

MOSTAFA MOHAMED SHAHATA IBRAHIM

Warehouse Keeper

+971 58 258 2947 | United Arab Emirates - Dubai | forticowear@gmail.com

PROFESSIONAL SUMMARY

Seeking a challenging position as a Storekeeper within a professional team, where I can leverage my 14+ years of experience in inventory management and warehouse organization in industrial companies in Egypt and the UAE. I have strong proficiency in Excel and Word for data documentation and report preparation, along with hands-on experience in accurately and efficiently organizing raw materials and finished products. I possess excellent problem-solving skills, the ability to work under pressure, and effective interdepartmental coordination.

EXPERIENCE

Fortico Garment Manufacturing | Egypt.

Warehouse Keeper | Jan 2014 - May 2025.

- Organized and received raw materials, accurately updating their records using Excel.
- Implemented an efficient system for arranging and storing materials to enhance accessibility and minimize waste.
- Automated inventory reporting through Excel, minimizing manual work and enhancing efficiency.
- Maintained a safe and compliant storage environment in line with quality and industrial safety standards.
- Designed innovative embroidery models aligned with production requirements and current fashion trends.
- Prepared product samples and monitored execution to ensure detail accuracy and high-quality outcomes.
- Collaborated with cross-functional teams to ensure integration between design, production, and inventory.
- Ensure as-built drawings to reflect the actual installation and modifications of electrical systems.

Artec International Industries | Sharjah | UAE.

Warehouse Keeper | Nov 2010 - Nov 2013.

- Applied an Excel-based inventory management system that contributed to warehouse restructuring.
- Organized raw materials and finished products alphabetically to enable quick access and reduce search time and errors.
- Prepared and submitted accurate weekly inventory reports detailing withdrawals and stock movements.
- Developed a comprehensive Excel system to log fabric data (type, weight, length, color) with high accuracy.
- Improved handling of raw materials and finished products through structured data management.
- Enhanced inventory accuracy and optimized issuing/receiving processes to ensure material availability without waste.
- Maintained continuous collaboration with production and procurement teams to ensure smooth material flow.

EDUCATION

Modern Academy University.

- Diploma in Management and Services | Legal Affairs Section | 2004.
- Overall Grade: Very Good

TECHNICAL SKILLS

- Proficient in Microsoft Excel for inventory management, generating stock-in/out reports.
- Skilled in Microsoft Word for preparing official documents, inventory reports, and delivery/receipt records.
- Hands-on experience with Wilcom Embroidery 9 / E2 for designing embroidery models.
- Capable of organizing databases and updating item records accurately and efficiently using computer systems.
- Fast and precise in data entry, with strong skills in electronically coordinating and managing inventory information.
- Barcode Scanning: Experience with handheld scanners.

PERSONAL SKILLS

- Ability to perform efficiently under pressure
- High flexibility in handling multiple tasks.
- Effective communication with team members and management.
- Quick in solving daily operational problems.
- Strong team spirit and collaboration.
- Time management and prioritization skills.
- Self-confidence and responsible decision-making.

LANGUAGES

- Arabic: Native
- English: Professional Working Proficiency (Inventory Management Terminology).