



MOUSTAFA GHAZI

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Address:

Dubai-United Arab Emirates

IT & SKILLS

- ✓ M/S Office
- ✓ ERP
- ✓ Application Handling

Value-Added Attributes:

Team Management
Communication & Interpersonal Skills

EDUCATION

September 2002 — June 2006

Alexandria University Hotel and tourism college
Specializing Hotel services

CAREER OBJECTIVE

Experienced Warehouse supervisor with over 12 years of experience in warehouse management. Excellent reputation in controlling the stores. Recognized consistently for performance excellence and contributions to success in my work. Strong personality skills. Committed to quality products and locations. Working closely with my teamwork. Attention to detail and excellent organizational skills. Clear understanding of my responsibilities.

WORK EXPERIENCE

Emirates Industries Cooperative, Dubai-UAE Warehouses & Showroom Supervisor

Feb 2023 to April 2024:

Key Responsibilities:

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.
- Prepare the showroom for each new Promotion
- Arranging the cars from loading to delivery and the traffics lines.
- Follow up the company policy when dealing with surplus, immobile, damaged, returned and expiry products.

TRATOPIA GENERAL TRADING LLC , Dubai-UAE Warehouses Supervisor

Dec 2020 to Jan 2023:

- Ensure accurate tracking and management of inventory
- Implement and maintain efficient inventory control systems.(physically / ERP)
- Supervise warehouse staff, providing guidance and training as needed.
- Foster a positive working environment and enforce safety regulations.
- Streamline processes to enhance overall warehouse efficiency.
- Optimize layout and storage strategies for improved space utilization.
- Coordinate and prioritize order picking, packing, and shipping.
- Monitor order accuracy and timely delivery to meet customer expectations.
- Implement and enforce quality control measures for incoming and outgoing goods.
- Address any discrepancies or defects promptly.
- Oversee maintenance of warehouse equipment, ensuring functionality.
- Schedule and coordinate repairs or replacements when necessary.
- Maintain clear communication with other departments, suppliers, and transportation providers.
- Report on warehouse performance and address any issues promptly.
- Enforce safety protocols and regulations to create a secure working environment.
- Conduct regular safety training for warehouse staff.
- Implement and manage warehouse management systems (ERP) for efficient operations.
- Stay updated on technology trends to enhance warehouse processes.

KEY SKILLS

- ✓ Confidence - maintaining a positive attitude
- ✓ Resilience - communicating with conviction
- ✓ Active listening - understanding the customers' needs
- ✓ Rapport building - selling your personality
- ✓ Entrepreneurial spirit - continual self-improvement
- ✓ ERP Software's, Zoho, Quik Books, Odoo

Driving License

Valid UAE Driving License

- Establish and monitor key performance indicators (KPIs) to evaluate warehouse performance.
- Identify areas for improvement and implement corrective actions.
- Work within budget constraints, optimizing resources and controlling costs.
- Provide input for budget planning related to warehouse operations.
- Address and resolve issues such as order delays, inventory discrepancies, or equipment malfunctions.
- Implement preventive measures to minimize future issues.
- Foster a culture of continuous improvement, encouraging feedback and innovative ideas.
- Evaluate and implement new strategies to enhance warehouse effectiveness.
- contribute to the smooth functioning of the warehouse and ensure timely and accurate fulfillment of orders.- Follow up the company policy when dealing with surplus, immobile, damaged, returned and expiry products.

Liga Buee for Catering and Supplies, Egypt

Assistant Camp Boss

Feb 2016 to Dec 2020:

- Coordination of tasks inside the restaurant in the part dealing with customers and the preparation and processing part.
- Striving to provide distinguished service that helps in gaining customer satisfaction.
- Handling customer complaints and providing appropriate solutions.
- Review and improve product quality periodically.
- Recruiting, developing and training workers inside the restaurant.
- Organizing and supervising shifts and arranging vacation dates.
- Evaluate employee performance and provide feedback to improve productivity.
- Estimating future needs for commodities, kitchen utensils and cleaning products.

Abela Egypt for Catering and Supplies, Egypt

Store Manager / Site Manager

Nov 2013 to Dec 2015:

- Strategically manage the warehouse in accordance with company policies and vision.
- Supervising receiving, storage, distribution and maintenance operations.
- Planning the preparation and ensuring optimal use of the available space.
- Coordination and follow-up on good implementation of operational policies.
- Adhere to all storage and shipping legislation requirements.
- Providing the production department / other departments with all daily orders.
- Receive the supplied materials and deliver a copy according to the dispatch to the Procurement Department.
- Documentation of the materials entering and leaving the warehouse.
- Arrange the raw materials correctly inside the warehouse and place a label on it so that it is easy to access without effort.
- Ensure the safety of storage in warehouses and the existence of safety measures against fire.
- Ensure that the warehouse is ventilated for the goods that are required for that.
- -Putting identification labels for warehouses and the contents of each warehouse.
- Development of warehouse management / department models.
- -Make sure to use the first in first out method.
- Proper receipt and arrangement of goods to avoid damage or breakage.
- Managing and organizing warehouse workers' time and training them.

Family Food for Catering and Supplies, Egypt Storekeeper

Jan 2010 to Sep 2013:

- Receipt and delivery of inventory materials after ensuring that their numbers and specifications are identical, and the expiry and expiry date.
- Placing and arranging the materials in the right places designated for them to facilitate the process of receiving and delivery.
- Take all preventive measures to protect the store from the dangers of fire, theft and damage completely.
- Maintaining records, cards, and warehouse documents.
- Hold the item card for each material separately and record the incoming and outgoing quantities and their balance after each receipt and delivery process.
- Organizing, classifying and coding the warehouse materials to achieve ease of receipt and processing.
- Putting the indicative cards on the stored materials in addition to the stock records and cards.
- Notifying the warehouse management about the items' balances before they are out of stock and requesting them to be reinforced sufficiently in advance to purchase them to avoid disrupting business.
- Preparing periodic lists of surpluses, immobile, expendable and damaged materials in order to take the necessary measures regarding them in preparation for their classification and cancellation.
- Providing all necessary facilities for the annual inventory committees to ensure the speedy completion of their work, while signing the inventory lists.
- Not to dispose of the inventory materials before obtaining the legal approvals to do so, and to ensure the identity of the person authorized to receive and the safety of the request.

NCC National catering Company, Abu Dhabi-UAE Storekeeper

Jan 2008 to Sep 2009:

- Receipt and delivery of inventory materials after ensuring that their numbers and specifications are identical, and the expiry and expiry date.
- Placing and arranging the materials in the places designated for them to facilitate the process of receiving and delivery.
- Take all preventive measures to protect the store from the dangers
- Maintaining records, cards, and warehouse
- Classification of materials cards according to the principles determined by the materials accountant.
- Organizing, classifying and coding the warehouse materials to achieve ease of receipt and processing.
- Putting the indicative cards on the stored materials in addition to the stock records and cards.
- Providing all necessary facilities for the annual inventory committees to ensure the speedy completion of their work, while signing the inventory lists.
- Keeping cleaning materials away in separated place.

El Timsah Marine Services - El Timsah, Egypt Head Captain

Jan 2006 to Dec 2007:

LANGUAGES

Arabic and English

PERSONAL INFORMATION

Nationality: Egyptian

Visa Status: Cancelled Visa

REFERENCES CAN BE PROVIDED UPON REQUEST