

CONTACT

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PROFESSIONAL SUMMARY

Materials management expert with experience in shipping, receiving, inventory control, planning & scheduling and procurement.

Proven ability to use lean manufacture to generate continuous improvement. Effective team leader with a track record of effectively managing resources, increasing productivity and ensuring on time delivery.

SKILLS

- Materials Management.
- Supply Chain support
- Logistics Support.
- Warehouse Operation
- Problem solver & organizer.
- Judgment and Decision Maker.
- Time Management.
- Microsoft office suite for Business.
- Critical Thinking, active listening

EXPERIENCE

MATERIALS & LOGISTICS MANAGER Apr 2019 - Oct 2021 General Electric, Aden, Yemen

1. Responsible for material ordering, availability, and scheduling targeting two weeks inventory levels, at a minimum.
2. Partner closely with suppliers focusing on Packaging needs, min/max planning.
3. Support material transfers, supplier reviews w/Sourcing and procurement dept.
4. Manage all warehouse / materials movement to the project construction locations.
5. Update client with all shipment status in a weekly basis.

WAREHOUSE LOGISTICS MANAGER Aug 2018 - Mar 2019 Scatec Solar Company, Aswan, Egypt

1. Management of material offloading, storing and daily inventory activities.
2. Daily / Weekly Cycle follow up counts to identify any procedural discrepancies, or updates to system quantities.
3. Follow Up order picking, wrapping products, packing, labeling shipping and receiving.
4. Maintain complete and accurate safety & hazmat records and comply with all applicable standards.
5. Operate heavy machinery when needed, including but not limited to, Forklifts, Lulls, Pallet Jacks.
6. Develop and maintain waste management solutions and quarantine materials.

MATERIALS MANAGER Apr 2016 - Jul 2018 General Electric, Riyadh, Saudi Arabia

1. Inspect incoming goods and immediate reporting of any shortages or damage parts.
2. Request shortage parts upon inspection completion through the IPR process and follow up until parts delivered at site and handed over to the customer.
3. Management of material security control on lay down & warehouses.
4. Tracking all shipments arrival and making MTF (Materials Transfer Form) signed by the customer.
5. Working with logistics team to expedite the remaining shipping process for all coming shipments.

MATERIALS MANAGER Apr 2014 - Jan 2016 General Electric, Basra, Iraq

1. Report all materials discharging & doing surveying report of received shipments in the port.
2. Order all missing parts and coordinate with procurement department, logistic team, expeditors, suppliers and vendors for timely deliveries.
3. Coordinate, supervise, train, guide and motivate under staff for quality and accuracy during work activities.
4. Manage Material storage in appropriate locations and areas at site project.
5. Attend weekly conference call to update materials shipments plan according to project schedule.

ONLINE COURSES

- Projects and Services EHS Plans.
- Lead Safety Awareness.
- Safety Risk Assessment.
- Travel, Health, Safety, and Security Overview.
- Overhead Cranes and Rigging.
- Occupational Noise Exposure Awareness.
- Portable Fire Extinguishers.
- First Aid course.
- Lockout/Tag out Authorized.

LANGUAGE

- **Arabic:** Mother Language
- **English:** Fluent
- **Spanish:** Beginner

ACCOMPLISHMENTS

- CPIM Course certified production & inventory management
- Excel Skills for Business: Intermediate I
- English course." American University in Cairo"

EDUCATION

- BACHELOR OF COMPUTER SCIENCE Jan 2003 October 6 University, Egypt.

DOCUMENT CONTROL MANAGER Apr 2013 - Mar 2014 Elsewedy Electric PSP, Cairo Egypt

1. Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
2. Generate the various document control reports as required.
3. Typing of site documents, and follow up of all the site needs.
4. Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
5. Maintain updated records of all approved documents and drawings and their distribution clearly.
6. Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
7. Maintain the files and control logs as required by the project.

MATERIAL MANAGER Sep 2012 - Mar 2013 MEGA for Construction and Industries , Benha, Egypt

1. Manage the material tracking system and follow up material request as per construction schedule.
2. Supervise working team of the warehouse during receiving and storing materials.
3. Provide daily, weekly and monthly reporting on materials management activities.
4. Ensure that all materials management records and files (including legislation and certification) are kept up to date.
5. Finishing material receiving report (MRR) of the materials with clients.
6. Supervise rigging team during heavy lifting and loading as per safety procedure.

Material Controller Apr 2006 - Jul 2012 INITEC Energía, Cairo, Egypt

1. Ensure all shipping documents are completed including AWB, Packing list and commercial invoice and certificate of origin etc.
2. Ensure all materials packages are stored correctly in the warehouse and ready for inspection and inventory.
3. Perform the inventory of each materials / parts and make sure to be updated in the company ERP system and reported accordingly.
4. Complete all materials receiving report signed them by client.
5. Manage the material transfer from the warehouse to the construction departments at site as per materials issuance process.
6. Maintain the company store of spare parts and other consumable items.

Name: Mostafa Salah Ahmed

Signature: *Mostafa Salah*