**CURRICULUM VITAE**



Manu

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**Objective**

To take up job responsibilities in a challenging environment, to enhance knowledge and to exercise my full potential.

**Work experience**

1.Asst. Storekeeper atRamada Hotel Apartments Sharjah (September 2015-Till the date

2. Storekeeper (Trainee)atRamada Hotel Apartments Sharjah (May 2014-March2015

Job Responsibilities

* Ensuring that all goods are received in time and good condition by valid Purchase order/ Market list.
* Ensuring all items are physically received, inspected and weighed as necessary, in case of technical items, equipment, furniture, and certain food items, the concerned department is consulted to confirm the quality, specifications and materials are inspected, as well as measurements are made thoroughly.
* Goods received are checked for expiry dates, lifespan and other quality checks are carried out as per hotel health and safety requirements.
* Transfer items after inspection to the department concerned either through the help of the supplier or concerned department, collecting from the receiving bay
* Acknowledge the supplier's invoice by adding the receiving stamp on the original and the supplier's copy the invoice, after the checking is completed
* Ensure that the invoice is dated and reference number of the authorization is quoted
* All Invoices are posted in the FMC on a daily basis.

As a Storekeeper, updated perpetual inventory record system for all storerooms **(Food & Beverage and General)** including issue and receipt of store items.

* Prepare Purchasing Requisition for the Store to maintain re-order levels.
* Control issue of goods to departments concerned on obtaining properly approved store requisition.
* Identify and monitor frequently the fast moving, slow moving and non moving items andReport to Cost Controller regarding slow moving and non moving items list on monthly basis for necessary action.
* Always make sure no items issued from the store without approved requisition and no items should be stored without proper receiving.
* Always monitor the Expiry date of all the items upon receiving the items and check it on periodical intervals.
* Always monitor the breakage and pilferage of items and prepare such reports on monthly basis.
* Always keep the store clean and non-smoking.

3) Housekeeping attendant at Ramada Sharjah (Nov 2012 to till the date)

4) Receiving Clerk at City Pearl Supermarket, Bangalore, India

Personal Details:

Gender : Male

Age & Date of Birth : 25 Years, 26thFeb1990

Marital status : Single

Nationality : Indian

Linguistic proficiency : Malayalam, English and Hindi

Educational Qualification

1. Bachelor of commerce(currently doing as distance education)
2. Plus Two Science
3. SSLC from
4. Master Diploma in Multimedia and Animation(2008-09)