

MUSTAFA MAHMOUD

Warehouse manager position in a reputable organization that provides me a career path and professional growth possibilities.



PERSONAL

- Name**
Mustafa Mahmoud
- Address**
Riyadh
- Phone number**
00966550987590
- Email**
mmfs83@gmail.com
- Date of birth**
15-07-1986
- Gender**
Male
- Nationality**
Egyptian
- Marital status**
Married

LANGUAGES

English ★ ★



WORK EXPERIENCE

Apr 2020 - Present

Warehouse Manager , Accountant Gulf European Trading, Riyadh

1. Issuing invoices, documenting the entry and exit of materials into and out of the warehouse, and receiving the supplied materials.
2. Handing over a copy according to the task to the Procurement Department.
3. Document the entry and exit of materials from the warehouse and supervise the receipt, storage, distribution, maintenance, and optimization of the available spaces, and the receipt of goods and arranging them in an appropriate manner to avoid damage or breakage.
4. Managing and organizing warehouse workers' time and training them.
5. Applying the use of the first outgoing import method, maintaining the cleanliness of the warehouse and ensuring easy access to goods.
6. Managing inventory control using various data storage programs.
7. Communicate with customers, and transportation companies, prepare an action plan, assign tasks appropriately, and evaluate results.
8. Coordinate between the sales department and the maintenance department and the customers in sending the goods .
9. Issuing the statements of accounts and follow up with the sales team .
10. Receiving the collections and make banks deposits .
11. The brands I'm working on are (Sense of Argan , XRose , Ellapache , BY Doctor Vitamin C)

Mar 2017 - Apr 2020

Warehouse Manager Beauty Concepts, Riyadh

1. Issuing invoices, documenting the entry and exit of materials into and out of the warehouse, and receiving the supplied materials.
2. Handing over a copy according to the task to the Procurement Department
3. Document the entry and exit of materials from the warehouse and supervise the receipt, storage, distribution, maintenance, and optimization of the available spaces, and the receipt of goods and arranging them in an appropriate manner to avoid damage or breakage.
4. Managing and organizing warehouse workers' time and training them.
5. Applying the use of the first outgoing import method, maintaining the cleanliness of the warehouse and ensuring easy access to goods.
6. Managing inventory control using various data storage programs. the goods.
7. Communicate with customers, and transportation companies, prepare an action plan, assign tasks appropriately, and evaluate results.
8. Coordinate between the sales department and the maintenance department and the customers in sending the goods .
9. Enter all the information about the invoices, exchange orders, receivables and settlements recorded in the general journal in the various accounts.
10. The brands I worked on were (OPI , Revlon , CND , Guinot , American Crew) .

Mar 2014 - Mar 2017

Senior Accountant Alsubhi Medical polyclinics, Riyadh

1. Audit all invoices and entering the daily incomes and expenses.
- 2- Make bank deposits, claim deposits and expenses with the fund and bank account, and make a monthly bank settlement note.

- 3- Matching the different account groups and balances with the balances and totals recorded in the general journal.
- 4- Monitor the inventory periodically and make an annual inventory.
- 5- Follow-up printing of accounting reports of all kinds. Extract all the necessary data to prepare the institution's final account and keep an integrated copy of accounting reports in an appropriate and organized manner as a substitute for manual records.
6. Making insurance claims , issuing the statements of suppliers and schedule the payments.
7. Making the financial statements.
8. Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.

Jun 2011 - Mar 2014

Senior Accountant

Alhadaf Rent A Car, Eastern Area

- 1- Enter all the information about the invoices, receivables and settlements recorded in the general journal in the various accounts.
- 2- Make bank deposits, claim deposits and expenses with the fund and bank account, and make a monthly bank settlement note.
- 3- Matching the different account groups and balances with the balances and totals recorded in the general journal.
- 4- Monitor the inventory periodically and make an annual inventory for all Eastern area branches .
- 5- Follow-up printing of accounting reports of all kinds. Extract all the necessary data to prepare the institution's final account and keep an integrated copy of accounting reports in an appropriate and organized manner as a substitute for manual records
6. Making Insurance claims .
7. Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.

Sep 2009 - Jun 2011

Accountant

Hanay Rent A Car, Dammam

- 1- Enter all the information about the invoices, receivables and settlements recorded in the general journal in the various accounts.
- 2- Make bank deposits, claim deposits and expenses with the fund and bank account, and make a monthly bank settlement note.
- 3- Matching the different account groups and balances with the balances and totals recorded in the general journal.
- 4- Monitor the inventory periodically and make an annual inventory.
- 5- Follow-up printing of accounting reports of all kinds. Extract all the necessary data to prepare the institution's final account and keep an integrated copy of accounting reports in an appropriate and organized manner as a substitute for manual records.
6. Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.



EDUCATION AND QUALIFICATIONS

Aug 2003 - Jul 2007

Bachelor of Commerce

Zagazig University, Cairo



SKILLS

- Computer literate, with advanced knowledge in Micr ★ ★ ★ ★ ★
- Flexible; able to multi-task, work under pressure a ★ ★ ★ ★ ★