



MARCO SAED HAKIM

Seniour Warehouse Accountant

CONTACT

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Cario - Egypt

EDUCATION

Bachelor of Social Work
Suhag University
2002 - 2006

SKILLS

MICROSOFTOFFICE	██████████
ORACLE	██████████
SAP	██████████
COMCESS	██████████
SOFTEX	██████████
WINDOWS	██████████

LANGUAGES

Arabic	██████████
English	██████████

WORK EXPERIENCE

STORE KEEPER

DAILY CONTRACT (SUEZ GULF B . P)

2007 - 2011

1. Maintaining accurate records of inventory levels, including tracking stock movements, conducting regular stock counts, and reconciling discrepancies
2. Monitoring inventory levels and initiating timely orders to replenish stock, ensuring that adequate supplies are available to meet customer demands.
3. arranging stock in designated areas, ensuring efficient space utilization and adherence to safety guidelines using inventory management software
4. Preparing orders for shipment or delivery, ensuring accurate picking and packing of items, and coordinating with logistics providers for timely delivery to customers or internal departments.
5. Collaborating with cross-functional teams, to ensure smooth operations, resolve any discrepancies, and provide support as needed.

STORE KEEPER

LAFARGE (SUEZ GULF B . P)

2011 - 2018

1. Maintaining detailed records of inventory transactions, including receipts, issuances, returns, and adjustments. Generating reports on stock levels, consumption patterns, and any other relevant inventory metrics.
2. Adhering to company policies, procedures, and regulatory requirements related to inventory management, storage conditions, safety protocols, and documentation
3. Identifying opportunities for process improvements, implementing best practices, and contributing to the development of inventory management strategies to optimize efficiency and reduce costs.

WAREHOUSE SUPERVISOR

PRETTY HOUSE CO

2018 - until now

1. Oversee all aspects of warehouse operations, including receiving, storing, picking, packing, and shipping of goods. Ensure efficient utilization of space, equipment, and labor resources.
2. provide guidance to warehouse staff, including hiring, training, scheduling, and performance management. Foster a positive work environment and promote teamwork and collaboration.
3. Implement quality control procedures to ensure accurate picking, packing, and shipping of products. Conduct inspections to ensure adherence to quality standards and identify and address any quality issues.

REFERENCES

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