

Essmat Awad

GENERAL INFO

Full Name: Essmat Awad
Date of Birth: 18th of July 1984
Nationality: Egypt
Marital Status:
Location: Riyadh, Saudi Arabia



CONTACT INFO

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PROFESSIONAL EXPERIENCE

- | | |
|---|--|
| Jan 2021 to Dec 2025
(4 years and 11 months) | Inventory Movement Controller at Midas Furniture Industry
Responsibilities:
Record and track material inflow and outflow with high accuracy.
Monitor stock levels and update warehouse records daily.
Coordinate with operations and purchasing departments to meet supply needs.
Identify and resolve discrepancies between physical and system records.
Prepare periodic inventory movement and performance reports |
| Jan 2018 to Jan 2021
(3 years) | Employee Housing Supervisor at Wyndham Garden Hotel
Dammam, Saudi Arabia
Responsibilities:
Supervised daily housing operations, including room allocation and occupancy tracking.
Ensured maintenance, cleanliness, and safety compliance across all facilities.
Coordinated with HR, maintenance, and security departments to support housing efficiency.
Handled employee housing issues promptly to maintain satisfaction and discipline.
Managed housing supplies and ensured the availability of essential materials. |
| Jan 2013 to Jan 2018
(5 years) | Storekeeper at Dhahran International Hotel
Responsibilities:
Controlled stock levels and distributed materials to operational departments.
Maintained accurate inventory records and conducted regular audits.
Collaborated with purchasing to ensure timely restocking of required items.
Monitored storage conditions and implemented FIFO methods.
Prepared daily reports and reconciled inventory discrepancies |
| Jan 2007 to Jan 2011
(4 years) | Salesman & Cashier at Fouad Al Hindi Building Materials
Responsibilities:
Managed customer transactions accurately and provided excellent service.
Maintained product displays and ensured store cleanliness.
Handled cash, POS systems, and daily financial reconciliations.
Assisted customers in selecting appropriate building materials.
Supported inventory updates and product ordering processes. |

EDUCATION

2001 **Diploma in Commercial Diploma**
commercial secondary school, Egypt
Overall Grade: Good

ACHIEVEMENTS

Maintained accurate recording and tracking of material inflow and outflow, ensuring inventory integrity and supporting operational efficiency. Coordinated effectively with multiple departments to address and resolve inventory discrepancies and meet supply chain requirements. Prepared comprehensive inventory movement and performance reports that facilitated informed decision-making and inventory control..

LANGUAGES

- Arabic: Fluent.
- English: Intermediate.

SKILLS

- Little knowledge in Communication, Team Leadership, Time Management, Problem Solving, Attention to detail and Adaptability.