

Personal Information

Name: Mohamed Ashraf Swilam

Date of Birth: 17 October 1998 (27 years old)

Place of Birth: Suez, Egypt

Marital Status: Married

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Saudi Driving License: Valid

Career Objective

To advance my professional career in the fields of purchasing and warehouse management by leveraging my experience to enhance supply chain efficiency and contribute to the achievement of organizational goals.

Education

Bachelor's Degree in Management Information Systems – Suez University, Egypt.

Work Experience

Warehouse Manager – Hidab Al Khaleej Trading Company – Yanbu

2023 – 2025

- Supervised all warehouse operations including receiving and dispatching materials.
- Monitored stock levels to ensure optimal availability.
- Managed team performance and enforced safety and policy procedures.

Purchasing Specialist – Hidab Al Khaleej Trading Company – Yanbu

2020 – 2023

- Executed purchasing operations and monitored supply orders.
- Negotiated with suppliers to obtain the best prices and quality.
- Prepared regular reports on purchasing activities and suppliers.

Pharmacist Assistant - Dr. Hajar Amin Pharmacy - Suez - Egypt

2014–2020

- Monitoring unavailable products and ensuring their availability
- Providing customer service
- Leveraging on existing expertise

Skills

- Supply chain and procurement management.
- Warehouse and inventory management.
- Strong negotiation and supplier relationship skills.
- Reporting and data analysis.

- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Proficient in Odoo ERP system.
- Teamwork and leadership abilities.
- Strong organizational and time management skills.
- Problem-solving and decision-making capabilities.

- Work under pressure