**Johnson**

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***Position Applying For: Suitable Post in Accounts Dept / Procurement Dept.***

**Career Profile:**

* Over 23 years of progressive work related experiences in various fields (Purchase / Accounts / Cost Controller / Store Keeper / Warehouse) with well established organizations. (17 years in Gulf & 6 years in India)
* **Certified Purchase Professional** course from American Purchasing Society.
* **Master in Business Administration** in Retail Operations / Supply Chain Management from Sikkim Manipal University.
* Highly motivated, positive and goal-oriented, sincere with a high degree of flexibility, resourcefulness and commitment to work.
* Driving license from United Arab Emirates, Qatar and Saudi Arabia**.**

**Key Skills:**

* Managing, implementing and maintaining the required documents for ISO / HACCP certifications.
* Proficiency in MS Excel which facilitated to change and improve the Reports using visual basic commands, vlookup, sumif, scroll buttons and macros etc.
* Liaison with ISO Auditors for extension of ISO Certifications of the Organization.
* Multilingual with proficiency in English, Hindi, Malayalam and basic Arabic.
* Ability to work with relative calm in a high pressure environment and time constraints Professionals with natural flair for building relations.
* Good letter drafting ability and reports making knowledge.
* Systems worked & familiarized.
* MS Excel - Spreadsheet
* MS Word - Letter drafting
* Prologic – Inventory Control & Accounts Payable.
* QuickBooks - Accounting Software
* Fidelio Material Control
* Tally - Accounting Software
* ERP Software’s
* Sun System - Accounting Software
* Vision Excel - Excel Add-in for Sun System
* Focus – Purchase & Store Module

**Professional Experience:**

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| **Al Fahim Group – Hospitality Division (Emirates Dalma Food Catering)**  **United Arab Emirates.** (www.alfahim.ae)  Known as a pioneer in the hospitality and catering business in Abu Dhabi since 1993, Al Fahim Group’s food catering business member, Emirates Dalma Food Catering (EDFC), has skilled professionals serving corporations, private occasions, outdoor events, meetings among other activities. | [Al Fahim Group Logo](http://alfahimbook/Pages/Home.aspx) |

**Tenure: July 2016 to Present**

**Position:** **Purchase Officer.**

Job assignments includes:

* Handling Purchases for the Organization which includes acquiring quotations for new products, preparation of price comparatives, negotiation with suppliers, placing Local Purchase Orders, etc.
* Acquiring the Quotations of Kitchen Equipments and machineries from variable suppliers for Tendering to offshore and government organizations.
* Arranging periodical Market Survey for new and alternative suppliers for existing and new products, and negotiate for better price and service.
* Negotiate with existing suppliers for better price, quality and services.
* Assisting in the Supplier Evaluation and Suppliers Audit for ISO requirements and formalities.
* Organise samples for quality approval and price negotiation.
* Maintaining and updating the ISO Records of the Purchase and Store for maintaining the quality as per the company standards.
* Preparing and managing approved supplier’s List.
* Manage the daily cash purchase for perishable and urgent items as per the kitchen request.

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| **Agility – Emdad Gulf Catering & Logistics, Abu Dhabi,**  **United Arab Emirates.** ([www.egcl.ae](http://www.egcl.ae), [www.gccservices.ae](http://www.gccservices.ae))  EGCL is the joint venture company between Agility Logistics (GCC Services) and Emdad Group. Main focus is the Industrial catering for labour camps, off shore facilities, man power supply etc. | http://www.oilinuganda.org/wp-content/media/2012/09/New-Picture-9.pnghttps://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcSwhfCKZv5Ok_mag0FYVelLRH1zS5KMVFrs5G6pCKHSmOXOW0jlpW0ce-gj |

**Tenure: October 2013 to June 2016**

**Position:** **Purchase Officer.**

Job assignments includes:

* Handling Purchases for the Organization which includes acquiring quotations for new products, preparation of price comparatives, negotiation with suppliers, placing Local Purchase Orders, etc.
* Acquiring the Quotations of Kitchen Equipments and machineries from variable suppliers for Tendering to offshore and government organizations.
* Arranging periodical Market Survey for new and alternative suppliers for existing and new products, and negotiate for better price and service.
* Negotiate with existing suppliers for better price, quality and services.
* Assisting in the Supplier Evaluation and Suppliers Audit for ISO requirements and formalities.
* Organise samples for quality approval and price negotiation.
* Maintaining and updating the ISO Records of the Purchase and Store for maintaining the quality as per the company standards.
* Preparing and managing approved supplier’s List.
* Manage the daily cash purchase for perishable and urgent items as per the kitchen request.
* Assisting Financial Controller for getting suppliers and quotation for Equipments and machineries required for the operation.

