**First Name of Application CV No 1649832**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

RESUME

*DATE OF BIRTH : 30/04/1972*

NATIONALITY : INDIAN

MARTIAL STATUS : MARRIED

LANGUAGES KNOWN : ENGLISH,HINDI,MALAYALAM,TAMIL,

KANNADA, KONKINI ,ARABIC

# OBJECTIVE

I seek a long term relationship with well reputed and result oriented company that will use my skills. loyalty, creativity and potential to strengthen its managerial and technical base.

# PROFESSIONAL EXPERIENCE

POSITION COMPANY FROM TO

Store supervisor Mega bazaar supermarket

Ruwais, abudhabi dec. 2013 jan 2016

Store in charge Turtle on the beach ,kovalam oct.2012 april 2013

Store executive Hotel Central Avenue, kannur feb-2012 sept.2012

Team leader- purchase The Lalit Resort & Spa

Bekal , Kasargod,Kerala july 2011 dec.2011

India

STOREKEEPER HOTEL RAMADA INTERNATIONAL NOV.2008 march 2011

Al khobar, K.S.A

STORE ASSISTAN T HOTEL LEELA KEMPINSKI JULY 2000 SEPT. 2008

GOA- INDIA

TRAINEE STEWARD HOTEL MUGAL SHERATON SEPT. 1994 MARCH- 1995

TAJ GANJ , AGRA –INDIA

**RESPONSIBILITIES**

PURCHASING:

1. Request vendor for quotation and submit for approval, perform the usual search and price canvasing in accordance with the purchasing guidelines of hotel industry. Raise a P.O (purchase order) and attach approved quotation
2. Prepare list of possible suppliers with their price list and ensuring suppliers per item is adequate. Purchase and ensure supply of all items on timely basis, follow up undelivered items, make proper complaint to supplier concerned when item delivered are unsatisfactory and calls the attention of the superior. Identify and resolve problems pertaining to pricing discrepancies and receiving issues. Maintain file of pending purchase requisition(those received from various department) and un served purchase orders(those purchase orders for which delivery have not been made or on hold for some reason),Monitor vendor performance, service agreement, contract and on time delivery.
3. Maintain a list of accredited suppliers for ready reference. Ensure proper filling of purchase orders and their supporting documents. Maintaining good professional relationship with suppliers, and ensure the prices quoted and carried out regular market survey prices of all items

STOREKEEPING:

1. To ensure the timely and correct completion of all administration in respect of deliveries
2. To ensure that all issues are made against requisitions and no items leave the store room without the appropriate documentation and signature.
3. Orders supplies to maintain inventory quota(minimum stock level)
4. Suggesting substitutes, noticing quantities issued on requisitions and appropriate signature on requisition.
5. Rotate specified stock according to receipt date to avoid expiry of stock.
6. Conducts physical inventories, compares results obtained with total on control records, notify discrepancies.
7. Assist in periodic inventory of various outlet stock.

RECEIVING:

1. Make sure receive all material in good quality and proper quantity with the co ordination of concern department
2. Make daily receiving reports and forward to account department for payments.
3. Make sure the supply of all items on timely basis
4. Follow up undelivered items makes proper complaint to supplier concerned when item delivered are unsatisfactory and calls the attention of the superior.
5. Maintain the proper record of receiving item ‘s reports and there supporting documents

## COMPETITIVE ADVANTAGES

1. Hard working, ambitious and energetic individual with superior technical skills, who is always ready to accept challenging assignments
2. Having good administrative, analytical skills and excellent time management abilities.
3. Strong communication skills
4. Ability to work in pressure and in teams
5. Ability to work in long hours
6. Communicate good dealing s with staff

### COMPUTER LITERACY

1. Material control system[Fidelio]
2. Inventory package
3. Microsoft office 2010
4. Material management system

## ACADAMIC QUALIFICATION

COURSE PASSING YEAR BOARD/UNIVERSITY

Hotel management 1995 kerala technical education

B.A Philosophy 1992 calicut university

Pre-degree 1989 calicut university

s.s.c 1987 kerala higher secondary education