

Mohamed Gamal Bardana

Experienced Warehouse Operations Professional

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SUMMARY

Highly motivated and results-driven professionals with 7+ years of comprehensive experience in warehouse operations and inventory management. Proven ability to manage teams and efficiently oversee inventory inflows and outflows. Skilled in requirement fulfillment. Seeking to leverage expertise in logistics, warehouse operations, and team leadership to drive efficiency and achieve business objectives.

SKILLS

- Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint), Inventory Management Software, Data Entry, CRM Systems
- Management & Leadership: Team Leadership, Operations Management, Staff Training & Development, Performance Management
- Core Competencies: Inventory Control, Logistics Coordination, Communication (Written & Verbal), Problem-Solving, Organizational Skills, Regulatory Compliance, Process Improvement, Attention to Detail

WORK EXPERIENCE

- **Warehouse Supervisor | New Era Constructions Company, Riyadh, Saudi Arabia** November 2023 – Present
 - **Oversaw** daily warehouse receiving operations, ensuring accurate and compliant intake of purchased goods with purchasing authorization.
 - **Managed** efficient and organized storage of products, optimizing space utilization and accessibility.
 - **Maintained** precise inventory records through meticulous data entry into computerized systems, ensuring data accuracy.
- **Warehouse Supervisor | SAS Paints Showroom, Monufia Governorate, Egypt** October 2020 – July 2023
 - **Supervised** sales operations, guiding customers in product selection (decorations, colors) to meet their specific needs and preferences.
 - **Executed** sales transactions and accurately **managed** digital invoice storage, ensuring efficient record-keeping.
 - Cultivated strong customer relationships, leading to repeat business and positive feedback (Example of a potential third bullet point to add if information can be inferred or obtained).
- **Storekeeper | Super Pack Paper and Cardboard Company, Sadat City, Egypt** July 2018 – July 2020
 - **Directed** receiving processes for paper and cardboard products, ensuring precise and compliant handling of incoming materials.
 - **Organized** and **maintained** optimal storage for a high volume of paper and cardboard products, enhancing accessibility and workflow.
 - **Managed** inventory data entry and record-keeping using computerized systems, ensuring accuracy for stock control.
- **Warehouse Keeper | BMW Cars Company, Cairo, Egypt** October 2012 – April 2014
 - **Processed** incoming automotive parts and materials, ensuring accurate receipt and compliance with purchasing orders.
 - **Maintained** organized storage of products within the warehouse, facilitating efficient retrieval for distribution.
 - **Recorded** inventory data accurately in digital systems, contributing to precise stock management.

EDUCATION

- **Diploma in Computer Network Information Systems**, IBI British Institute, [Tanta, Gharbia - Egypt], 2007
 - **Grade:** Very Good