**RAHEEL**

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**OBJECTVE**

*To work in a**Challenging position with a dynamic, growth oriented company that excels in providing the best opportunities to learn grow and utilize my skills to contribute to the organizations and my personal success.*

**EMPLOMENT HISTORY**

**February 2014 to August 2016 Media Rotana, TECOM, Dubai**

**Reliever of F&B Cost Controller**

•To control the Food & Beverage Cost.‎  
•Prepare variance analysis for food & beverage and communicating / discussing with ‎relevant parties.‎  
•Update and maintain receipts into the systems (FMC).‎  
•Coordinate with restaurant management and finance to sort out issues pertaining to ‎F&B.‎  
•Update selling prices in POS as per the instruction from authorized persons.‎  
•Continuously study weaknesses in controls implemented at the restaurant and ‎suggest for improvements.‎  
•Check the daily Food & Beverage revenues report submitted by the income audit for ‎accuracy of covers and average check.‎  
•Prepare the daily and monthly cost report department in relation to cost of sales.‎  
•Participate in monthly market survey and involve in formal negotiation for annual and ‎large contracts involving inventory items.‎  
•Check and ensure all menu items’ have a recipe  
•Print and distribute menu sales analysis of the respective department on a monthly ‎basis.‎Check and ensure that no material is issued out from the store without requisition or ‎approval from the respective department head.‎  
•Prepare daily staff meal cost report.‎  
•Organize and do stock take and monthly closing procedures and to prepare all ‎journals. Prepare cost board and the related journal vouchers.‎  
•Check invoices against receiving record and compare them with purchase order and ‎purchase request, and to ensure that all invoices are stamped and signed by the ‎authorized person.‎  
•Record the total daily purchase by chart of accounts and accumulate for month end ‎balancing with account payable.‎

**Reliever of General Cashier**

* Security of General cashiers Office and safe.
* Lost and Found Valuables keeping the record with us.
* Deviation and Exceptions Handling.
* Daily with drawl of deposits from Drop Safe Box.
* Collecting and Counting of Foreign currency.
* Bank Depositing.
* Foreign Currency Changing.
* Preparing General Cashiering Report.
* Making Report of Post-dated Cheques and Pending IOUs.
* Making Report for Temporary Floats and Advance.
* Arranging Cash Change.
* Distributing outlet Tips to the concern outlet.
* Counting cash on daily basis on Day end in Presence of Revenue Auditor.

**Cost Clerk at Media Rotana**

* Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
* Processes and/or approves invoices for payment.
* Processes and documents returns as required following established procedures.
* May serve as cashier and handle cash and cash-related payments.
* May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
* Performs miscellaneous job-related duties as assigned.
* Knowledge of supplies, equipment, and/or services ordering and inventory control.
* Ability to reconcile stock counts to report data.
* Database management skills.
* Ability to analyze and solve problems.
* Ability to prepare routine administrative paperwork.
* Ability to receive, stock, and/or deliver goods.
* Clerical, word processing, and/or office skills.
* Knowledge of university invoicing procedures

**Receiving Clerk at Media Rotana.**

* Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders, bills of lading or other records.
* Assemble cardboard or wooden containers or select preassembled containers
* Insert items into containers.
* Examine and unpack incoming shipments; record shortages and reject damaged items
* Route items to various departments.
* Examine incoming shipments to ensure they meet specifications.
* Operate lift truck or hoist shipments from shipping and receiving platform to storage area. Trace and track shipments to ensure timely delivery.
* Responsible for monitoring the returns process.
* Sort, count, identify, verify and track all material by utilizing the Syteline to maintain accurate inventory records.
* Verify receipts and log them according to required procedures.
* Investigate and resolve situations where items received are not properly documented in the daily receipt log. Assist management in recycling material in the warehouse.
* Cooperate with representatives from other departments in the organization to provide warehouse information as requested.
* Perform regular material warehouse audits to ensure that material is undamaged and maintained neatly throughout the warehouse.
* Advise management of cycle count issues on a timely basis.
* Ensure that all documents and material received in the warehouse are of satisfactory quality.

**February 2013 to August 2014 Media Rotana, TECOM, Dubai**

**Outlet Cashier at Media Rotana.**

•Ensure that a check is made and recorded in the POS system for any meals consumed by employees or any service offered to guests as complimentary or entertainment. As an Outlet Cashier we are responsible for cashier’s house fund and its safekeeping.

Ensure that a check is made and recorded in the POS system for every food & beverage sale in the outlet.    
•Enter opening and closing check number used in his / her shift in the Night Auditors logbook, ensure that checks are used serially and all the checks are accounted for   
•Open a guest check in the POS system, punching orders, splitting and transferring tables, settling checks as cash, room charge, credit card or city ledger .  
•Prepare cashier’s summary and tally it with Micros (POS) reading at the close of his / her shift.   
•Print and tally transaction list from credit card machines with physical check and Micros reading.   
•Prepare deposit envelope, write the deposit amount in cashier’s deposit sheet and drop the envelope in the Front Office safe depository, in the presence of a witness, who has also signed the witness column of the cashier’s deposit sheet.

**EDUCATION**

**Bachelors in Science, 2009 – 2012**

Baha Uddin Zakariya University Multan, Pakistan

**Higher Secondary School Certificate (HSC) in Science 2008**

University Multan, Pakistan

**IT SKILLS**

FBM, Net view Point, Net view data viewer, Micros, RMC, EMC, Proficient in MS Office.

**LANGUAGE SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | **🟓** | **🟓** | **🟓** |
| Hindi | **🟓** | **🟓** | **🟓** |
| Urdu | **🟓** | **🟓** | **🟓** |
| Punjabi | **🟓** | **🟓** | **🟓** |
| Arabic | **🟓** | **🟓** |  |

**ACHIEVEMENTS:**

Completed Cross Training as General Cashier.

Completed Cross Training asCost Controller.

**COURSES ATTENDED:**

* Destination Leadership
* Interviewing and Selection Skills

**Personal Information:**

Nationality Pakistani

Driving license UAE. Valid till 2023

Date of Birth March 17th, 1990

Status Male (Single)

HOBBIES Listening to Music, watching movies

**REFERENCE**

Will be furnished as per requirements.