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 **Ahmed Salah Mohammed Hassan**

**Mobile :** **0508197184**

**Email :** **salahmo10@yahoo.com**

**Hometown: DUBAI, UAE**

**Objective:**

Great desire to develop myself and this is within courses, practice and experience I will gain from working in private sector.

**Educational Attainment:**

* **High School** ( **2007 – 2008 )**

 Quos High School - Egypt.

* **Faculty of Commerce ( 2012 – 2013 )**

 Holds a Bachelors of Accounting

 South Valley University - Egypt

**PRESENT WORKING:**

**COMPANY NAME: JUMA Al MAJID CONTRACTING AND SERVICES.**

**DESIGNATION: STORE KEEPER**

**PERIOD: MAR 2014 TIL NOW**

**JOBS DESCRIPTION:**

* Material Management (using with **ORACLE E-Business Suite (ERP)** system.
* Processing sales invoices using the Oracle E-Business System.
* Responsible for the ordering, following-up, receiving, storing, and Issuing the Building＆Mechanical Materials, Electricity, Plumbing, AC Accessories, Ducts , And Low Voltage & Communication System Materials.
* Provide Detailed Reports to the Management on a Monthly basis.
* Prepares purchase requisitions.
* Following up with Suppliers for the delivery of materials on correct time of requirement.
* Checking the quantity and receiving the incoming materials as per the LPO or Letter of Order.
* Preparing stock for annual inventory and internal and external auditing ( ISO).
* Provide assistance in identification of disposal of excess, scrap, damaged items.
* Maintain the store in a safe, clean and organized manner.
* Arranging vehicles for deliveries and sites.
* Implement print, save documents, answering phone calls and other works.

**Courses & Experience**

* Fire Safety Fundamentals and Proper use of Fire Extinguishers Training - Emirates Civil Defence Academy .
* Trainee at Ibrahim Al Tahir office as an accountant for 6 Months.
* Trainee at Mokhtar Mohammed office as accountant for 6 Months.
* Holds ICDL Computer.
* Holds a course in thinking skills and management (Pathways) from Cairo University in cooperation with U.S. Ford Foundation, from 28 January to 7 February 2012, with training hours of 75.
* Holds a course in Stock exchange from Cairo University in July 2012.
* Holds a course in (TOT) Training of Trainers from Columbia University.
* Holds grant Arabs Larne approved by John Brown University and the American Intercontinental University, Walden University, and the U.S. The number of 88-hour

Include:

* psychological rehabilitation of the labor market
* Communication Skills.
* HR Planning.
* Participate in a workshop under the title “the power of thinking and change” to DR Ahmed kudos, April 2012.

**Personal Skills:**

* *Ability to learn fast and overcome challenges.*
* *Good Communication Skills and reporting.*
* *Team spirit and ability to work under the pressure.*
* *Problem Solving & Decision making.*
* *Ability to multi-task.*
* *Printing speed and Keeping files .*
* *Available to work on evening, weekends, and in shift when necessary.*

**Languages Skills:**

* **Arabic** Native language Speaking, Writing & Reading.
* **English** Good Speaking, Writing & Reading.
* **Urdu** Average Speaking

**Computer Skills:**

* Experience Computer user , Windows ( all version) ,

 MS Office (Word, Excel, Power point, Access).

* Erp-Oracle.
* Internet & Outlook.

**Personal Details:**

* **Full name Ahmed Salah Mohammed Hassan**
* **Nationality: Egyptian**
* **Passport no : A10156626**
* **Place of birth & Date: Qena, Egypt - 08/04/1991**
* **Marital status: Single**
* **Visa Status: Employment**

**Reference upon request**