

Elsayed Attia Abd Elqader

Accountant and store manager

CONTACT

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Place of Residence:
Riyadh, Saudi Arabia.

PERSONAL INFORMATIONS

Nationality: Egyptian

Gender: Male

Marital Status: Married

Date of birth : 16/3/1988

PERSONAL SKILLS

- ✓ Creative.
- ✓ Self-motivated, and organized.
- ✓ High presentation Skills.
- ✓ Hard Working.
- ✓ Ability to Work under Pressure.
- ✓ Ability to Work individually and as a Co-operative team member.
- ✓ Ability to Learn new tasks quickly

COMPUTER SKILLS

- ✓ Microsoft Office:
(Power point, Excel, Word)
- ✓ I-axiom

EDUCATIONAL BACKGROUND

Received a commercial technical institute.

LANGUAGE SKILLS

Arabic: Native Speaker.

English: Speaking, Reading and Writing
(Intermediate Level)

WORK EXPERIENCE

- **Lavista Development Company Group**
Position: Accountant and store manager
Jun 2024 – Current
Location: Cairo – Egypt
 - ✓ Supervising warehouses includes delivery, storage, and distribution operations.
 - ✓ Creating a database and Excel tables for the items available in the warehouses.
 - ✓ Monitoring purchase and sale requests.
 - ✓ Preparing weekly and monthly reports on incoming, outgoing, and stock items from the warehouses.
 - ✓ Conducting a monthly inventory to create reports on the needs of each department.
- **Remas Land Company for dairy products**
Position: Branch Manager
Sep 2023 – May 2024
Location: 6 October– Egypt
 - ✓ Tracking daily inventory for all categories and organizing each category.
 - ✓ Monitoring customer activity while they are in the branch.
 - ✓ Conduct tests on the products to ensure their quality and accuracy.
 - ✓ Conduct a daily inventory of new orders.
 - ✓ Scheduling work shifts and appointments to achieve the daily target.
- **Alex Builder**
Position: Dispatcher
Jul 2023 – Sep 2023.
Project: Swan Lake, the North Coast, Egypt
 - ✓ Receiving customer complaints on the system and redirecting them to the competent maintenance department to solve the problem.
 - ✓ Monitoring the maintenance status of villas after sending the specialized technician, collecting the fees, and supplying them.

➤ **Hassan Allam Company**

Position: F M Admain

Feb 2022 – Jun 2023.

Project: Swan Lake, 6 October City, Egypt

- ✓ Monitoring maintenance work in the compound.
- ✓ Preparing the necessary contracts for the client, including agricultural work, swimming pools, and garden maintenance.
- ✓ Monitoring the site's status with the Medea device and other various devices such as electricity to prevent service interruptions on the site.
- ✓ Monitoring the progress of the landscaping work on site with the consultant to ensure satisfactory results for the client.

➤ **Hassan Allam Company**

Position: Warehouse manager and personnel affairs director.

2012 – Jun 2023.

Project: Swan Lake, 6 October City, Egypt

- ✓ Monitoring daily attendance of employees and tracking their attendance and departure.
- ✓ Follow up the movement of cars and make sheets for each month .
- ✓ Make time shete for the monthly employees and send it to the administration
- ✓ Checking employees' presence on site and the progress of work is done daily.
- ✓ Receiving incoming and outgoing raw materials from stores and storing them properly and making sheets for items.
- ✓ Follow up on purchase orders for each department.
- ✓ Make a monthly inventory for each department to follow up the consumer and make purchase orders
- ✓ Daily equipment handover and receipt for workers on site.
- ✓ Maintaining security and safety requirements for workers on site