

NADER ABU BAKR EL-KAWWAS

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Professional Summary

Adept at enhancing operational efficiency and inventory accuracy, I spearheaded key initiatives at Saudi Group for Construction Materials Company, significantly improving warehouse management processes. My expertise in logistics and strong leadership skills have driven continuous improvement, ensuring compliance with safety standards and fostering a culture of excellence in team performance.

Skills

- Shipping and receiving
- Loading and unloading
- Order picking and processing
- Mentoring and training
- Logistics
- Supplies inventory
- Warehouse auditing
- Database documentation
- Transportation management systems

Work History

Warehouse Manager

Jan 2017 - Current

Saudi Group for Construction Materials Company and Brother steel Company Riyadh, Saudi Arabia

- Conducted periodic audits of inventory levels to ensure accuracy, identifying discrepancies for swift resolution.
- Preparing and calculating the costs of incoming goods, whether external or internal, and preparing inventory cost reports at the end of the year after conducting the annual inventory of the company's warehouses to submit them to the accounting department to prepare the company's budget.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Maintained a safe work environment by enforcing strict adherence to OSHA guidelines and company policies.
- Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Coordinated with vendors to verify timely delivery of materials and supplies, avoiding delays.

Stock Controller

Jan 2013 - Dec 2016

Saudi Group for Construction Materials Company

Riyadh, Saudi Arabia

- Maintained detailed records of all stock movements, providing valuable data for decision-making purposes.

- Maintained awareness of industry best practices in stock control and inventory management, incorporating relevant ideas into company procedures for continuous improvement efforts.
- Enhanced inventory accuracy by conducting thorough stock audits and addressing discrepancies promptly.
- Determined and performed appropriate adjustments of authorized stock levels.

Warehouse Supervisor

Jun 2011 - Dec 2012

Saudi Group for Construction Materials Company

Riyadh, Saudi Arabia

- Supervised warehouse operations by managing employees during shifts.
- Supervised shipping and receiving, distribution and workplace safety.
- Supervised shipping and handling operations.
- Used warehouse management software to reconcile daily inventory.

Warehouse Keeper

Mar 2009 - Apr 2011

Saudi Group for Construction Materials Company

Riyadh, Saudi Arabia

- Improved warehouse efficiency by streamlining inventory management processes and implementing organizational systems.
- Established strong relationships with suppliers, improving communication channels for better order coordination and fulfillment rates.
- Evaluated new technologies and warehouse management software solutions to stay current with industry best practices and drive continuous improvement efforts.
- Maintained accurate records of incoming and outgoing shipments, ensuring timely delivery and proper documentation.

Education

Computer Science Diploma: Computer Science

Aug 2007

Higher Institute of Computer Science

Alexandria, Egypt