|  |
| --- |
| New_logo  Contact HR Consultant for CV No: **2049636**  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |

|  |  |
| --- | --- |
| **Career Objective**  Looking for a prestigious company that offers career opportunities and motivates people for growth, advancement and excellence. |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL PROFILE** | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |  * Knowledge of Inventory Control, Warehousing practices and procedures. * Knowledge in Logistics, Supply Chain and Material Management * Computer Skills and Knowledge of Office and Accounting Software packages. * Skills in Production and Distribution Management. * Knowledge in Micros Fidelio, Micros Opera, Material Control and ERP System. * Knowledge in Administrative practices and Auditing procedures. * Bachelor / Degree Holder. * 10+ years of solid work experience in Catering Services, 5 Star Hotel, Resort & Casinos. * Skills in HACCP and Food quality management   **WORK EXPERIENCES** | | |
| |  |  | | --- | --- | | Position: | **ASSISTANT PROCUREMENT MANAGER** | | Duration: | June 15, 2014 – Up to date | | Company: | Savoy Resort & Spa | | Company Industry: | Hotel & Resort | | Location | Seychelles | | Department: | Finance |   Job Description:   1. *Apply and ensure application of standards and procedures set by the hotel accounts policy.* 2. *Apply and ensure application of procedures and regulations concerning the inventory.* 3. *Make sure that all material and equipment made available to the Departments is correctly used.* 4. *Ensure competent quality execution of all regular purchasing duties and administrative works.* 5. *Maintain complete updated purchasing records/data and pricing in the system.* 6. *Schedule store visits and conduct competitor survey.* 7. *Execution and monitoring of all regular purchasing duties.* 8. *Coordinate with user departments and suppliers in the purchasing scope of work for* 9. *Assist in managing and following up overseas orders.* 10. *Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.* 11. *Support relevant departments with quotations for the purpose of tenders.* 12. *Coordinate with suppliers to ensure on-time delivery.* 13. *Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.* 14. *Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.* 15. *Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.* 16. *Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.* 17. *Purchase and issue order in accordance to specification.* 18. *Plan and manage inventory levels of materials or products.* 19. *Source for new parts, suppliers or sub-contractors when the need arises.* 20. *Monitor and co-ordinate deliveries of items between suppliers (local and overseas).* 21. *Establish and maintain effective employee relations.* 22. *Perform related duties and special projects assigned.* 23. *Initiate any other appropriated responsibility that may be assigned by the management.* 24. *Ensure Purchase requisitions are signed by Department Heads concerned.* 25. *Ensure all documents from the suppliers with the purchase order are passed on to the accounts department and the Purchase requisition is filed correctly.*  |  |  | | --- | --- | | Position: | **RECEIVING OFFICER/COST CONTROL ASST.** | | Duration: | Dec. 05, 2012 – July 21, 2014 | | Company: | Divan Hotel | | Company Industry: | Hotel | | Location | Erbil, Kurdistan, Northern Iraq | | Department: | Finance |  |  |  | | --- | --- | | Job Description: | * 1. Receiving of goods and deliveries with an approved Purchase Order as to correct quantity, specification, and prices. * 2. Ensuring that all items are physically received, weighed and inspected in case of expiration, breakage and quality as per company policy and standards. * 3. Verifies the Purchase Orders validity and inform the Purchasing Section for any discrepant deliveries. * 4. Transfer the goods after receiving to the designated store places from the receiving area and let the assigned personnel countersign the invoice for acknowledgment. * 5. Stamp the supplier's invoice by the company official receiving stamp and attach the approved PO after checking is complete. * 6. Ensuring that all invoices received during the day is carefully posted in the system and forwarded to accounts for expediting payments. | | | |
