

Mostafa Sobh Elawady



CAREER OBJECTIVE

- To seek a suitable position in a leading organization and to achieve an excellent career opportunities. Moreover to utilize my knowledge towards the growth of the company. Further looking for some better and extra ordinary challenge works to grow my skills.

EDUCATION

- Bachelor of Physical Education - Zagazig University - 2007.

Work Experience

- Director of the Planning and Follow-up Department at ETICO Company for Trade and Industry, El Obour City, Egypt. 
- Planning and follow-up specialist at ETICO Company for Trade and Industry, El Obour City, Egypt. 
- Planning and follow-up specialist at Rockal Insulation Company, El Obour City, Egypt. 
- I work now at the Dubai Library Distributors, UAE. 

Courses

- The International Computer Driving License (ICDL) from the Egyptian Ministry of Communications and UNESCO.
- Many courses in the field of scientific specialization..

Skills

- Discipline at work as the sports and military life taught me.
- Adhere to work timings accurately.
- Respecting different points of view and not sticking to personal opinion and crystallizing it in the interest of work.
- Sacrificing time and effort for the sake of business success.
- The ability to take responsibility for the work.
- Love of teamwork and continuous interaction.
- Tolerance of various work pressures and continuous self-development.
- Good ability to deal with the public.
- Respect the directions of the institution in which I work and adhere to its objectives and policies.
- The ability to deal in an elegant manner.

04 / 01 / 1987

Egypt

Married

Valid residence

Sharjah, UAE

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Language Skills:

➤ Mother language: Arabic



➤ Other languages: English



Computer Skills:

➤ MS-Word

➤ MS-Excel

➤ MS-PowerPoint

➤ Microsoft Outlook

➤ Photoshop

➤ Illustrator

Job Skills

- *Preparing the annual production plan and determining the work plan for each machine
Preparing the semi-annual plan.*
- *Preparing the monthly plan.*
- *Executing work orders based on customer requirements.*
- *Determining the machines needed to implement the work order based on the work plan.*
- *Determining the raw materials and production requirements required to implement the work order.*
- *Determine the working hours required to implement the work order.*
- *Communicate with the various work departments to provide all requirements for the implementation of the work order.*
- *Starting the implementation of the work order by production lines and making sure that there is a work order on each machine.*
- *Daily follow-up of the production report and follow-up of the amount of raw materials used and the number of quantities produced and stored daily. And follow-up maintenance reports until the completion of the implementation of the required quantity.*
- *Preparing the final report for the work order, determining the actual working hours and comparing them with the standard working hours, and following up on the hours of breakdowns during the implementation of the work order. Determining the actual consumed materials and comparing them with the quantity of standard materials. Ensuring the presence of the actual amount of wasted raw materials, determining ways to reuse them, and preparing graphs to illustrate this.*