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| **NMC Group – BiteRite Restaurant, Abu Dhabi,**  **United Arab Emirates.** ([www.biterite.ae](http://www.biterite.ae) , [www.nmc.ae](http://www.nmc.ae))  New Medical Centre (NMC) – a leading conglomerate is now the largest private hospital chain in the UAE. NMC has businesses in trading, hospitality, pharmaceutical manufacturing, pharmacy chains, financial services, education, jewellery, advertising, real estate and information technology. The NMC group also owns UAE Exchange (financial services), The Lotus Hotel, Foodworld, Foodlands, Zari Zardozi & BiteRite Restaurant in Dubai & Abu Dhabi. | http://www.dzooom.com/UF/Companies/3661/nmc-healthcare-logo.pnghttp://www.specializedbeauty.com/uploads/clients/thumbs/med_5523605.jpg |

**Tenure: August 2010 to September 2013. (3 years 1 month).**

**Position:** **Purchase Executive. (BiteRite Restaurant)**

Job assignments includes:

* Handling Purchases for the unit includes acquiring quotations for new products, preparation of price comparatives, negotiation with suppliers, placing Local Purchase Orders, etc.
* Arranging periodical Market Survey for new and alternative suppliers for existing and new products, and negotiate for better price and service and also negotiate with existing suppliers for better price, quality and services.
* Organise samples for quality approval and price negotiation.
* Manage the daily cash purchase for perishable and urgent items as per the kitchen request.
* Assisting Financial Controller for getting suppliers and quotation for Equipments and machineries required for the operation.
* Verification of invoices with Purchase orders & Purchase Requests, and approve and sent to Accounts Department for preparation of payment.
* Preparation of Daily Flash Costs for controlling and maintaining the proper stock for Kitchen Productions.
* Suggesting Sales Price after taking into consideration all the purchase costs / Recipe Costing for a particular item.
* Assists Executive Chef in all aspects of purchasing to ensure quality and profitability.
* Enforces first in/first out inventory rotation for all storeroom products.
* Communicates with Executive Chef, Restaurant Managers and vendors to ensure timing of deliveries to satisfy the food production needs.
* Review of stock positions of Kitchen / Different locations and main store and approving Issue requests, Market List (Direct purchase items for Kitchen) and dry store items.
* Completes month end inventory according to Food and Beverage and Accounting standard operation procedures.
* Calculates figures for food and beverage inventory.
* Ensures that price and product availability issues are communicated as needed to the F&B Manager, Executive Chef and Senior Management.

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| **M/s. Herfy Food Services Co. Ltd., Riyadh,**  **Kingdom of Saudi Arabia.** ([www.herfy.com](http://www.herfy.com))  Herfy is the largest fast food restaurant chain in Saudi Arabia and one of the largest in the Middle East, surpassing major international corporations in terms of local size. It has a total of more than 200 restaurants and 4,000 employees throughout Saudi Arabia. It also has many subsidiaries including Herfy Bakery and Meat Processing Plant. | http://static.mubasher.info/File.Company_Logo/b06d095ed6ee16b88a1296d08ca392a5.jpg |

**Tenure: January 2007 to July 2008 (1 year 6 months)**

**Position:** ***Warehouse Admn. Asst. / Store Keeper.***

Job assignments includes:

* Assisting the Warehouse Manager / Warehouse Supervisor in the day to day activities of Warehouse operations, which includes the duty allocation of the Warehouse staff, Delivery schedules to remote locations, Receiving of consignments and containers from abroad and local market, etc.
* Maintaining the records for ISO formalities and operations.
* Preparation of Consumption statements for re-ordering of materials in the Warehouse, preparation of Purchase Requests for the import and local items based on the consumption.
* Preparation of Delivery Notes for the issuance of materials to Restaurants.
* Preparation of Schedules for delivery to different locations in all over Saudi Arabia.

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| **Al Muftah Group - Sterling Group of Restaurants, Doha,**  **Qatar.**  Leading Fast Food Chain Restaurants Group in Qatar – Franchisee for Pizza Hut, Ponderosa, Bennigans, Fuddruckers, Coffee Beanery, TCBY, Tacobell, Al Tazaj, etc., and own concept brands (Caravan, Bukhara, and Star of India and Fast Food Restaurants). Also operates F&B services at Al Sadd Merweb Hotel (Katara Hospitality). (Midwest Restaurant, Cloud Nyn Bar & Discotheque and Coffee Beanery. | http://www.citycenterdoha.com/gallery/Al-Muftah-Jewellery_92-15.jpghttps://media.licdn.com/media/p/2/000/037/133/266decd.png |

**Tenure:** **November 1996 to March 2006 (9 years 4 months).**

**Position:** ***Accounts Asst.***

Worked in different positions / posts in the company since many operations/ franchises / concepts are run by Sterling Group of Restaurants in Doha Qatar.

