CurriculumVitae



# Personal Information:

\*Name: Mahmoud Awad Moustafa Mohamed.

\*Nationality: Egyptian.

\*Date of Birth: 01-04-1989, Giza, Egypt.

Academic Qualifications:

(A)

Academic Degrees:

B.Sc. in Trade Logistics and International Transport Management, Supply Chain Management Department, English Section.

2- Graduation Year: 2012.

3- G.P.A.: 2.5

4- Grade: Good.

5- Name of Institution: College of International Transport &Trade logistics Management, Arab Academy for Science, Technology and Maritime Transport.

(B)

1- FIATA Diploma : International Federation of Freight Forwarders Association.

2- Name of Institution: "A.A.S.T.M.T."Arab Academy for Science,

Technology and Maritime Transport.

3- Period: 2 years.

4- Graduation Year: 2015.

Contacts:

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1stDistrict, 6thNeighbourhood, House No- 1198,6 of October City, Giza,Egypt.

Military Service :Exempted.

# Languages :

- Arabic: Native language.

- English: Excellent.

## Computer skills:

* Microsoft Office (Word, Access, Excel, PowerPoint).
* Excellent Internet research skills.

Personal Skills:

- Enthusiastic about being a part of a successful corporation and team.

- Skilled at learning new concepts quickly, working well under pressure and meet the tightest deadlines.

- Excellent team working, negotiation and presentation skills.

- Ability to understand the different points of views.

Training:

1. *National Freight Company for Import and Export* as a Customs clearance coordinator from"1/7to 1/8 2014".
2. *Etisalat Egypt* as a Customer Service Representative from "1/5 to 1/6 2014".

Work Experience:

* **Midea Electric Egypt "Toshiba refrigerator Factory" From August 2022 Until Now".**
* **Current Title: Export Sales Logistics & Warehouse Team Leader.**
* **Starting Title: Export Sales Logistics & Warehouse Specialist.**

***🡪Main Tasks :***

- Coordinate the export logistics process with Mother company in China.

- Handling the logistics process physically and on systems.

- Sending different types of reports which are related to export logistics process, stock analysis, production levels, monthly and weekly shipping plan and other types of reports to other departments in Egypt and China to control and develop the exportprocess for more accurate products analysis and easier errors detection and for quicker handling .

- Monitoring stock level of export units inside warehouses and follow up the production plan with production team and make sure of correct executing of all processes.

- Handling customers and tracking shipments until arrival to clients and solving any issues happens and handling any complaints and seek for customer satisfaction at each level and make promotions and offers for them to gain their loyalty which reflects as increasing our products sales volume.

- Making &achieving monthly shipping plan and be flexible with production plan fluctuations and supporting my team for achieving monthly sells plan.

- Cost reduction planning and keep high service quality level at the same way.

- Supporting export sales manager for making new transactions with new customers and make more attractive & competitive offers for our current clients for deeper interactions and to gain their satisfaction and their loyalty.

- Handling and executing payments of our suppliers such as freight forwarders and customs clearance agents.

* **Kharafi National For Infrastructure from "June 2019 To July 2022"**
* **Title: Logistics Coordinator.**
* **Title: Local Purchasing Specialist.**
* **Title: Local Purchasing Specialist.**

***🡪Main Tasks:***

- Looking for new suppliers.

- Improving supplier's network.

- Archiving documents.

- Handling the logistics process.

- Making a strong freight forwarders network and search for new strong supplier from time to time.

- Preparing quotations and choose best offer from freight forwarders based on work requirements to work with them.

* Golden Seven For Agricultural Investments from "June 2017 To May 2019"
* Title: Purchasing manager's assistant.

-Handling the logistics department.

-Monitoring the working environment at firms.

-Finding new suppliers.

-Responsible for all company purchases.

* **Misr Logistics Abo Rawash from "November 2015 To June 2017"**

Title: W.M.S.Executive" Warehouse Management System Executive".

-Worked as a **C.S.R. Executive "**Customer Service Relations Executive".

- Worked as aWarehouse Keeper.

* Agility Logistics Egypt from “December 2014 To July 2015"

Title: W.M.S. Executive "Warehouse Management System Executive".

-Worked as a C.S.R. Representative “Customer Service Relations Representative“.

-Worked as an Archiving Coordinator.