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Objective:

Obtaining a challenging senior managerial position with an institution or a company which my knowledge of, and experience in managerial planning and control could be utilized.

Education:

- Ain shams university B.Sc. Faculty of commerce, Accounting Dep. 1998 Cairo, Egypt.
- IPSCMI Certificate (International Purchasing & Supply Chain Management Institute).

Courses Achievements:

Task for Training & Consultancy

Cairo, Egypt.

- Certified International Supply Chain Manager (CISCMI)

Logic Training Consulting

Cairo, Egypt.

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|---|------|
| ▪ Communication Skills - Customer Care - Problem Solving | 2003 |
| ▪ Effective Inventory Managements - Marketing for non-Marketers | 2005 |
| ▪ Process Improvement | 2006 |
| ▪ Mini MBA | 2007 |

Working Experience:

May,2023 Till Present PERMA - PIPE MIDDLE EAST LLC – Abu Dhabi

❖ Working as Stores & Logistics Manager

- Ensure a highly motivated Stores & Logistics team that successfully achieves their operational objectives on budget and schedule.
- Must fulfill the administrative responsibilities of a Senior Management Executive and operate in accordance with the Company's Procedure, Policies, HSE Standards and Quality Management System.

Responsible for:

1. Timely materials issues and receive from Production department.
2. Timely dispatches to the Clients.
3. Inventory control.
4. Logistics arrangement for the incoming and outgoing materials.
5. Proper storing for raw and finished goods.
6. Initiate corrective and preventive action.

7. Coordinate with SOX / ISO auditors and external auditors.
8. Coordinating with the Customs clearance agencies, lax dept.
9. Review on the Materials issues, receive and dispatches.
10. Review the materials updating in Visual verses physical.
11. Arranging the insurance for the damaged or lost materials.
12. Manage and control all the aspects of store operations to promote cost effectiveness and profitability.
13. Reviewing and identification of the Training needs of the Staff, Appraise the performance of the staff.
14. Coordinate with project team for proper control on orders.
15. In addition to the above the Employee is expected to complete any other tasks as assigned by his/ her Manager.

Apr.,2019 – May,2023 PERMAPIPE S.A.E - Egypt

❖ Working as **Stores & Logistics Manager**

Jun,2009- Apr,2019 Aide Fashion Company, for importing & manufacturing Lady, casual & evening wear.

❖ Working as an **Executive Manager**.

Responsible for:

Managing & Monitoring all the organization transactions such as Manufacturing, purchasing, inventory & distribution.

1. **Manufacturing:** manage & monitor the production lines from phase1 till being received at the warehouse.
2. **Purchasing:** in addition to the purchasing dep. Responsibilities, make business trips to Turkey, Thailand & China ...in order to make deals with different factories & trace the status of shipments for enhanced delivery until being received at the warehouse.
3. **Inventory:** monitor all warehouse daily transactions, stock control & improve efficiency of warehousing resources and space.
4. **Distribution:** follow up & control the distribution strategies.

Aug,2008- June,2009 - Menatel Company, Logistic Dept. Cairo, Egypt.

❖ Working as **Purchasing Manager**

Responsible for:

1. Establish local suppliers' chain and maintain strong contacts with them as well as update their list.
2. Coordinate with different functions including purchasing of Payphone sets, Cards as well as items for premises, maintenance and warehousing.
3. Preparing purchase orders issuing & following up pending ones.
4. Follow-up on deliveries.
5. Handle the custom clearance.
6. Following up Contracts executions till receiving goods in the warehouse.
7. Responsible for creating the cards image and the delivery of embedded cards.
8. Prepare and monitor cards delivery forecasts to suppliers.
9. Monitor & edit (if needed) the daily transaction in the oracle program data base for internal requests & purchasing in parallel
10. Following up with IT department on maintaining the oracle software.

– **Menatel Company**, Logistic Dept. Cairo, Egypt.
❖ Working as **Warehouse & Purchasing Senior Supervisor**

Responsible for:

1. All duties mentioned below & reviewed in purchasing responsibilities.
2. Have the custody of the main & Sub. Warehouses (Cards & Spare parts).
3. Stock Control.
4. Improve efficiency of warehousing resources and space.
5. Reduce inventory, distribution, and transportation costs.
6. Reduce packaging costs.
7. Issue all items required by HQ, branches, wholesalers through formal requests.
8. Manage the delivery of all branches needs using in & outsources parties.
9. Follow up the branches consumptions based on approved budget of the spare parts.
10. Record daily transactions in data base through oracle application & Menacard for warehouse & purchasing in parallel.

Subordinates: 4 Labors & 1 Clerk.

June,2005 – Dec.,2007 - Menatel Company, Logistic Dep. Cairo, Egypt.
❖ Working as **Purchasing Supervisor**.

Responsible for:

1. Instruct suppliers, shipping lines, forwarders by the shipping instructions depending on the sales terms of each supplier.
2. Track and trace the status of shipments for enhanced delivery.
3. Follow up vessel arrival.
4. Send required documents to the clearance agency in the discharge port.
5. Follow up clearance procedures on daily bases.
6. Arrange efficient release of goods from the customs and delivery at the warehouse for quantity check against purchase order and packing list.
7. Prepare and send arrival report to all the concerned depts.
8. Provide all necessary documents, information of shipments and other reports may be required by departments where the request originated.
9. Coordinate between deliveries and warehouse.
10. Establish local suppliers' chain and maintain strong contacts with them as well as to update their list.
11. Localize spare parts in order to reduce the cost.
12. Open price bargaining sessions.
13. Spare parts annual forecast based on consumption.

Jan,2004 – Jun,2005 - Menatel Company, Commercial Dep. Cairo, Egypt.
❖ Working as **National Customer Service Supervisor**.

Responsible for:

16. Customer service agents' supervision and evaluating in the HO and five regional branches.
17. Planning and managing customer service agents' shifts on monthly bases.

18. Ensure the best after selling services that meet our customer's expectations and more.
 19. Taking & following up prompt suitable actions to resolve the customers complains in the purpose of keeping the customer's loyalty & trustiness.
 20. Analyzing Daily calls report by collecting & sorting commercials and technical requests from our customers and distributing them to the concerned departments on daily bases.
 21. Following up key accounts card distributors on daily, weekly, and monthly bases in addition of Menatel's daily sales reports in the H.Q. and branches.
 22. Following up the cards traffic in the warehouse.
 23. Observing competitors' tariffs and new promotions on weekly and monthly basis.
- Subordinates:** Fourteen customer service agents.

Nov,1999 - Dec,2003 - Menatel Company, Commercial Dep. Cairo, Egypt.

❖ Working as **Customer service agent.**

Responsible for:

1. Handling customers' calls & Managing their inquiries & problems.
2. Requesting sales lead forms for HQ & branches.
3. Defected cards replacement & troubleshooting.
4. Reporting the payphones Errors to the Technical Dept on daily basis.
5. Issuing the distributors cards orders according to their monthly quota.

Extra Skills:

Computer Skills:

- Computer awareness for all Microsoft applications.
- Oracle ERP Application (Supply chain & inventory module)
- Infor ERP Application (Visual, CSI)

Language: Arabic (native), English (v. good).

Military Status: Exempt.

Hobbies: Drawing, traveling, billiards, bodybuilding, computer science and listening to music.

Date/ place of birth: 30/12/1975 Kuwait.
