



**Mohamed Abd-Elfattah Mustafa**

**Branch Manager**

**Warehouse Manger**

**Awal AL-Qoutouf Trading  
Company (KSA)**

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### **Educational**

- Suez Canal University- Ismailia
- Faculty of Commerce
- Graduation Year: 2004
- Training in the Suez Canal Bank
- Courses in computer training and holds a ICDL
- ( Qualified Accountant Diploma) from ( HPA) Office .
- Accountancies Programs Such as:- QuickBooks – Peachtree.

### **Technical Skills :**

- Self Confidence
  - Cooperatives
  - Skills Communication
  - Team leader
  - Time Management
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### **Experience**

#### **Awal Alqoutof trading com. in saudi from 2010 to 2019**

(Company specializing in food Services (Agent Of Love & Quiches The American Company For Desserts / Agent Of The Perfecta American Company For Dressing / Agent Of Prebake The United Arab Emirates Company.)

**Dammam Branch Manager**

**Riyadh Warehouse Manager**

**Supply & Contracting Officer (Panda & Carrefour)**

- Responsible for exported and imported goods
  - Supervising the process of storing and arranging goods
  - Preparation of reports on warehouses - movement of items - quantities required - minimum quantities - dates of shipment - reports on containers contained in the port -
  - Supervising the printing of invoices for sales and ensuring the arrival of goods to customers
  - Follow-up purchase invoices and receipt and compliance with the conditions of supply and storage of goods in the appropriate place
  - Preparing and reviewing client's account statements and making matches
  - Responsible for stock inventory and preparation of inventory reports - Damaged - Expired - Actual quantities – missing quantities
  - Track the expiry date of the products
  - Team leadership and time management For loading, and receiving goods inside and outside the company
  - Responsible for the accounts of the branch (daily restrictions - collection of customers - deposits - stores - delivery and receipt of goods - inventory - preparation of reports related to the branch of sales and expenses, salaries and commissions and the movement of goods in warehouses
  - Control quantities required in the market
  - Coordinate with the management of the market to display and arrange the goods
  - Prepare reports on the required quantities
  - Preparing accounts for the market
  - Coordinate with the management of the market about the discounts and the quantities of free offer
  - Follow-up and supervision of the sales movement - and sales staff of the company within Markets .
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