


Mahmoud Mohamed Ali  
Omar Amer



Personal details

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-  Alexandria, Egypt
-  November 15, 1988
-  Military Status: Completed

Courses

- ICDL

Mar 2010

  - From: Ministry of Defense Languages Institute (MODLI)
- Future of Electronic Journalism course

May 2012

  - From: Nile Center for Media in Alexandria
- Course on The Local Press Between Reality and Expectations

Apr 2012

Course on The Local Press Between Reality and Expectations

  - From: Nile Center for Media in Alexandria
- General English Courses at an advanced level at IBI

Dec 2011

Profile

Warehouse Manager with experience in overseeing warehouse operations, optimizing workflow, and ensuring efficient and accurate inventory management. Proven track record of implementing best practices to enhance productivity and reduce costs. Adept at leading cross-functional teams and collaborating with stakeholders to meet and exceed organizational goals. Strong organizational and communication skills with a commitment to maintaining high standards of warehouse safety and efficiency. Worked before as Receiving Supervisor, Store Supervisor, Assistant chef, Cashier and Editor.

Employment

<b>Warehouse Manager</b> ATEB GROUP Company, Muharram Bek Branch	Nov 2023 - Present
<b>Receiving Supervisor</b> Mahmoud El FAR Company	Aug 2021 - Aug 2022
<b>Receiving Supervisor</b> Fathallah Market	Jan 2021 - Jul 2021
<b>Receiving Supervisor</b> Spinneys Company, Tanta	Jun 2018 - Dec 2020
<b>Store Supervisor</b> Spinneys Company, Alexandria	Jan 2018 - May 2019
<b>Assistant chef</b> Russia	Feb 2017 - Dec 2017
<b>Receiving Supervisor</b> Spinneys Company, Alexandria	Jun 2016 - Feb 2017
<b>Sales Representative</b> Almarai Company, Egypt	Oct 2016 - May 2017
<b>Cashier</b> Shahd Elmaleka Shop	Jan 2016 - Sep 2016
<b>Editor</b> Amwag Alexandria Newspaper	Jan 2012 - Jun 2014
<b>Editor</b> Alexandria Newspaper	Jan 2011 - Jan 2012

Job Duties for Warehouse Manager

- Responsibilities:
- Overseeing the receiving, storage, and distribution of goods in the warehouse.
  - Recruiting, training, and supervising warehouse staff.
  - Ensuring timely and accurate order picking, packing, and shipping.
  - Implementing quality control measures to ensure the accuracy and condition of incoming and outgoing goods.

# Education

**Bachelor of Arts**  
Alexandria University

- Media Department

# Career Skills

Warehouse Management

Team Leadership

Inventory Control

Safety Compliance

# Languages

Arabic: Mother Tongue

English: Good

# Job Duties for Receiving Supervisor

- Responsibilities:**
- Supervise the receiving team and coordinate daily activities related to the receipt of goods.
  - Ensure the accurate and timely processing of inbound shipments.
  - Inspect received goods for quality and accuracy.
  - Identify opportunities for process improvement within the receiving department.

# Job Duties for Assistant chef

- Responsibilities:**
- Assisting in the preparation of ingredients for cooking, including chopping, peeling, and marinating.
  - Monitoring cooking times and temperatures to ensure food quality.
  - Maintaining a clean and organized kitchen workspace.
  - Assisting in plating dishes according to established standards.

# Job Duties for Sales Representative

- Responsibilities:**
- Conduct product or service presentations to showcase features and benefits.
  - Building and maintaining relationships with existing and potential customers.
  - Processing customer orders and ensuring accurate and timely delivery of products or services.

# Job Duties for Editor

- Responsibilities:**
- Editing and proofreading articles for grammar, style, clarity, and accuracy.
  - Ensuring that articles adhere to the newspaper's editorial guidelines and standards.
  - Creating compelling headlines and captions that capture readers' attention and accurately represent the content.
  - Prioritizing content based on relevance, importance, and the interests of the target audience.

# Personal Skills

- Flexibility and the ability to adapt to different situations, employing methods to achieve the best possible results.
- Leadership skills, proficient in managing and leading successful work teams.
- Good and effective communication skills with the work team.
- Problem-solving to face challenges effectively.
- Organizational skills in completing tasks and assisting colleagues in their duties.
- Teamwork skills, fostering collaboration and synergy.
- Ability to work under pressure.
- Thinking outside the box and providing distinctive, creative solutions.
- Taking full responsibility for work, including acknowledging and learning from mistakes.
- Attention to detail and ensuring adherence to all instructions for successful task completion.
- Customer service skills.
- Time management skills.