**AHMED**

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**Objective**

Currently looking for a warehouse manager / operation manager position that offers variety and the opportunity to develop both personally and professionally.

**Professional Summary**

Over 10 years experience as a warehouse manager who has a long record of successfully and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse operation to achieve maximum efficiency, effectiveness and quality of service.

**Area of Expertise**

- Warehouse management. - Material Management.

- Inventory & Sock control. - Logistics.

- Supply chain process. - Operational efficiencies.

- Health & Safety. - Staff recruitment.

**Key Skills and Competencies**

* **Diverse Warehouse Experience**

Experience in a busy warehouse for loading/unloading, receiving/dispatching, and safety operation. With competence, I check, supervise and trains personnel for effective manual handling aid.

* **Organizational and time management skills**

Experience managing inventory and coordinating of orders and deliveries with the ability to prioritize conflicting demands.

* **Interpersonal skills**

Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.

* **Technical skills**

Knowledge of various computer programs and technologies including Microsoft applications and financial management packages related to inventory management.

**Education and Training**

**BBA (Business Administration) 1994**

Faculty of Commerce, Zagazig University, Egypt

**Training Courses**

* Basic Food Hygiene Training.
* Intermediate Food Hygiene Training.
* ISO 22000 Awareness Course.
* ISO 22000 Implementation Course.
* Industrial Operation Safety Regulations.

**Work History**

**Warehouse Manager**  May 2011 – Present

**Industrial Material Supply**  Dubai

* Managing warehouse operation. Shipping, receiving, storing, inventory, transportation, and budget while directing warehousing activities for 35 team members.
* Monitoring stock level to ensure a well-manage inventory.
* Managed logistics of multiple shipments and deliveries within extreme time constraints.
* Ensure that productivity targets are met constantly.
* Make regular reports and statistical data for the Managing Director about work processes.
* Plan and implement a program for handling, analyzing, and reporting rejected and returned goods for appropriate disposition.
* Process workflow, evaluate and make recommendations for system improvements.
* Ensure the safety of warehouse operations by monitoring procedures and protocols.
* Scheduling work to meet fluctuations in staffing levels and workloads.
* Making sure that all fright receipts and deliveries are carried out in time.
* Leading, motivating, training and developing staff.

**Achievements**

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* Achieved an inventory record accuracy of 98% by developing a Location Audit Program to identify, correct and improve material arrangement and allocation.
* Reduced labor cost by 30% while increasing productivity by leading team in a redesigning warehouse to integrate new inventory control system.
* Formulated and implements the daily procedures and policies for safety operation, resulting in the almost ZERO injury per year.

**Warehouse Manager** (Dec 2007 – Apr 2011)

**Fresh Fruits Company** Dubai

* Managing warehouse operation, receiving, Storage and distribution by following the procedures of FIFO or LIFO.
* Complies with local or regional warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
* Safeguards warehouse operations and contents by establishing and monitoring security procedures.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
* Maintains stock control systems up to date.
* Produces regular reports and statistics on a daily, weekly and monthly basis.
* Maintains standards of health and safety, hygiene and security in the work environment.

**Achievements**

* Reduce damage cost by 60% while implements new storage policy.
* Reduce staff cost and implement flexible duty time to cover customer demand.
* Implemented QC procedures, resulting in a 75% decrease in returns and complaints.

**Interests**

Reading, Internet Surfing and Fishing