|  | Position: | **LOGISTIC OFFICER** |
| Duration: | Oct. 01, 2009 – Nov. 01, 2012 |
| Company: | Karam Services Ltd. |
| Company Industry: | Food Service / Catering / Restaurant |
| Location | Doha, Qatar |
| Department: | Logistics |
| Job Description: | 1. Purchasing Support 2. Purchase Order Preparation and Validation 3. Cash and Credit Invoice Posting 4. Periodic Processing 5. Day End Processing 6. Generate Inventory Worksheet 7. Stock Control Reports (Stock take procedure) 8. Cost Analysis Reports 9. Accounting Support 10. Inventory Movement Monitoring 11. Administrative Support 12. Support Service Operation Assistance 13. Determine Stock Performance Standard 14. Undertake Audits to ensure compliance according to ISO Standards 15. Establish Departmental policies and procedures as required 16. Posted Inventory Reconciliation Analysis 17. Physical Inventory Movement evaluation 18. Month End Stock Balance Evaluation 19. Summary report as to Consumption and Inventory of all Locations. |
|  | Position: | **STOREKEEPER** |
| Duration: | Oct 1, 2009 – Sept 30, 2010 |
| Company: | Karam Services Ltd. |
| Company Industry: | Food Service / Catering / Restaurant |
| Location | Doha, Qatar |
| Department: | Finance |
| Job Description: | 1. Responsible for the proper storage of all goods until they are issued to the operations department.  2. Ensures that items are stored immediately upon receipt, that they are properly arranged.  3. Ensures that the store rooms are clean and that they are properly locked in order to avoid pilferage.  4. Ensures that no unauthorized personnel enter the store rooms.  5. Ensures that storage is made in accordance with the Food Safety Standards policy of the company.  6. Verifies the quantities and signs for arriving goods. Prepares the “Goods Arrival Report” and ensures proper distribution.  7. Ensures that the invoices are properly stamped and entered in the computer before forwarding them to the Accounting Department.  8. Issues purchase requests for items approaching the minimum stock level.  9. Assists in the monthly Inventory and forwards the required reports to the Cost Control within the set time frame.  10. Reports and justifies discrepancies in the storerooms.  11. Ensures proper issuance procedures against duly approved requisitions.  12. Enforces the approved issuing hours.  13. Prepares spoilage and breakage reports.  14. Carries out other duties that may arise from time to time delegated to him. |
|  | Position: | **INCOME / NIGHT AUDIT** |
| Duration: | Feb 15, 2009 - Sept 30, 2009 |
| Company: | Waterfront Cebu City Hotel & Casinos |
| Company Industry: | Hotel |
| Location | Salinas Drive, Lahug, Cebu City, Philippines |
| Department: | Finance |
| Job Description: | 1. F&B Transaction audit 2. Room Revenue audit 3. Cash Transaction audit 4. Accounting Services Support 5. Night Audit procedures 6. Database Management 7. Guest Assistance |
|  | Position: | **PURCHASING OFFICER** |
| Duration: | May 16, 2006 - May 16, 2009 |
| Company: | Waterfront Cebu City Hotel & Casinos |
| Company Industry: | Hotel |
| Location | Salinas Drive, Lahug, Cebu City, Philippines |
| Department: | Finance |
| Job Description: | 1. Purchase Order Processing. 2. Procurement of good & quality products from various suppliers 3. Negotiation for Best price quotations. 4. Market List Preparations  5. Conducting Market Survey 6. Food & Beverage daily supplies assessments 7. Validation of Purchase Orders. 8. Liaise with another foreign suppliers for more quotations and selections. 9. Monitoring on-time Delivery Schedules of Supplies. 10. Keeping records and Database in the right track for easy data processing. 11. Accounting and Cost control support. 12. Office Administration and Logistic Support. 10. Coordinating with the Storekeeper for Fast Moving, Slow Moving and Non-Moving Items. 11. Keeping Item forecast for stocks depending on actual material usage. 12. Ensuring quality and safe supplies as to specification and standards. |
|  | Position: | **RECEIVING / COST CONTROL OFFICER** |
| Duration: | Apr 17, 2005 - May 15, 2006 |
| Company: | Waterfront Cebu City Hotel & Casinos |
| Company Industry: | Hotel |
