the shortage or increase of equipment.
  - Attend Meeting with the BoD members Regarding the warehouse leads to analyze productivity and develop actionable plans for loss prevention.
  - Adhere to all warehousing, handling and shipping legislation requirements.
  - Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime.
  - Inspect equipment, tools, Material, spare parts and machinery regularly, and oversee general maintenance when necessary.
  - Coordinate with other departments to provide them with the needed items.
  - Implement and optimize warehouse processes to improve productivity, reduce costs, and ensure safety.
  - Oversee the maintenance and operation of warehouse equipment and ensure compliance with safety standards.
  - Ensure timely and accurate shipment of products to meet customer requirements.
  - provide the employees with the technical needed training and supervision to ensure the maximum level of productivity
- **Head of Dept stores at family corporation &Al Tayyar Egypt from 1/2022 to 3/2023**
  - Strategically manage the warehouse in accordance with the company's policies and vision
  - Supervising the operations of receiving, warehousing, distribution and maintenance.
  - Planning the setup and ensuring optimum use of available spaces.
  - Coordination and follow-up on the implementation of operational policies well.
  - Comply with all requirements of storage and shipping legislation.
  - Supplying the production department / other departments with all daily orders.
  - Receipt of the supplied materials and delivery of a copy according to the dispatch to the Procurement Department
  - Enter data in inventory and logistics software programs
  - Spare Parts supply ordering and inventory management
  - Coordinate between all stores at company
  - Track, document, and resolve any discrepancies on received orders
  - Take delivery of all incoming parts and reconcile with purchase orders

- Develop and implement a logistics process
- Document the entry and exit of materials from the warehouse.
- Arranging the materials in the correct way inside the warehouses and placing a label on them so that they can be easily accessed without trouble.
- Managing and organizing the time and training of warehouse workers.
- Maintaining the cleanliness of warehouses and ensuring easy access to merchandise.
- Develop plans for warehouses and merchandise locations.
- Supervising the selection and recruitment of competencies and providing appropriate training and motivation for employees.
- Cooperating with the Quality Department and following up on quality observations.
- Prepare work plan, assign tasks appropriately and evaluate results.

➤ **Store keeper at family corporation & Al Tayyar Egypt from 2019 to 2022**

- Enter data in inventory and logistics software programs
- Welcome delivery trucks
- Label and stockpile merchandise according to size, shape, and type.
- Receive and track shipments
- Tracking payments to internal and external stakeholders
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Spare Parts supply ordering and inventory management
- Manage and train store staff.
- Coordinate between all stores at company
- Track, document, and resolve any discrepancies on received orders
- Take delivery of all incoming parts and reconcile with purchase orders
- To follow-up overall inventory management
- Develop and implement a logistics process

➤ **Supervisor assistant at first print company from 2014 to 2019**

- Monitoring both individual and team job performance metrics.
- Providing staff with technical guidance and assistance.
- Liaising between the Supervisor and other employees.
- Developing training materials and conducting training sessions and workshops.
- Assisting with other administrative tasks, when required.
- Establishing business knowledge and awareness of shared company goals.

➤ **Course & Training :**

- I attended (SAP MM) training with solex.
- Complete the( kissflow) Training Program.
- Communication skills course.
- Time management course.
- Team building course.
- Health and safety course.

