

Mohamed Bayoumy

Warehouse Keeper and Sales Delivery Specialist (Final Product)
at Suez steel company.



My Objective

Always working hard to reach the maximum possible successes, adding to my career a lot of additional experiences and qualifications in order to help me leave a good impression about my personality, my experiences and qualifications and their continuous development, and I have enough ambition and hard work that always makes me reach my goal of being the best, which directly benefits the business and makes me work to develop my workplace with Development my qualifications and experience, And I have 12 years from experience in more than one field next to my specialty experience at managing warehouse, this a lot of experiences help me to be Trusted in the management of the work and the work team to reach the best targeted results.

PERSONAL DATA

- Full Name: Mohamed El Sayed Mohamed EL Bayoumy
- Date of Birth: 5 of June 1989
- Nationality: Egypt
- Marital Status: Married
- Location: Ataqa, Suez, Egypt
- Military Status: final exemption from military service

CONTACT INFO

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PROFESSIONAL EXPERIENCE and RESPONSIBILITIES.

- **Warehouse Keeper and Sales Delivery Specialist (Final Product)
at Suez steel company.**

JAN 2021 to Present.

Duties Included:

- Monthly and yearly Inventory
- Follow up warehousing cycle the warehouse in final product.
- Follow up the QTY. of Client daily to arranged with Sales Department to discharging for their.
- Receipt the final product (Billets) and discharging to rolling manufacturing inside our company and outside clients.
- Manage all works between our Warehouse, Quality Control, and weighbridge and (Rolling & Rebar) manufactures to complete the production process.
- MACC user for warehouse and sales delivery.



- **Warehouse Supervisor for (Spare parts and Material) & Administrative Assistant at Total Egypt**



JULY 2016 to DEC. 2020

Duties include:

- Follow-up the Monthly inventory
- Follow up the Reports from warehouse keepers.
- Follow up the Suppliers list and their works and bills.
- Follow up the inventory system in Total Egypt Suez Depot.
- Follow up and arrange all works at the Spare Parts and Mechanical Material warehouse in Total Egypt Suez Depot.
- Follow-up for Employees (Insurance, attendance, overtime, vacations and medical Services (I handle this Works with the head office)
- Manage and arrange all Trainings that the workers need inside and outside Depot
- Manage and arrange all works between workers and HR Management at Head office
- Manage the works, files and times of work, Letters, and interviews with the Director.
- Administrative works and follow up the suppliers list and their works and bills.
- Administrative works of Maintenance
- Follow up and arrange Depot Trucks movements and reporting about its Maintenance

- **Warehouse Keeper for Spare Parts and Mechanical Material warehouse at Total Egypt**



Sep 2014 to July 2016

Duties include:

- Monthly inventory
- Receipt and adding the goods in warehouses
- Discharge of goods from warehouses.

- **Financial reviewer at Grand Optician "Glasses Store":**

Sep 2013 to Sep 2014

Duties include:

- Review the daily cash report in Branches.
- Follow-up for employees (attendance, overtime and vacations)
- Review orders, purchase orders and purchase invoices
- Registration of restrictions and financial operations
- Review of receivables and payments paid to suppliers
- Review the Inventory Reports for all warehouse and Branches.

- **Warehouse Manager at Grand Optician "Glasses Store"**

Jan 2012 to Sep 2013

Duties include:

- Registration of receipt of the goods
- Monthly inventory at the Warehouse and the Shops.
- Receipt and adding the goods in warehouses
- Discharge of goods from warehouses.
- Follow up the Suppliers list and their works.

- **Stock Keeper at Ceramic Cleopatra Group**

Oct 2010 to Dec 2011

Duties include:

- Receipt and adding the goods in warehouses
- Discharge of goods from warehouses.



TOOLS AND TECHNOLOGIES

- Good MACC user for warehouse and sales delivery.
- Very Good use of Microsoft Office software (Word / Excel).
- Good use of Microsoft Office software (power point)
- Good use of the maintenance program (CWORK).
- Good use of the maintenance program and stores (Capital Asset Management).
- Good use of the private system support for the program E-Financial.
- Good use of a special program for stores (Makhzangi).

CERTIFICATES AND TRAININGS

- Jan 2021 MACC System Training for warehouse and sales delivery.
- June 2020 The HR Management Diploma at Smart Development.
- June 2020 HR Management Diploma at Research and Performance Development Foundation and in July 2020 I was registered as a HR Specialist in an Research and Performance Development Foundation organization with a registration number :8022020109.
- June 2020 Training Completion certificate for Maharat from Google Fundamental of Digital Marketing Course in Partnership with Lumas and E Youth.
- Jan 2020 – March 2020 Training about HR Specialist Works at Smart Land Co. (Smart Group)
- Oct 2016 Environmental at First CO
- Jul 2016 Risk Information Assessment at Total Egypt
- Jun 2016 Training on the maintenance program and stores Almithali at TOP System
- Jan 2015 HES training per month. at Total Egypt
- Jul 2005 Financial Review at SOPC

ACHIEVEMENTS

- 1- 12 years of practical experience in my field and more than one field to be the best in my work and help my team to help the our work place to developing.
- 2- Warehousing and good of Communicated with others and work in a group.
- 3- Development the Spare Parts warehouse in Total Egypt at Suez Depot.
- 4- Development of inventorying system in Total Egypt at Suez Depot.
- 5- Upgrading to Warehouse Supervisor Senior Administrative Assistant at (Total.
- 6- 7 years ago, I get the first place at annual assessment in my work in one of the international Company (TOTAL Egypt) in Suez Depot.
- 7- Yearly Inventory.

EDUCATION

2010 **Bachelor's Degree in faculty of Commerce**

- Suez Canal university.
- Overall Grade: Fair

2006 **Thanaweya Amma**

- El Salam Secondary school, Egypt.

LANGUAGES

- English: Intermediate.

References

- Available upon request.