| Location | Salinas Drive, Lahug, Cebu City, Philippines |
| Department: | Finance |
| Job Description: | * 1. Receiving of goods and deliveries with an approved Purchase Order as to correct quantity, specification, and prices. * 2. Ensuring that all items are physically received, weighed and inspected in case of expiration, breakage and quality as per company policy and standards. * 3. Verifies the Purchase Orders validity and inform the Purchasing Section for any discrepant deliveries. * 4. Transfer the goods after receiving to the designated store places from the receiving area and let the assigned personnel countersign the invoice for acknowledgment. * 5. Stamp the supplier's invoice by the company official receiving stamp and attach the approved PO after checking is complete. * 6. Ensuring that all invoices received during the day is carefully posted in the system and forwarded to accounts for expediting payments. |
|  | Position: | **STOREKEEPER** |
| Duration: | Feb 25, 2002 - Apr 16, 2005 |
| Company: | Waterfront Cebu City Hotel & Casinos |
| Company Industry: | Hotel |
| Location | Cebu City, Philippines |
| Department: | Finance |
| Job Description: | Control and Monitoring of par stocking items from the point of receiving up to the proper store keeping. 1. Issuance of stocks  2. Recording Daily Stock take requisitions. 3. Monitoring of stocks for replenishments. 4. Updating actual stock on hand thru stock sheets against Fidelio System.  5. Reconciliation of actual stocks on hand. 6. Entering into Fidelio System. 7. Follow up Undelivered Purchase requests. 8. Monitoring Fast Moving, Slow Moving and Non-Moving Items. 9. Creating a par stocking level per item depending to usage. 10. Keeping the store systematically arranged, clean, and organized according to HACCP Guidelines & Procedures 11. Keeping records in the right track for data processing. 12. Assist Month End Physical Inventory and data entry. 13. Logistics and Administrative support. 14. Cost Control Support. |
|  | Position: | **AUDIT CLERK** |
| Duration: | May 15, 2001 - Jan 25, 2002 |
| Company: | Waterfront Cebu City Hotel & Casinos |
| Company Industry: | Hotel |
| Location | Cebu City, Philippines |
| Department: | Finance |
| Job Description: | 1. Administrative Support. 2. Accounting Services Support. 3. Filing of documents and retrieval. |
|  | Position: | **LICENSED UNDERWRITER** |
| Duration: | May 2, 2000 - Apr 30, 2001 |
| Company: | Manila Banker’s |
| Company Industry: | Insurance |
| Location | Cebu City, Philippines |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | | |
|  | Highest Education |  |
| Education Level: | Bachelor's / College Degree |  |
| Education Field: | Business Studies/Administration/Management |  |
| Course: | Management Accounting |  |
| School/University: | University Of Cebu |  |
| Location: | Cebu City, Philippines |  |
| Date: | Jun 1997 - Oct 2002 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **LICENSES/CERTIFICATIONS** | | | |
|  | License/ Certification | License/ Certification No. | Date |
| 1. | FOOD SAFETY INTERNAL AUDITORS(ISO 22000) |  | Mar 18, 2010 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAININGS/SEMINARS** | | | | | |
| Date | | Topic/Course Title | | | |
| Mar 15, 2010- Mar 17, 2010 | | International Organization for Standardization (ISO 22000) ISO Auditors Swiss-bel Hotel, Doha, Qatar | | | |
|  | | Basic Life Support Seminar Emergency Rescue Unit Waterfront Cebu City Hotel & Casinos | | | |
|  | | Basic Security and Safety Training Security Department Waterfront Cebu City Hotel & Casinos | | | |
|  | | Food Quality System Quality Assurance and Safety Department Waterfront Cebu City Hotel & Casinos | | | |
|  | | Understanding Cross - Cultural Differences HR Department Waterfront Cebu City Hotel & Casinos | | | |
|  | | 5 S Seminar (Japanese Housekeeping) HR Department with Executive Housekeeper Waterfront Cebu City Hotel & Casinos | | | |
|  | | Gracious Customer Care Seminar HR Department Waterfront Cebu City Hotel & Casinos | | | |
| **AVAILABLE DOCUMENTS**: | | | | | |
| 1. Passport | | | | | |
| Number: |  | |  | Expiry Date: | July 25, 2018 |
| Place of Issue: | PE Baghdad | |  | Date of Issue: | July 26, 2013 |

|  |
| --- |
|  |