



MOUSTAFA ELGORF

الرياض - السلمانية شارع الامير مساعد بن
جلوي Riyadh - alsalmaniat sharie alamir
musaeid bin jalawi Riyadh - Salmaniya
Prince Musaed bin Jalawi Street, 11443

+966564045335

moustafa.elgorf85@gmail.com

EDUCATION

HIGH SCHOOL DIPLOMA

Bachelor of Commerce /
Cairo - EGYPT /
2006

- Bachelor of Commerce (Class of 2006)
- Diploma in Accounting (2008)
- Warehouse Manager at Antiplan Plastic Industries (2008-2011)
- Warehouse Manager at Al Hilal and Al Najma Company (2011-2013)
- Accountant at Administrative Control Authority, Head Office

SKILLS

TEAMWORK

BRITON

EXCEL

SAP

PERSONAL DETAILS

Date of birth
01- 02-1985

Nationality
Egypt

Visa status
Valid transferable residence

UNTITLED

PURCHASING - WAREHOUSES
PRESENT

ABOUT ME

Seasoned Accountant & Procurement Specialist with 15 Years at Al Hashimiya Contracting Co., Excel & SAP Pro, Eager to Contribute to Your Team's Success

WORK EXPERIENCE

**AL HASHIMIYA
CONTRACTING
COMPANY**
Riyadh
Dec 2017 - Present

- Managed comprehensive financial operations, ensuring accuracy and compliance in supplier accounts.
- Oversaw warehouse operations, streamlining inventory management and logistics for a period of 5 years.
- Implemented effective strategies for purchasing and contracts management, optimizing procurement processes.
- Coordinated cross-departmental collaboration to maintain financial integrity and operational efficiency.
- Developed and enforced strict financial controls and reporting systems to track and manage expenditures.
- Led a team of warehouse staff, fostering a culture of safety, productivity, and continuous improvement.
- Negotiated favorable terms and conditions with suppliers and vendors, reducing costs and improving supply chain reliability.
- Analyzed market trends to inform strategic purchasing decisions and inventory management practices.
- Maintained accurate records of financial transactions and warehouse inventory levels to support audit processes and decision-making.
- Utilized advanced accounting software and warehouse management systems to enhance data accuracy and operational performance.

**AL HASHIMIYA
CONTRACTING
COMPANY**
Dec 2017 - Present

محاسب - مشتريات

**AL HASHIMIYA
CONTRACTING
COMPANY**
Present

- market relationships with a broad network of suppliers to secure future business opportunities.
- Cultivated strong partnerships with key industry players to enhance supply chain robustness.
- Identified and engaged with potential suppliers to diversify and strengthen product sourcing.
- Developed strategic alliances to ensure a reliable and competitive supplier base for organizational growth.

DRIVING LICENSE

Driving license category
Driving License A

LANGUAGES

ARABIC



ENGLISH LANGUAGE



COURSES

Aug 2015 - Present

● **BRITON**

Mar 2022 - Present

● **TIGGER**

Jan 2020 - Present

● **SAP**