



CAREER OBJECTIVE:

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally. I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

PERSONAL INFORMATION:

Nationality: Egyptian

Gender: Male

Marital Status: Married

Driving License: Gulf (in force)

Visa Status: work visa valid for two years.

CONTACT:

Phone:

+971 54 496 1696

Email:

osamaabdefataah@gmail.com

Address:

Al Rigga Dubai, U.A.E

LANGUAGES SKILLS:

- English (Good)
- Arabic (Mother Tongue)

OSAMA MOHAMED

WORK EXPERIENCE:

Operating Manager (The United Arab Emirates)

ALFAYRUZ SUPERMARKET L.L.C AJMAN.

FROM: 2023 TO NOW

Operating Area Manager (Saudi Arabia).

International Refrigerator Company (Elite Markets).

From: 2020 To 2022

Operating Area Manager (Saudi Arabia)

Aswaq Company (Abdullah Al-Othaim) From:

2015 To 2019

DUTIES AND RESPONSIBILITIES:

- Work on work (routine distribution of employees' work, considering peak working hours within branches).
- Work to provide all types of commodity formation within the branches.
- Work on the speed and quality of customer service.
- Work to maintain the periodic cleanliness of the branches.
- Work on work (routine distribution of employees' work, considering peak working hours within branches).
- Work to provide all types of commodity formation within the branches.

Manager of Stock Control Department/ FMC Department

From 2013 To 2015 (Dina Farm)

Manager of Stock Control Department/ FMC Department

From 2009 To 2013 (Elmahmal Market)

DUTIES AND RESPONSIBILITIES:

- Setting up the constant development plans to assure developing the efficiency and effectiveness of the works and the workers in the department.
- Determining and analyzing the problems and obstacles of performance and setting the solutions and following their execution following the work of determining the returns of the suppliers in the branches and stock and making a periodical report of them.
- Following the slows and the overstock and making a report of them.
- Making sure of working by the available ratios for the work system inside the company.

Store Manager - Elmahmal Market

From 2008 To 2009

Store Manager - Metro Market

From 2005 To 2008

DUTIES AND RESPONSIBILITIES:

- Organizing work cycle inside the branch of weekly holidays and distributing the work according to the specialization of the workers inside the branch.
- Following the demands from the suppliers and completing the necessary.
- Following the returns of the suppliers and making sure of its return constantly.
- Following the near expired products.
- Following the sections heads and supervisors and the constant direction.
- Constant study for the comparison market in the circle of the branch.
- Working on making the selling goals that were set up by the management of the company.

Stock Control - Metro Market

From 2003 to 2005

KEY SKILLS:

- High motivated able to work without supervision.
- Desire to work in an enhancement-oriented environment.
- Work Ethics and professionalism is always a goal.
- Efficient, honest and well discipline in duties and responsibilities.
- Good Communication Skills.

PERSONAL SKILLS:

- Customer Service Oriented
- Customer Profiling
- Product Pitching
- Detail-Oriented
- Persistent Attitude
- Quality Conscious
- Integrity
- Multitasking
- Time Management
- Self-Driven

DUTIES AND RESPONSIBILITIES:

- Following the back door supervisor in terms of receiving the goods or the suppliers
 - Reviewing the invoices of receiving and return and the damaged and the transfer from one branch to another
 - Making daily stock reviews on the branch sections according to the followed table
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- Analyzing the stock reviews and getting the causes of
 - Increase and decrease and discussing them with the manager of the branch
 - Following the quantity of the suppliers' returns and quantifying them
 - Determining the expired and near expired products
 - Making a weekly report on the slows and the overstock
 - Following the damaged and sending its report daily.

Employee in F.M.C - Metro Market

From 2002 to 2003

DUTIES AND RESPONSIBILITIES:

- Reviewing the match between the supplying order and the supplier's invoice and making sure that the data are complete and the signature of the back door
- Reviewing and documenting the supply order and printing receipt and entering the necessary data on the computer
- Printing the receipt of the products and giving them to the employee the back door.
- Reviewing and confirmation the completeness of the contents of the files of daily transactions of supply
- Making sure of giving the accountant of the branch all the documents after reviewing them and making sure of their completeness and validity.
- Participating with the back door to maintain the validity of documents circle inside the branch.
- Constant complete of prices tickets.
- Updating the prices of the products.

EDUCATION AND COURSE:

Bachelor of Law - Cairo University

Training Courses:

Computer Software

COMPUTER SKILLS:

- Excellent knowledge of internet, Word and windows.
- Excellent knowledge of Excel.
- Excellent knowledge of Power Point.
- Excellent knowledge of Access.
- Excellent knowledge of Outlook and IT.
- Excellent knowledge of Publisher and MS Project and Act.

DECLARATION:

I hereby certify that the above information is true and correct based on my knowledge & ability.

OSAMA MOHAMED ABDELFAHATTAH
Applicant