

Bahaa Eldin Ali Mohamed Ali Elmehy

Inventory Controller



Contact

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Education

May 2001

Bachelor of Commerce - Ain Shams University

Date of Birth

15-11-1980

Key Skills

Microsoft Office

Computer and Internet Skills

Communication Skills

Ability to Work in a Team

Ability to Work Under Pressure

Time Management

Activities and Interests

Fishing

Social work

Adventures and organizing trips

Profile

More Than 17 Years Of Experience In The Field Of Inventory Control And Warehouse Management, Data Entry Processing, And Work On Ms Office And ERP Programs

Experience

May 2015 – Present

Inventory Controller At AlWatania Company for Treading Distribution

Extracting all reports & Providing the administration with all data regarding stock and maintain min and max stock demand in warehouse

Check delivery & receipt vouchers for incoming and outgoing items and record returns

Monthly inventory and annual to ensure matching balances and Solve inventory problems such as spoilage and stagnation

April 2014 – April 2015

Accountant At Sumer Company for Industry

Follow up and review the account statement of customers and suppliers

Preparing monthly reports for the financial manager on the volume of sales and purchases during the month

Review and record sales and purchase invoices on the program

Follow-up of overdue debts and cashing of checks from banks

October 2012 – April 2014

Warehouse Manager At Sumer Company for Industry

Responsibility for material and product warehousing, inventory control and reporting.

Disbursement of raw materials for production and delivery of the finished product.

Inventory stores periodically, solve the problems of stagnant and damaged items, and record the incoming and outgoing in the warehouse system.

Managing and organizing time and training of warehouse workers.

June 2006 – September 2012

Data Processing Specialist At First Service International Co

Reviewing data entry processes and verifying compliance of the entered data.

Recording, saving and transferring data in various storage methods, whether on paper or on a computer.

Print daily and periodic reports required for work.

Good communication with other departments according to work requirements.

July 2002 – May 2004

Accountant At Dar El Amin For Orphans Care

Recording expenses and revenues in the treasury movement and dealing with banks.

Make a settlement of the permanent advance and review it with the financial manager.

Preparing attendance and departure statements, employee salaries, maintaining employee files and following them up, and keeping contracts and documents.