About Me

Drawing on my extensive background in Information Systems, I possess hands-on experience in warehouse management and inventory control. Additionally, I have honed my skills in Hyper Market Accounts, including cash handling, sales, and customer service.

Education

- Qualification :
   bachelor's degree
- Department :
   .Information Systems
- Institution :
   The Future Academy
- Year of Graduation: 2004
- Egypt

Skills

- Inventory Management Skills
- Record Keeping
- Attention to Detail
- Data Entry
- Technical Proficiency
- Computer Maintenance
- Organization Communication
- Skills Security Awareness
- Cash Handling Security
- Adaptability
- Sales Reports
- Complex problem solver

EMAD SOLIMAN ABDELRAOUF

Job Title: Inventory Control- Storekeeper - Data Entry – Cashier - Sales accountant – Customers Service - Computer maintenance

• Contact Information

Telephone   +971527323242

Whats app : +971544224296

Email   : emad.sliman2010@gmail.com

• Personal Information:

Address   : 5 Building Dubai Airport Free Zone St.,

Status   : Married

Nationality   : Egyptian

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Ready to work immediately

• Experience

- **Ministry of Supply and Internal Trade**   **04/2014 - 9/2023**
- Company: Elmasryeen for Distribution and Services
- Job Title: inventory control
- Location: Cairo, Egypt

Responsibilities :- I Proficient in utilizing inventory management software for real-time tracking and reporting. -I have Proven expertise in maintaining accurate and organized inventory records. - I have Experience in overseeing the receipt, storage, and timely distribution of goods. - I have Led and worked within cross-functional teams to achieve operational goals.

- **Ministry of Supply and Internal Trade**   **04/2009- 4/2014**
- Company: Elmasryeen for Distribution and Services
- Job Title: Storekeeper
- Location: Cairo, Egypt

responsibilities - Efficiently received and stored materials and products.
- Tracked inventory movement and ensured regular updates of records.
- Inspected incoming materials to ensure their quality and compliance with required specifications. - Gathered products and prepared orders based on issued requests.- Complied with security and safety procedures during material storage and movement.

- **Company: Wholesale hyper markets (part time)**   **10/2015 - 09/2023**
- Job Title: Accounts – Cashier- customer service- Retail Sales Associate
- Web Address: https://www.facbook.com/pg/souqelgoomla.

Responsibilities:- I have Experience Monitoring and managing inventory levels to ensure sustainable product availability.- I have Experience Preparation of regular reports on sales performance and trend analysis.- I have Ability to integrate and enhance operations using advanced accounting technology.receiving and coding items, pricing and preparing reports. Managed vendors and cross-functional teams to achieve end goals. I Used [Software] to maintain company database with essential account and sales information. Customer Service Representative Handle complaints, provide appropriate solutions for customers, and follow up to resolve any issues their customers experience

languages

- Arabic Mother Tongue

- English: Good

COURSE

- -Certificates Microsoft office
- -Certificates ICDL
- -Certificates Inventory control
- -Certificates warehouse
- Management

• Follow the experiences

- **Company: Wholesale hyper markets (part time)**
- Job Title: Retail Sales Associate
- Web Address: https://www.facbook.com/pg/souqelgoomla.

Responsibilities:- Salesmanship and maintained long-term relationships with clients. Monitored weekly sales to write reports for senior leadership and streamline operational processes. i a Retail Sales Associate is responsible for welcoming customers, answering any queries about the stock, and helping customers ring up their purchases. i have excellent interpersonal skills. i a good retail sales Associate balances achieving sales targets while respecting the needs of customers. Use tools to track and manage customer interactions. Maintain customer records and update account information. Identify and pursue potential customers. Develop and deliver sales presentations. Explain product features and benefits. Stay informed about industry trends and competitors. Prepare and submit sales reports. Analyze sales data to identify trends and opportunities.

- **Company: Al-Sallab Corporation for Trade and Importation**
- Job Title: Inventory Control   **02/2008 - 04/2009**

Responsibilities I Experienced in utilizing IT tools and technologies to enhance organizational efficiency. I Skilled in troubleshooting and maintaining computer systems for optimal functionality

- **Company: Al-Sallab Corporation for Trade and Importation 02/2006 - 02/2008**
- Job Title: Technological Information Networks and Computer

Responsibilities: -I Experienced in utilizing IT tools and technologies to enhance organizational efficiency. I Skilled in troubleshooting and maintaining computer systems for optimal functionality. I Capable of providing technical support to end-users, resolving issues promptly.

- **Company: Ebad Al-Raman Computers and Software Company**
- Job Title: IT computer maintenance, Data Entry, Electronics sales
- Location: Cairo, Egypt   **: 08/2004 - 02/2006**

Responsibilities:-Responsibilities:- I Experienced in utilizing IT tools and technologies to enhance organizational efficiency. I Skilled in troubleshooting and maintaining computer systems for optimal functionality. I Capable of providing technical support to end-users, resolving issues promptly - i have Install, configure, and maintain computer hardware components. - i have Set up and maintain computer networks.- i have Implement security measures to protect systems and data.   :

data entry:

Enter data into databases or computer systems.

Verify accuracy and completeness of data.

Review and validate data for errors.

Perform data cleaning and duplication.

Organize and maintain electronic and paper files.

Ensure data confidentiality and security.

Create and update documentation related to data entry processes.

Follow data entry standards and guidelines.