



MAHMOUD HASHEM

UAE ras alkaimah

+971566673124 | hashem.097770@gmail.com

OBJECTIVE

I am Mahmoud Hashem, a professional with over four years of experience in the field of warehousing and storage. I have a proven track record in various storage-related roles. I possess strong skills in quickly and effectively adapting to the nature of the work, maintaining control, and ensuring complete management. I always strive to add value by expanding my knowledge in this field and exploring new methods, techniques, and systems. I aspire to work in an environment that allows me to develop my skills and contribute effectively to achieving the company's goals.

EXPERIENCE

Al fakhamah tobacco

2020 - 2021

Quality control

- Supervising the Labors and production section to maintain to production progress and distribute the work among the labors in different categories.
 - Have a strong focus for check production /expiry date with batch number.
- Taking photo for each Flavor during packing to keep the record of product specification.
- Checking the country warning on the product as per required by customers
- Preparing daily Production reports and providing to production Manager.
 - Making Delivery note the for different sections on daily basis.
 - Determined quality requirements for purchasing system
- Defect Handling: Dealing with defective or non-compliant products and taking the necessary measures.

Al fakhamah tobacco

2021 - 2022

Finished good store keeper

- Receiving and storing materials: Receiving ready-made materials from the production department and verifying the authenticity, safety and accuracy of the products Then store the materials in an organized manner according to the specified systems.
- Preparing orders and shipments: Preparing issued orders, assembling the materials required for shipping or distribution, and fully supervising and ensuring that the goods are loaded in a way that ensures their safe arrival to customers. Ensuring the provision of materials accurately and on time.
- Inventory Control: Effectively monitor and manage inventory levels to ensure availability of materials and avoid shortages or surpluses.
 - Provide material samples for the clients and potential customers.
- Assisting the sales manager for reports related to sales order, status and store operation.

Al fakhamah tobacco

2022 - 2024

Warehouse manager

I currently work as a warehouse manager in the factory, leading a team of five people. My responsibilities are to manage the following:

- Receiving all packaging requirements for production, including cartons, stickers, rolls, and other materials from suppliers and printing presses, and then storing them in an organized manner in the warehouses according to excellent classification and distribution that facilitates access to them when necessary, in addition to ensuring their safety and quality.
- Providing the production department with the necessary materials according to a well-thought-out and organized plan and recording warehouse movements (incoming and outgoing) with dated, numbered and signed papers.
- Monitoring and improving inventory levels and continuous auditing to ensure the availability of materials, managing it strategically to save space, and updating movements daily for sorting and arranging, all using Excel.
- Inventorying inventory periodically and monthly in order to track errors (if any) and coordinating damaged materials with regular reports, whether they were returned from the production department or those whose expiration date has expired due to certain circumstances.
- Creating production invoices and warehouse reports in which we show all the outputs from the warehouses accurately and with very precise calculations and then printing and archiving them using the Sahli Soft billing and warehouse system.
- Assisting the production manager in developing work plans and fully coordinating to complete the work as professionally and quickly as possible

EDUCATION

Tishreen University

2019

Bachelor of Mathematics

SKILLS

Accurate invoicing and accounting using SahliSoft

Microsoft Office package: Microsoft Word, Excel, Power Point, Access

Excellent communication skills in English & Arabic

Train new workers and provide guidance, support and Identify development needs.

PROJECTS

Teacher

I worked as a middle school teacher throughout my studies

Course

General safety awareness

Team safety consultants LLC / Present

REFERENCE

Available Upon Request I hereby certify that the above information true upon my knowledge and belief. -