

Ahmed Moustafa: Curriculum Vitae

Address: 26 Quail Court, 98 Alma Road, Enfield EN3 7UP

e-mail: ahmedyhyh123@icloud.com

Tel: 07743 792631

Personal Statement:

A highly motivated, hard-working individual, willing to develop and learn new skills and ready to take on challenging tasks and drive to see the end results. I am a confident and outgoing individual and I adapt well to all types of environments and have a calm and professional approach when it comes to customer service. I have excellent communication skills which helps me build strong and lasting professional relationships with colleagues and external suppliers. I hope to bring my positive attitude and dedication to the team and utilise and develop my existing abilities and skills.

Work Experience:

Sainsbury's Fulfilment Centre (Challenge-trg Resource LTD): Warehouse Operative September 2024

– Present

Main Duties:

Receiving:

- **Receiving Shipments:** I am responsible for accepting deliveries from suppliers and vendors. This involves checking the shipment against purchase orders to ensure that the correct items and quantities have been received.
- **Inspecting Goods:** I inspect the goods for any damage or discrepancies. This includes checking for visible damage, verifying serial numbers, and ensuring that the items meet quality standards.
- **Documentation:** I complete and maintain various documents, such as receiving reports, inventory logs, and discrepancy reports, to track the flow of goods and maintain accurate inventory levels.
- **Inventory Management:** Responsible for updating inventory management systems to reflect the new stock levels. Entering data into software systems and ensuring that items are properly categorized and stored.
- **Organizing Storage:** Ensuring that items are easily accessible and stored in a manner that maximizes space and efficiency.
- **Safety Compliance:** Following safety guidelines when handling heavy items, operating equipment, and maintaining a clean and organized workspace.

Picker:

- Order picking and packing using MHE in chill environment
- Ensuring all customer orders are scanned and placed in the correct area
- Using hand-held barcode scanner device for WMS
- Physical manual handling including bending, stretching, stooping, reaching and lifting

- To work safely within the health & safety regulations
- Maintaining my performance levels above 150% at all times

Greggs – Production & Warehouse Operative, Enfield UK: Temp work, Aug 2024 – Sept 2024

Main Duties:

- To operate and monitor continuous production line
- Rotate among duties including the filler machine, wrapper machine, packing boxes, stacking boxes, etc.
- Visually inspect the products for quality and quantity
- Report all equipment issues to the supervisor or manager in a timely manner
- Understand and comply with all safety procedures that apply to daily operations
- Maintain a safe and clean environment by adhering to safety policy and procedures
- Maintain excellent customer service and positive attitude towards guest, customers, clients and co-workers.
- Adhere to safety policies and procedures including proper food safety and sanitation.
- Ensuring security of company assets.

Master Travel & Tourism, UAE: Dec 2021 – March 2024

Sales Manager:

- dealing with customer queries and complaints
- providing advice about package travel tours
- recruiting, training and supervising staff
- managing budgets
- maintaining statistical and financial records promoting and marketing the business
- planning
- selling holiday tours and car rentals
- meeting profit or sales targets
- preparing promotional materials and displays.

KAPCI Coating Decorative Paint Factory, Egypt: March 2021 – Dec 2021

Laboratory Quality Control Department:

- To check the quality of incoming and outgoing products
- Running density and dryness tests, keeping records of defects, analysing products and overseeing procedures
- Making sure all procedures are done in a safe manner

National Army Service, Egypt: Jan 2019 – March 2021

I took two years and 3 months gap from work at KAPCI to complete my National Army Service in

Egypt. During my Army Service I was occasionally tasked to repair mechanical/electrical machinery items which allowed me to gain multi engineering skills.

KAPCI Coating Decorative Paint Factory, Egypt: Jan 2017 – Jan 2019

Warehouse Operative:

- Take delivery of goods and supplies
- Check for damaged or missing items
- Store goods appropriately
- Pick and pack orders for dispatch
- Move stock around either by hand, using lifting equipment or a fork lift truck
- Load goods for dispatch
- Ensure delivery of materials to production lines in accordance with production standards
- Input data regarding stock and inventory into a computerised system
- Keep accurate stock records
- Carry out stock counts as and when required
- Keep paperwork up to date
- Ensure that all lifting and manoeuvring of product is carried out in accordance with manual handling procedures
- Operate in a safe manner complying with all health, safety and environmental requirements to ensure own and safety of others
- Handle any hazardous materials in an appropriate manner
- Keep areas of work clean and tidy to ensure operational efficiency
- Make recommendations to aid efficiency and add value

Al Salam Metalworks Workshop, Egypt: March 2014 - December 2016

Engineering Metal Works Assistant:

- Assist in the preparation and fabrication of metal products, including cutting, bending, and assembling components as per specifications.
- Support engineers and skilled tradespeople in their tasks, which may include preparing materials, conducting inventory checks, and assisting with deliveries.
- Using equipment to move materials and finished products around the workshop safely.
- Maintaining a clean and organized workshop environment, including cleaning tools and equipment, disposing of waste materials, and ensuring compliance with health and safety regulations.

Skills & Experience:

- IT competent including MS packages
- WMS
- MHE
- Good customer service skills
- Good communication skills

- Strong attention to detail
- Good listening skills
- Reliable team player
- Good time management skills
- Quick learner

Certificates/Training:

- Level 2 Food Hygiene & Safety Certificate – UK
- Health & Safety awareness - UK
- WMS – trained – UK
- Warehouse Receiver trained – UK
- Electric Pump Truck - Trained

Languages:

- English - Fluent
- Arabic - Native