



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Warehouse management and storage safety

Objectives

- Provide participants with the skills to plan, organize and follow up procurement and storage activities to reduce costs and quickly meet needs
- Refining and developing the capabilities and skills of the participants in the field of inventory, waste treatment and idle inventory. At the end of the seminar, the participant will be able to:
- Understand and understand the concept of inventory system.
- To carry out inventories efficiently and efficiently, and to benefit from its results and to address the differences in inventory.
- Addressing the causes of waste and stagnant stocks, in order to ensure that they do not inflate the organization and stay within administrative levels.

Who Should Attend?

- Logistic Managers
- Staff Logistics
- Freight and unloading sector
- Experts in the supply chain and logistics

Seminar Outline

DAY 1

- Apply inventory monitoring methods.
- Determine the economic size of the purchase.
- • Development of policies and methods of disposal of rodek.
- Prepare electronic tables for warehouse data.
- Dealing with warehouse data electronically (inbound - out - disbursement - balance -).

DAY 2

- Negotiate with suppliers.
- Preparation and writing of tenders and conclusion of contracts.
- Preparing suppliers databases electronically.
- Monitor procurement and prepare supplier reports using a computer.



- Calculation of economic quantities for computer procurement.

DAY 3

- When the inventory committee is formed
- When preparing to start inventory work
- When performing inventory operations

DAY 4

- Reduction of waste
- Collection and classification of waste
- Waste reuse
- Sale of waste
- Waste disposal

DAY 5

- Computer inventory control.
- Planning and securing supplies, materials and work supplies.
- Application of differentiation, qualification and evaluation methods for suppliers



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