

RESUME



Mahmoud Reda Abdel Moneim Mohamed Ramadan

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PERSONAL PARTICULARS

Gender : Male

Address : Menoufia, Berket El-Saba City and Center, Egypt

SKILLS

Computer Literate-Microsoft Office (Words and Excel)

LANGUAGE

Language	Spoken	Written
Arabic	Fluent	Good
English	Average	Average

EMPLOYMENT HISTORY

Company : Helwan and Sama
Position : General Worker / Clerk
Employment Period : 6 years

Job Description

1. Working in packaging and production of aluminum foil in packaging of food foil aluminum such as cooker cover, paper and plastic cans of aluminum food.
2. Responsible in manual rolls of kraft paper and aluminum foil, threading paper and foil through feed rollers, glue applicators, tension, and rewind rollers.
3. Daily routine of functions include filling glue reservoirs, adjusting paper and foil alignment.
4. Ensure complete shipments are delivered to customer to have smooth clearance of material by customers.
5. Update respective Department on the aluminum delivery/ sent to customer.
6. Assisting marketing of the aluminum product as well as marketing of kitchen paper roll/ tissue paper to customers.

7. To liaise with respective department, warehouse and logistics department on the delivery schedule of the aluminum to customers .
8. Assist respective department with the production and marketing of short term and long term strategic planning and commercial aspects.

ADDITIONAL INFORMATION

Availability to work : Anytime (appreciate it if can be notified earlier if successful)