 Katara Hospitality - Al Sadd Merweb Hotel, Doha, Qatar.

(A Three Star Hotel operated by Katara Hospitality)

(June 2003 to March 2006).

Position: Cost Controller (Food & Beverages) / Accountant

Job assignments includes:

* Preparation of Daily Restaurant’s Sales Report, Reconciliation Report (Restaurant’s business’s from Hotel Business, Flash Cost Report, checking and approving Material Requests for next day.
* Preparation of monthly Food Cost Reports, managing the Accounts statements for the outlet operation and liaison with Senior Accountant at Sterling Head Office and Accounts staff of Merweb Hotel.
* Arranging the Alcohol purchases for the Bar in the Hotel, liaising with Hotel staff for the procurement and cheque release operations etc.
* Liaising with Merweb Accounts on daily basis to reconcile the accounts balances (payables & receivables).
* *Preparation of Accounts Statements for the Merweb operations (Trial Balance, Profit & Loss Account, Balance Sheet and all other related schedules).*

https://media.licdn.com/media/p/2/000/037/133/266decd.png F&B Department (Sterling Restaurants)

(January 2001 to May 2003)

Position: Asst. Cost Controller (Food & Beverages).

Job assignments includes:

* Checking of Daily Product Mix Report from Restaurants for verifying the Restaurant Sales.
* Preparation of Monthly Product mix summary report.
* Assisting the Cost Controller for Spot checking in Restaurants to ensure the cash operations are running properly and accurately.
* Preparation of Recipe Costing for menu pricing etc.
* Assisting the Promotion activities of the Organization. (Coupons, Draws, Scratch coupons, etc.)

 London Bakery & Patisserie (Sister Concern of Sterling Restaurant)

(May 1997 to December 2001)

Position: Accountant.

Job assignments includes:

* Preparation of Trial Balance and Balance sheet for the London Bakery operation, depreciation and amortization schedules for the unit and submit the reports to Head office.
* Preparation of Payment Vouchers, cheques, Daily Sales Report
* Petty cash handling, Sales Cash collection and deposit to Bank & checking and verifying the issuance and sales of materials.
* Checking the credit sale to the parties and follow up for payments.
* Preparation of consolidated monthly sales report and comparing the same with previous periods and informing the differences and suggestions to seniors.
* Handling payroll for London Bakery staff.
* Liaise with External Auditors and internal auditors for verification of accounts,
* Preparation of Depreciation and Amortization Schedules.

https://media.licdn.com/media/p/2/000/037/133/266decd.png Main Store (Sterling Restaurants)

(November 1996 to May 1997)

Position: Store Keeper

Job assignments includes

* Preparation of Material Receiving Notes, Delivery Notes, assisting the delivery schedules to various restaurants at different locations, etc.
* Receiving the Materials to Main Store from Suppliers and Import consignments.
* Monthly physical stock taking and stock verification with system stock.

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| **Welcomgroup SeaRock Sheraton ITC Ltd, Mumbai,**  **India.**  (ITC Welcomgroup Hotels, Palaces and Resorts, run by Indian Tobacco Company’s subsidiary Welcomgroup, is [India](http://en.wikipedia.org/wiki/India)'s largest [hotel chain](http://en.wikipedia.org/wiki/Hotel_chain) with over 100 hotels. ITC Welcomgroup is also the exclusive franchisee of the luxury collection brand of [Starwood Hotels and Resorts](http://en.wikipedia.org/wiki/Starwood_Hotels_and_Resorts) (Sheraton) in India. ITC.) | http://www.awazedost.com/wp-content/uploads/2013/05/itc-logo.png12 Searock Exp.jpg |

**Tenure: August 1992 to November 1996 (4 years 3 months).**

**Position: *Asst. Accountant (Projects)***

Job assignments includes:

