

Ahmed Madbouly Ali

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Date of birth: 1/2/1998.

Military Service: Finished.

Objective:

A fresh graduate with a Bachelor of Administration and Information. Detail oriented with excellent communication and interpersonal skills. Given the opportunity in your organization, my objective would be to contribute towards the growth of the institution and ensure that the work assigned is implemented professionally.

Education:

Higher Institute of **Administrative Sciences**, Giza, Egypt.

[2021]

Bachelor of Administration and Information Systems.

Experience:

- ❖ **Storekeeper** at DSV - Global Transport and Logistics. [Dec 2022 till Present]
- Ensuring good working relation with users and other worker etc.,
 - Maintain an ongoing inventory.
 - Prepare & process the issues and follow up with the user for collection from warehouses.
 - Prepare Transfer Order lists, conduct quality checks of the goods.
 - Ensure materials requisitions are accurate, timely, and reflect the request
 - Ensure regulatory hazmat compliance when the emergency response team if needed.
 - Preparing inventory list and make sure that orders are made, when necessary, at the right time.
 - Assisting with the other team members in reorganization of the materials in warehousing facilities.

Skills:

- ❖ **Language:**
- **Arabic:** Native.
 - **English: Good** [Reading- Speaking- Writing-Listening].
- ❖ **Computer:**
- Good user of **MS Office Programs** [Word – Excel- PowerPoint].
 - Very good user of **Computer** in general.
 - Very good user of **Internet**.
- ❖ **Personal Skills:**
- Excellent communication skills.
 - Quick Learner and team worker.
 - Ability to work within a team.
 - Proactive and positive attitude.
 - Excellent interpersonal skills.
 - Leadership skills.
 - Excellent Organization skills.
 - Adaptable with new systems.