****

**Mohamed yheia Mohamed**

Giza, Egypt

Contact Number (+2) 01115945960 & 01007374191

E-mail : mohmmedyhia65@gmail.com

Objectives

Seeking a challenging position in a reputable, dynamic and growing company where my Academic background and interpersonal skills are well developed, as well as an opportunity for career advancement in order to increase, enhance & properly utilize my qualification. I am eager to work hardly for the benefit and profit of a company which will entrust me with an important area of obligations.

Academic Qualification

Bachelors degree in commerce from Cairo University 2008

Highlights

Good team working skills - Managerial skills - Interpersonal skills - IT skills

Verbal and written communication skills - Logical reasoning - Numerical skills - Technical skills

Work Experience



 **Warehouse supervisor** - (Jun, 2018 - Present)

 **Alfa Logistics**

[**www.alfalogistics.net**](http://www.alfalogistics.net)

* Control and manage inventory and supervise warehouse employees and oversee daily operations.
* Strategically manage warehouse in compliance with company’s policies and vision.
* Maintain effective and efficient SOP's for all related processes; Monitor and review staff productivity; Develop skills of team members to increase individual productivity.
* Oversee receiving, warehousing, distribution and maintenance operations.
* Setup layout and ensure efficient space utilization.
* Continuously improve warehouse operations through the use of lean enterprise practices.
* Initiate, coordinate and enforce optimal operational policies and procedures.
* Adhere to all warehousing, handling and shipping legislation requirements.
* Maintain standards of health and safety, hygiene and security.
* Prepare annual budget.
* Liaise with clients, suppliers and transport companies.
* Receive feedback and monitor the quality of services provided.
* Measuring and reporting the effectiveness of the department activities.
* Developing and maintaining departmental work instructions for all tasks.
* Establishing or adjusting work procedures to meet warehouse demands as dictated by production schedules and work flow.
* Interpreting company policies to workers and enforcing safety regulations.
* Recommending measures to improve quality of service, increasing efficiency of department and work crew and equipment performance.
* Conferring with other supervisors to coordinate activities of individual departments and serving internal customers.

**Warehouse supervisor** - (Jun, 2017 – des, 2017)

***[](http://www.tagelmelouk.com)***[PAFT manufacturing &](http://www.tagelmelouk.com) Development

* Coordinate with Warehouse Section Heads & Supervisors to determine staffing requirements.
* Conduct risk assessment; safety committee formation; 5S implementation; conduct safety training and meetings; awareness campaign program.
* Analyze daily orders and receipt activity volumes.
* Delegation of Tasks to team members.
* Serve as the communications link to team members through regular meetings.
* Monitor and review quality results daily.
* Identify causes of error and plan course of action to improve quality of work.
* Conduct regular inspection of company assets and schedule maintenance.
* Oversee Items Inventory and cycle count process.
* Minimize inventory adjustments and improve inventory location accuracy.
* Identify processes which require automation
* SOP review and revisions to improve warehouse operations.
* Assist Warehouse management team in resolving Warehouse Management System issues.
* Establish safety policy and guidelines in workplace.
* Prepare and submit daily/monthly KPI report.
* Conduct performance development review.
* Maintain proficiency in computerized systems and other technologies as required.
* Follow company policies and procedures.
* Docking Time, Documents, Reports, Evaluating Team.
* Ensure All Team Members Awareness of Safety & Healthy and Quality Standard Rules.
* Supported Warehouse Manager in Administrative Tasks and Reports.

****

**Warehouse Team Leader** - (Jan, 2012 - des, 2016)

 **Agility Logistics**

[**www.agility.com**](http://www.agility.com)

* Ensures operations are conducted as per the SOP's (Standard Operations Procedures) and the IMS (Inventory Management System) procedures in place and reports on any deviations with suggestions, if any, to the Warehouse manager.
* Promotes safety and ensures preventive maintenance is undertaken on the MHE's and the infrastructure is utilized optimally.
* Supervises loading and offloading of shipments and delegates housekeeping tasks regularly for optimum space utilization and maintains an orderly work area.
* Coordinates and supports the warehouse manager in administrative tasks related to his shift.
* Provides adequate root cause analysis and root cause analysis for inspection reports raised by the QC team and reports accidents / incidents and follows up on quotes required for submitting insurance claims.
* Ensuring the quality and inventory accuracy verifying through QC and SC records.
* Supports the warehouse manager / facility in charge in hazard control activities as a consequence of risk assessment.
* Briefs the staff on the frequencies and hazard levels with regard to those detailed in the risk assessment chart, along with safety precautions.
* Briefs the staff on the job hazard analysis as per appendix C of the OH&S manual and ensure the staff is aware of the risks pertinent in their activities.

****

**Warehouseman** - (Jun, 2011 - Dec, 2012)

 **Agility Logistics**

[**www.agility.com**](http://www.agility.com)

* Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
* Completes deliveries by driving truck or van to and from vendors.
* Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.
* Maintains inventory controls by collecting stock location orders and printing requests.
* Maintains quality service by following organization standards.
* Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
* Completes reports by entering required information.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

Business Courses and Training

* + ICDL from Omer Ibn El Khattab Academy March 2009.
	+ English Course at CTC academy Dokki Branch February 2010.
	+ Communication Skills (Leader ship – Time Management) at Agility Logistics July 2010.
	+ MHE Driving 5 Types at Agility Logistics August 2010.
	+ Quality Management PG Factory at Agility Logistics Jan 2011.
	+ English Courses (Speaking-Reading –listening -Grammar). (By: AUC University) - 2014

Interpersonal& Communication Skills

* + Leadership personality, Focused, Accurate and Punctual.
	+ Ready to learn new technologies and adopt to work conditions
	+ Ambitious, enthusiastic and Self-motivated.
	+ Able to work under pressure.

Language Skills

* Arabic: Native language
* English: Very good command of both spoken and written

Interests

* Intellectual: Reading in general especially Business and Human development.
* Sports: Ping Pong, Football and Swimming.

Personal Information

* Military Status: Exempted Marital Status: Married (3 kids).
* Date of Birth: 01/08/1985 Place of Birth: Giza
* Nationality: Egyptian Religion: Muslim

Thank you for reading my CV and wish you a good day.

For any additional information, please feel free to contact me.

Reference: available on request

Best Regards

Mohamed yheia

(+2) 01115945960 & 01007374191