* Assisting the Project Accountant in General Ledger analysis, month end closing, journal entries, and accounts payables tasks.
* Checking the Vendors / Contractors invoices with Purchase Order / Work Order and preparing the payment vouchers.
* Cash / Credit Voucher preparation, maintaining Project Voucher Record Book, Accounts Payable Register, Advance Register, Retention Register, Journal Entry Register, Capital Register, etc.
* Preparing all kinds of Statements including Capital Statement, Monthly Cost/Budget Statement, Work-In-Progress Statement, and Commitment Statement.
* Handling the Payroll of the labor staff in the department.
* Reconciliation of Projects Accounts with Main Accounts of the Hotel on monthly basis.
* Preparation and floating of tender documents for new projects, preparation of comparative statements, work order / purchase order issuance to contractors, etc*.*

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| **M/s. Katara Hospitality - Sealine Beach Resort, Mesaieed,**  **Qatar.**  (Katara Hospitality is in the leading position as Qatar's dominant hotel owner and developer, and a leading hotel management company in the region who runs Ritz Carlton, Sheraton, Movenpick, Al Sharq, Merweb, etc. Sealine Beach Resort is a Four Star Hotel / Resort at Mesaieed Beach and one of the most popular and beautiful tourist destination hotel in Qatar.) | https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcT6GkQyVNyWvqLjlaaBPWkF2peiy-sSJlkBA8u4YFhxE4RlBvZjBAhttp://3.bp.blogspot.com/-Uja3J7V_nMs/T6aYPC0ktsI/AAAAAAAAFTQ/OkRSubxuqlE/s1600/Katara+Hospitality+logo+2012.png |

**Tenure:** **September 2008 to April 2009**

**Position:** ***Cost Controller (Food & Beverages).***

Job assignments includes:

* Preparation and analyze of Daily Flash Report (for break down the Food & Beverage Cost including alcohols).
* Monthly consolidated Food Cost Report reconciled with trial balance.
* Review of stock positions of Kitchen and main store and approving Issue requests, Market List (Direct purchase items for Kitchen) and Grocery List (Re-ordering items for Stores).
* Verification of invoices with Tender documents, Purchase orders & Purchase Requests, and approve for payment.
* Prepare and analyze the Recipe costing for menu items and suggesting selling price.
* Reviewing Tender Documents from Head Office compare the price quoted by suppliers and suggest the selection of suppliers.
* Carry out sudden spot checking at Cashiers for cash variances with actual sales.
* Checking and reviewing Inventory flows to Restaurants from Main Store and internal transfers.
* Preparation of Product Mix Report, Recipe costing based on materials consumed, Hourly Sales Report, etc. for MIS functions.

**Education**

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| **Course** | **University / Board** | | **Year of Passing** | **Grade / Percentage** |
| Master In Business Administration | http://bestcollegehunt.com/images/content_images/manipal_manipal_coll.jpg | Sikkim Manipal University, India | 2014 | Grade B / 68% |
| Certified Purchasing Professional | C:\Users\kevin.EGCL\Downloads\aps-color.png | American Purchasing Society | 2014 | Certified |
| B.Com | cu logo.jpg | Calicut University, India. | 1992 | Grade C / 49% |
| M.Com | cu logo.jpg | Calicut University, India. | 2001 | Course Completed |
| Typewriting Higher (70 w.p.m) passed from Kerala Government Technical Examinations Board, Kerala, India. | | | | |

**Training Courses Attended**

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| **Title** | **Institution / Company** | | **Year Attended** |
| Introduction to Negotiations | http://static.squarespace.com/static/50c7a97ee4b00d59b3271822/t/51e5a3bbe4b0081cb27fda6a/1374004156723/cips%20logo.jpg | Chartered Institute of Purchasing & Supply | 2014 |
| ISO 22000-2005 Awareness Training Program | http://static.mubasher.info/File.Company_Logo/b06d095ed6ee16b88a1296d08ca392a5.jpg | Herfy Food Services Co. Ltd  In-house Training | 2007 |
| Food Safety & Proper Hygiene | http://static.mubasher.info/File.Company_Logo/b06d095ed6ee16b88a1296d08ca392a5.jpg | Herfy Food Services Co. Ltd  In-house Training | 2007 |

**Additional Skills:**

Computer Works: - Software Configuration / Installation of Software / hardware, Computer Assembling / Fixing. Good experience in distribution / Inventory Management & Book Keeping, Type writing / Letter drafting, Reports making.

**Personal Details:**

**Date of Birth:** 15th April, 1969.

**Religion:** Christian

**Languages Known:** English, Hindi, Malayalam, Arabic (Basic)

**Date of Issue:** 20th June, 2013

**Date of Expiry:** 19th June, 2023

**Place of Issue:** Abu Dhabi, United Arab Emirates.

**Driving License from:** UAE, Qatar and Saudi Arabia.