



## **Khalil Ibrahim El Moadamany**

**Address:** Mekka El mokrama

**Phone:** 0547272115

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### **OBJECTIVE**

Dedicated management professional with 17 years of experience in providing highly accomplished and people-oriented management professional with considerable experience in shipping, labeling, transporting, and tracking inventory for retail stores. seeking a new position where skills in supervising and mentoring distribution teams are employed.

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### **WORK EXPERIENCE**

**07/2019 - present**

**Iron and metal products production manager, El Nagem Factory for  
Al Nagem Cement Products Co.**

Responsibilities:

- Oversees the manufacture of products, including materials procurement and vendor management, ensuring production, performance, and quality standards are consistently met.
- Allocate labor resources, tracking production schedules and cost adjustments to ensure everything runs smoothly.
- Ensuring all safety and health standards are met to keep an organization accident-free
- Communicating regularly with upper management regarding problems or issues impacting production
- Evaluating machine resources to ensure continued production and minimal downtime
- Developing workflow policies and procedures that improve efficiency without compromising safety or quality.
- Coordinating incoming and outgoing deliveries, ensuring load lists Confers with Project Manager to coordinate activities with other organizational units and prioritizing work product.

**01/2011 – 07/2020**

**Warehouse manager, Gaber's sons for metal production**

Responsibilities:

- Be responsible for the safe receipt, storage, and dispatch of goods.
- Ensure that all warehouse activities are coordinated with one means to an end – efficient delivery and receipt of shipments..
- Ensure that all productivity targets are met by managing work teams and dealing with any issues that may arise.
- Lead teams of warehouse workers to unload trucks and organize goods first in pallets and then in the storage area.
- Ensure that merchandise is packed and secured appropriately. They ensure that all labeling and addressing needs of each shipment are taken care of.

**01/2005 – 01/2011**

**Brsnch manager, Gaber's sons for metal production**

Responsibilities:

- Direct and supervise the staff and day-to-day operations in the assigned branch location.
- Prepare financial statements for the branch, and oversee reports for budgets and financial reports.
- Ensure delivery of quality customer service and achievement of sales or productivity goals.
- Manage resource, developing and attaining sales goals, and growing the location's revenues.

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**EDUCATION**

**2005**

**Diploma in Business management**, Damascus University.

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**ADDITIONAL  
SKILLS**

- Excellent written and verbal communication skills

- Strong project management skills
- Proven record in training employees about safety and production
- Strong working knowledge of Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA) regulations
- Ability to coach and motivate employees
- English fluency (spoken and written).

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## **REFERENCES**

References available on request