#####  **CURRICULUM VATIE**

#####  PRAKASH.365736@2freemail.com 1.jpgNAME: - PRAKASH

##### **Subject: Applied for the official job.**

##### **CAREER OBJECT:**

##### Seeking a career oriented and challenging in an esteemed organization to flourish under an efficient and professional management so as to gain knowledge and to strive hard for the success of the organization and self.

## Education Qualification:

##### Intermediate

##### SLC School Level Certified in Nepal

##### **Work Experience:**

●*Presently working as a* Storekeeper *& Receiving Officer at movenpick Hotel Al Khobar K.S.A.*

##### **Property**: Movenpick Hotel, Al-Khobar Saudi Arabia. ([www.Movenpick-](http://www.Movenpick-) alkhobar.com **5** stars HACCP certified City Hotel with 143 Rooms, 6 F&B outlets, 5 Restaurants, Banquet hall almost 1500 person capacity& Body works etc.

##### **Period** : 01 January 2015 till Date

##### **Position** : Store Keeper & Receiving officer

##### **Reporting to** : Cost Controller & Financial Control

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●Worked as a **stewarding Supervisor** at movenpick beach resort K.S.A.

 Since 04th may2011 to 31th October 2014

###### ●Worked as a **Sales Man** at **Gulmor Store**, Delhi, India.

Since 14th March 2004 to 05th May 2006.

 **STORE**

**Job responsibilities**:

* Issued Daily Basic Food, Beverage & General Items as per Requisition for Kitchen & Outlets.
* Post the issue Requisition to Material Control System (M.C) & Keep it Record.
* Checked daily Store temperature & humidity and keep it record.
* Prepared Slow Moving, None Moving & Near Expire Items Monthly.
* Assist to the Cost controller for Daily Spot Checked & Monthly Inventory & Closing.
* Prepared the goods purchase request as per required.
* Prepared the Par Stock Minimum & Maximum for Yearly.
* Created the Article in Material Control System With Verified Items Group.
* Always follow up the FIFO & HACCAP standard Rules.

#####  **RECEIVING**

##### **Job responsibilities:**

##### Received the goods as per purchase order with properly checked quality, quantity, temperature, production & expire date.

##### Put receiving date tag on the goods (Food & Beverage items) as per HACCAP standard.

##### Prepared the record daily high rich & low rich food’s temperature as per HACCP standard.

##### Checked quotation sheets prices with invoice prices & posting the invoice to system (M.C)

##### Approved invoices for payment and forward to accounts payable.

#####  Prepared daily delivery notes for the materials dispatched.

##### Submitting daily report to finance for the invoices with confirmation of deliveries.

#####  End of the day checked the pending delivery & inform to the purchase manager.

#####  Assist Accounts department with goods receiving inquiries and invoice application.

 **DRIVING**

 **I Know About Driving Also**

 **I Have Light Driving License (GCC)**

 **Made From Kingdom Of Saudi Arabia.**

**Computer Skill:**

* Office 2003 to 2007 (Micro soft Ms Word, Excel. Access), Window xp Window 7, Window 8, Internet & E-mail Applications).
* Micro soft Fidelio Materials Control Program.
* Future log FL

##### **Declaration**

I hereby confirm that the information in this document is accurate and true to the best of my knowledge.

**Personal Details:**

Date of Birth : 22ndMay 1988

Marital Status : married

Nationality : Nepali

Religion : Hindu

 Visa Status : Employment

 Iqama Status : Electrician.

**Language Skill**: English, Hindi &Nepali

**Strength & Skill**:

* Ability to work efficiently as a team-member.
* Dedicated with positive attitude.
* Self-motivated and ability to work under pressure.

**Reference – Available upon request**

I am interested in becoming a part of an institution that is essential to the economic and business world.