

CONTACT

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PROFESSIONAL SUMMARY

Coordinated Branch manger and storekeeper overseeing business operations and facilitating meaningful growth. Goal-oriented budget manager meeting targets and providing general oversight.

SKILLS

- Record keeping
- Program administration
- Inventory control
- Process improvements
- Operations oversight
- Performance optimization
- Report writing
- Visual data representation
- Data validation
- Problem-solving
- Task prioritization
- Teamwork
- Multitasking
- Decision making

LANGUAGES

Arabic, Native

English, Intermediate

EXPERIENCE

STOREKEEPER Aug 2021 - Current

Sixth of October Customs Warehouses, Giza

- Advised sales and billing departments of transportation charges for customers' accounts.
- Loaded and unloaded materials from vehicles using forklifts and hand trucks from and to storage warehouses.
- Monitored store inventory levels and ordered new equipment to prevent shortages.
- Performed preventative maintenance on equipment and scheduled important repairs.
- Prepared reports detailing item quantities, employee productivity and sales trends and presented findings to supervisors.
- Arranged for shipping documentation and contacted customs officials to organize release of shipments.

ELECTRICAL APPLIANCE DEALER Apr 2018 - Jul 2020

Freelance

BRANCH MANAGER Jun 2016 - Mar 2018

Le carnival pastries, Cairo

BRANCH MANAGER Jun 2014 - Mar 2016

Twienky Pastries, Giza

BRANCH MANAGER Mar 2013 - Mar 2014

Bubbles Restaurant, Cairo

ASSISTANT DIRECTOR Jan 2012 - Feb 2013

Exception pastries, Giza

CUSTOMER SERVICE REPRESENTATIVE Apr 2010 - Jan 2012

Vodafone, Giza

EDUCATION

BALCHELOR - ADMINISTRATION DEPARTMENT , MARKETING SECTION Aug 2018

Cairo University , Giza, Egypt