

Eslam Abo Elfotouh Abd Elwahab

Storekeeper

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Married .

Experience

- Storekeeper at China State Construction Engineering Corp. Ltd Steel Company CSCEC (2022 – 2024)
 - Inventory allocation methods (Fifo,Lifo,Weighted aveage cost :
1- First in, first out 2- Last in, first out 3- Weighted average These methods are used to evaluate inventory.
 - Preparing an operating plan for warehouses and storage areas;
 - Receiving materials from suppliers based on the issued purchase order and in the presence of the receiving committee, and entering the received materials based on a purchase invoice issued from the warehouse's software;
 - Request missing materials from the warehouse's storage level using the materials request form well in advance;
 - Maintain accurate and up-to-date reports of all items in stock, and inform the immediate supervisor about the level of materials remaining in stock;
- Storekeeper at ZHNSHI GROUP HUAMIE NEW MATERIAL CO.LTD (2019 - 2022)
 - Disburse materials based on a disbursement voucher in the approved form, signed by the recipient, and attach a copy of the signed work order;
 - Delivering equipment to employees based on a permanent and documented trust document in the warehouse system;
- Storekeeper at Saint-Gobain Glass Manufacturing Company (2018 - 2019)
 - Receive shipments from suppliers and ensure that quantities and specifications match those stated in purchase orders;
 - Officially and finally record the entry and exit of original products using the securities management system;
 - Conduct periodic and comprehensive inventory counts to ensure that actual balances agree with records and identify any discrepancies;
 - Work to protect inventory from damage and loss, and take measures to dispose of stagnant or damaged items.
 - Coordinate with the maintenance department to make improvements to storage locations to conserve materials.

Education

College of Commerce, Department of Accounting -Banha university

Bachelor Year of Graduation: 2018

Technical Courses:

- Jul 2021: Microsoft Course (Excel, Word, PowerPoint)
- Jul 2017: Business Administration in English (ASC).
- May 2016 : cours English (AIA) .
- Data Analysis

LANGUAGE SKILLS

- Arabic : mother tongue
- English: very good
- Chinese : Learning Now

Certificates

- Huamei Egypt Warehouse Employee Annual Evaluation for 2022