



شهادة بـخـرـج موقـتة
بـجـواز الفـعـلـة

0052726

تشهد كلية التجارة جامعة القاهرة بأن الطالب/ محمود عبد الناصر سيد عبد المجيد //

قد نجح في امتحان درجة بكالوريوس التجارة شعبة: محاسبة //

بتقدير عام : (جيد) بمجموع : (٨٠٠١٦١٨) بنسبة : ٧٧.٢٥ %

دور: مايو سنة : ٢٠١٥ (الفين وخمسة عشر) الجنسيه : مصري

من مواليد : الجيزة بتاريخ : ١٩٩٣-٠٤-٠١

علما بأن النتيجة اعتمدت من مجلس الكلية بتاريخ : ٢٠١٥/٧/١٣

وقد تحررت هذه الشهادة بناء على طلبه لتقديمها الى من يهمه الأمر ،،

المراجع

المختص

عميد الكلية

مدير الشؤون التعليمية



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Mahmoud Abdel Elnaser

Supervisor and Storekeeper

EDUCATION

Bachelor of Commerce, Accounting Department - Cairo University

WORK EXPERIENCE

Production Supervisor at Nile Clothing Company from 2015 to 2017.
Warehouse Supervisor at Nile Aluminum and Metals Company (ALUNILE)
from 2017 until now.

Tasks

Work on SAP

- Entering data on the movement of items (disbursement - addition - return - returns)
- Entering data on pricing items according to the prices sent by the financial department
- Following up on item balances and following up on the order limits for each item
- Adding customer operating orders and issuing delivery invoices

Work on CRYSTAL OFFICE

- Entering data on the movement of items (disbursement - addition - return - returns)
- Establishing a strict system for controlling Coast Control & Material Control
- Recording and coding each item in the warehouse to facilitate disbursement and addition

Work in warehouses in General

- Assisting the warehouse manager in organizing all matters related to warehouses (raw materials - storage spaces)
- Organizing disbursement & addition according to the approved procedures.
- Determine the required needs according to the demand limits.
- Keep the warehouse records and responsible for the storage work and issue the disbursement, addition, return and item cards.
- Make appropriate decisions on how to store in accordance with the nature of the stock.
- Conduct a periodic inventory of the warehouses.
- Submit a weekly report to the responsible manager to show what has been accomplished and what has been postponed with a statement of the reason.
- Issue appropriate decisions within the limits of my authority that may be a reason for improving the warehouse performance.
- Receive the items received from the purchasing department and examine them and ensure their compliance with the specifications according to the supply order.
- Prepare an inspection report on the items received for the quality department.
- Store the received items and preserve them properly to prevent their damage and loss and to achieve public and environmental safety.

- Supervise and direct the workers in the warehouse
- Distribute handling and transportation equipment to the warehouses to ensure their optimal utilization.
- Disbursement based on the FIFO rule. FIRST IN-FIRST OUT
- Receiving returned quantities from production departments and sites after conducting an inspection with the approval of the Quality Department with its validity and issuing a return permit.
- Submitting a report on damaged and stagnant stock to the responsible manager.
- Maintaining the general appearance of the warehouses and arranging the stock according to the storage area and nature of the stock and placing
- a distinguishing card for each item to facilitate access to it.
- Supervising the implementation of executive plans and programs for warehouse management.
- Implementing all tasks required of the warehouse manager within the scope of work within the warehouses.
- Periodic inventory of items and review of balances
- Implementing the warehouse's documentary and book cycle.
- Coordinating with the internal and external purchasing department to determine appropriate dates for supplying raw materials to provide their places
- Adherence to occupational health and safety rules

The Most important Project That have been implemented

- **Nile University October**
- **Secon Towers**
- **Cairo Airport**
- **Smart Village**
- **Sharm El Sheikh Conference Hall**
- **Nile Hotel**
- **Administrative Capital Al Masa Hotel**
- **Al Alamein Towers**
- **SODIC Sheikh Zayed**
- **Carfour Canda**

SKILL HIGHLIGHTS

- Professional dealing with SAP Business One
- Professional dealing with Crystal Office program for warehouses
- Good dealing with computers
- Good dealing with Microsoft Office programs
- Ability to accomplish more than one task at a time without confusion
- Skill in effective communication and conveying information
- Skill in managing those under my supervision and distributing work to them

LANGUAGES

English : READING (GOOD) WRITING (GOOD)