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Language: English, Arabic, French

Nationality: Tunisian

Ahmed Rhouma

Professional Summary

Able to organize and detail-oriented storekeeper to manage all of the operations in storeroom.

Prioritize, plan and care of the stock, including ordering, receiving, and managing inventory.

Core Qualifications

☑ Excellent verbal and written communication skills.

☑ Proficient in Microsoft Office.

CAREER HISTORY

Magasin General Hammam Lif : Storekeeper / May 2016 Till present

Duties :

☑ Assist Cost Control in the monthly stock-taking.

☑ Notify manager/supervisor of low stock levels in a timely manner.

☑ Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately

☑ Check the price variance, if there is any difference, discuss with the Cost Control and Purchasing Manager

☑ Re – ordering of all storeroom items in time

☑ Maintaining necessary records with accuracy of information and should follow always FIFO. method of issuing

☑ Review inventories for obsolete and slow-moving items and bring any such items to the attention. of the Cost Controller for action

Education

High school diploma / Tunis

Skills

☑ Working knowledge of, or ability to quickly learn, applicable University infrastructure, policies and procedures

☑ Ability to utilize interpersonal skills that contribute to a strong team environment

☑ Highly responsible & reliable

☑ Strong planning and organizational skills with sense of priority for deadlines and attention to detail

☑ Ability to multitask, work in a fast paced environment and have a high level attention to detail

☑ Strong organizational skills with an eye for detail

☑ Ability to scan and print documents

☑ Ability to work independently with minimal supervision

Hobbies

I'm going to the gym frequently and spend time to watch the movies. I volunteer for multiple community charities in my local community. I also enjoy cooking and researching