

Mahmoud Abd Elaziz Helal

Riyadh, Saudi Arabia | +966 54 791 5701 | mahmoud.helal198888@gmail.com

Professional Summary

Dedicated and hardworking Store Manager with more than 10 years of experience in warehouse, inventory, and procurement coordination within the construction industry. Skilled in managing multiple warehouses, monitoring stock levels, preparing purchase requisitions, and collaborating with procurement teams and suppliers to ensure timely material availability. Adept at using Oracle and E-Promise systems for inventory control and material tracking. Seeking to leverage warehouse expertise and supplier communication skills in a Procurement Officer role.

Key Skills

- Warehouse & Inventory Management
- Procurement & Purchase Requisitions
- Vendor & Supplier Coordination
- Materials Handling & Storage Solutions
- Oracle & E-Promise Systems
- Logistics & Supply Chain Coordination
- Health, Safety & Quality Compliance
- Team Leadership & Time Management
- Microsoft Office (Word, Excel, PowerPoint)

Work Experience

Store Manager — BEC Arabia Contractor, Saudi Arabia (2015 – Present)

- Prepared and processed purchase requisitions based on project and stock requirements.
- Coordinated with the procurement department to follow up on supplier deliveries and ensure on-time material availability.
- Verified supplier compliance with technical specifications and quality standards.
- Established and managed warehouses across multiple construction sites in Jazan, Madinah, Riyadh, and other regions.
- Implemented effective storage systems to protect materials and prevent damage.
- Coordinated with engineers to ensure timely material supply and usage for electromechanical and civil works.
- Oversaw scaffolding management, equipment handling, and logistics operations.
- Supported the safety team to ensure compliance with occupational health and safety standards.
- Utilized Oracle and E-Promise systems for inventory control and material tracking.

Key Projects

- Jazan – KAP5 (Samtah University & Schools): Managed warehouses and material control for construction works.
- Madinah – KAP2: Oversaw material storage and supply chain processes to support project deadlines.
- Madinah – Wave II Schools: Managed warehouse operations, material distribution, and logistics for multiple school projects.
- Riyadh – STC Square Smart: Coordinated warehouse operations and handled electromechanical and civil materials efficiently.
- Thurba Medical Centre – AlUla: Supervised warehouse management and logistics to ensure smooth material delivery and storage.

Sales Team Leader — Ülker, Egypt (2012 – 2014)

- Supervised and trained a sales team to achieve monthly and yearly targets.
- Monitored market trends and implemented strategies to maximize revenue.
- Prepared and analyzed sales performance reports to enhance decision-making.

Sales Officer — Ülker, Egypt (2010 – 2012)

- Managed customer relationships and promoted company products.
- Identified new business opportunities and achieved sales growth.
- Prepared accurate sales and expense reports for management review.

Education

Bachelor of Law — Zagazig University, Egypt (2004 – 2010)

Languages

- Arabic: Native
- English: Good

References

Available upon request