

Ahmad Fouad Khalaf AlQudah

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ABOUT ME

Ahmad is a Warehouse Supervisor with 10+ years' experience across Gulf countries and Jordan. Skilled in daily operations, communication, teamwork, inventory management, safety procedures, problem-solving, time management, leadership, storage techniques, and ensuring material quality and availability. Fluent in Arabic and English. ISO-certified experience focused on continuous improvement. Proficient in procurement, especially in construction materials, and logistics operations and personnel management.

Experience.

10-2021 – Current

AIM Trading and Contracting WLL | Road Safety Inspector (Materials)

This company works in the road maintenance sector, with tender from Ashghal – Public Works Authority /Qatar, with this role

- Conduct thorough inspections of roads, ensuring compliance with safety standards and identifying Potential hazards.
- Collaborate closely with Ashgha engineers to verify the execution of work according to specified Standards and project criteria.
- Monitoring and Evaluating Road Accidents, Effective Follow-up on Ashghal and Traffic Police Reports, Preparing a Detailed Incident Report Regarding Damages and Costs, Sending it Back to Ashghal, and Additionally Communicating with Accident Parties for Details and Location Clarification if Unclear in the Initial Traffic Police Report.
- Work collaboratively with Traffic Police and Municipality to coordinate maintenance and road safety efforts, showcasing effective communication and coordination skills.

06- 2017 – 02-2021

Ghantoot Transport & Gen. Cont. L.L.C. Store Supervisor

The job candidate at Ghantoot Transport & Gen. Cont. L.L.C. was responsible for managing warehouse operations from June 2017 to February 2021. They performed the following tasks:

- Managing warehouse operations, including receiving shipments, processing reports, and storing materials.
- Ensuring timely delivery of items to the appropriate sections and coordinating with various departments to fulfil orders.
- Regular and daily updates of the ERP system and assessing inventory levels to determine necessary actions.
- Supervising a team of warehouse employees, providing guidance, training, support, and evaluation.
- Interacting with suppliers and official entities in a professional manner and monitoring material delivery schedules.
- Initiating purchase requests to maintain inventory availability.
- Regularly reviewing inventory reports and completing the reorder process.
- Conducting inventory audits to ensure accuracy.
- Supervising inventory supply to all locations according to specified schedules.

- Maintaining cleanliness and organization in the warehouse to preserve the condition of goods and prevent damage.
 - Managing company assets such as industrial machinery and equipment, including maintenance, spare parts, and monitoring.
 - Comprehensive management of office supplies distribution to departments to ensure smooth operations.
 - Overall management of warehouse files, including invoices, data entry, and reports.
 - Conducting quarterly, semi-annual, and annual inventory counts and preparing reports accordingly.
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09-2014 – 05-2017

(J&P) Joanna & Paraskevaides Jordan Store Supervisor

Led the Civil, Mechanical, Electrical, and Plumbing (MEP) store during the expansion project of Queen Alia International Airport in Jordan, overseeing material management for the warehouse according to the Following tasks:

- Efficiently managed store transactions using the SAP system, ensuring streamlined and organized Workflow.
 - Conducted comprehensive follow-ups with the procurement department and suppliers through Communication and email correspondence, enhancing the efficiency of project procurement operations and ensuring timely material delivery to maintain workflow continuity.
 - Played a key role in managing and monitoring project assets, optimizing resource allocation and Utilization.
 - Supervised inventory supply to all sites according to scheduled timelines.
 - Led the team: Supervised and led a team of store employees, providing guidance, training, and support as needed.
 - Regularly reviewed minimum and maximum reports and completed reorder processes to maintain optimal inventory levels. Completed transactions within the inventory unit.
 - Conducted comprehensive file management, including invoices, data entry, and reports, ensuring Accurate and well-documented records for the project
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01-2011 – 11-2014

Urbacón Trading & Contracting Company (UCC) Store keeper

During my tenure as a Storekeeper at Urbacón Trading & Contracting Company (UCC) from January 2011 to November 2014, I managed warehouse operations with the following responsibilities:

- Effectively supervised warehouse management using ERP systems.
- Coordinated with the main warehouse for timely material orders and surplus management.
- Facilitated material supply from the factory for projects and managed transportation and equipment.
- Implemented meticulous material monitoring and improved inventory management practices.
- Maintained smooth communication with procurement departments and suppliers for workflow efficiency.

- Oversaw logistics and coordinated with subcontractors and mechanics for project safety and efficiency.
- Managed project assets efficiently for optimal use.
- Created and managed purchase orders with attention to detail.
- Led a team of store personnel, providing guidance and support.
- Reviewed min-max reports and maintained optimal stock levels.
- Liaised with suppliers and internal teams to optimize delivery schedules and resolve logistical issues.
- Managed stationery supplies distribution and oversaw inventory management and procurement processes.
- Ensured accurate and well-documented project records and managed warehouse files comprehensively.

Education:

06-2010

Bachelor's Degree in English Language and Literature -Faculty of Arts, Jerash University College.

Courses and Certifications:

10- 2013 Course Name: International Computer Driving License (ICDL) Program- Educational Institution: Arab Canadian Centre Content:

- Microsoft Excel •Microsoft word •Internet and Microsoft Outlook •Microsoft PowerPoint
- In addition to official emails and correspondences.

05-2013 Course: Warehouse Safety, Institution: Arab Kindi Centre Description: Covers general safety practices, equipment management, material arrangement techniques, vehicle entry protocols, and firefighting procedures. Emphasizes efficient warehouse shelving, optimal spacing, chemical handling, safe storage of hazardous materials, safety labeling, and IATA & IMDG code for dangerous goods shipment.

Skills:

- Attention to Detail: Ability to meticulously inspect materials and manage inventory accurately to ensure compliance with standards.
- Communication Skills: Effective communication with various stakeholders such as engineers, suppliers, warehouse staff, and contractors to ensure smooth workflow.
- Safety Compliance: Ensuring compliance with safety regulations and standards to promote a safe work environment.
- Problem-Solving: Capability to address inventory management issues promptly to minimize risks and improve efficiency.
- Teamwork: Collaboration with colleagues, subcontractors, and suppliers to achieve common goals.
- Documentation: Proficient documentation of inspection results, inventory records, and purchase orders to maintain organized records.
- Leadership: Providing guidance, training, and support to employees while fostering a positive work environment.
- Analytical Skills: Analyzing data to identify areas for improvement and make informed decisions.
- Adaptability: Ability to adapt to changes in priorities and regulations to effectively fulfill job responsibilities.
- Continuous Learning: Keeping updated with industry developments and continuously improving skills to enhance professional performance.

Languages:

Arabic:

English:

Software Proficiency

- ERP.
- Microsoft Office Suite.
- MAXIMO.
- Oracle.

I am fully prepared to learn any new software as quickly as possible.

Driving licenses:

- Qatar.
- Jordan
- Sultanate of Oman.

References:

Engineer: Muhammad Abu Shubaith / Project Manager / Ghantoot Company / Phone number.
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