

Mohamed Yousef

Warehouse Keeper

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About Me

- Detail-oriented Stock Controller with extensive experience in managing and maintaining accurate inventory levels in fast-paced warehouse environments. Proficient in stock audits, inventory tracking, and reconciling stock discrepancies. Skilled in using inventory management systems to monitor stock movements and forecast demand. Strong ability to collaborate with suppliers and internal teams to ensure timely replenishment and minimize stockouts. Committed to maintaining precise records and optimizing stock control processes for operational efficiency

Education

(2017) **BACHELOR OF BUSINESS ADMINISTRATION – MANAGEMENT INFORMATION SYSTEM**
THE HIGHER INSTITUTE OF MANAGEMENT AND COMPUTER SYSTEM, PORT SAID

Work Experience

January 2022 **Warehouse Supervisor**
Present **Paper Industry**
INTERPAC, 10TH OF RAMDAN

- Oversees daily operations: Manages warehouse staff, assigns tasks, and monitors workflow.
- Ensures product quality: Conducts regular inspections to verify product quality and condition.
- Maintains inventory accuracy: Tracks stock levels, manages replenishment, and prevents shortages.
- Optimizes storage space: Arranges products efficiently to maximize storage capacity.
- Enforces safety standards: Implements safety protocols and conducts safety inspections.
- Coordinates shipping and receiving: Manages incoming and outgoing shipments, ensuring timely delivery.

November 2019 **Warehouse Supervisor**
December 2022 **Foods and beverages Industry**
KAM, 6TH OF OCTOBER

- Planning and Scheduling: Develops and implements daily work schedules and plans for warehouse operations.
- Team Management: Supervises and motivates warehouse staff, assigns tasks, and provides training.
- Inventory Control: Ensures accurate inventory records, monitors stock levels, and coordinates replenishment.
- Quality Assurance: Oversees quality control procedures, inspects incoming and outgoing products, and maintains food safety standards.
- Safety and Compliance: Enforces safety regulations, conducts safety inspections, and ensures compliance with industry standards.
- Equipment Maintenance: Schedules and supervises equipment maintenance to minimize downtime and ensure efficient operations.
- Cost Control: Monitors warehouse expenses, identifies cost-saving opportunities.

November 2017

December 2019

Warehouse Keeper

Construction Industry

ICPM, Badr City

- Receiving Materials: Inspect and verify the quality and quantity of incoming construction materials (e.g., cement, steel, tools) against orders.
- Storage: Safely store materials and equipment, organizing them for easy access while preventing damage or degradation.
- Inventory Management: Monitor stock levels, track material usage, and reorder supplies as necessary to avoid shortages.
- Equipment Maintenance: Ensure construction tools and equipment are properly maintained and stored, ready for use when needed.
- Dispatching: Prepare and dispatch materials and tools to construction sites according to project schedules.
- Record Keeping: Maintain detailed logs of stock levels, material movement, and equipment maintenance.

Certifications and Courses

- Diploma in Finance
 - Diploma in Data Analysis
 - Power BI Course
- Tableau Course
 - Odoo system
 - Microsoft Office Skills (Word, Excel, PowerPoint)

Management Skills

- Inventory managementfinancial reporting Data analysis Inventory auditing Production planning Cost reduction
 - Process optimization Supplier negotiation Database management
- Supply Chain Coordination
 - Demand Forecasting
 - Budget Management
 - Team Leader
 - Problem Solving & Conflict Resolution
 - Technology Integration

Languages

- Germany (Level A1)
- English (fluent)