**CURRICULAM VITAE**

****

SHAHID

## Contact no. UAE: 0504753686

Email: [shahid-399420@2freemail.com](mailto:shahid-399420@2freemail.com)

**OBJECTIVE:**

Seeking the position of Purchasing Coordinator/Store keeper where I can display my dedication and skills.

**PERSONAL SKILLS:**

Dedicated to work, achieving reputation for going extra mile.

Good interpersonal skill, able to work well in teamwork.

Having problem solving quality. Having a tenacious and ‘can do’ attitude.

**PROFESSIONAL SKILLS:**

Able to deal calmly with challenging situations. Self-Motivated, initiative, high level of energy.

Tolerant and flexible to different situations.

**Software Operating-**

Well equipped with MS office, windows and done lower level typing course.

Basic Accountancy, FMC, Fidelio/Opera PMS (Version 4.0) System, sage300.

**EXPERIENCE:**

**Majestic City Retreat Hotel**

**Four Star hotel having renowned outlets such as Baar Bar,Barrels Arena Bar (Winner Best Sports Bar TimeOut Night Life Awards 2019)**

**Miss Wang& Elia (Greek Theme Restaurant) and Award winner Restaurants Nola & Mythos.**

**Relieve cost controller during her vacation Forty days. April 2019,**

**Purchase Assistant training from 21/011/2018 to 28/02/2019**

**To support the Operational Purchasing Manager in the delivery of a strategy to co-ordinate best purchasing practice and maximize benefits to theHotel.**

* Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions.
* Maintaining a good relationship with all departments.
* Negotiate cost effective purchases for all supplies and services especially all Capex and FF&E items and quality specifications.
* Secure (3-5) suppliers for each product at varying costs and qualities
* Obtain best credit facilities, terms of payments and profit margins with our manufacturers/suppliers.
* Review quotations; negotiate prices, delivery terms with our manufacturers and suppliers.
* Ensure that all items received by the hotel are properly documented in accordance with the company's purchasing and receiving procedures.
* Filing and organizing all purchase documents.
* Maintain procurement files in orderly fashion and updated by the day.
* Responsible to purchase all kinds of material, which areused for hotel operation.
* Liaise with requesters/ departmental contacts to ensure timely resolution of queries.
* Negotiation for best purchasing package (in term of quality, price and delivery service) with suppliers and sub-contractors assigned.
* Liaise with Accounts Payable to resolve supplier payment issues.
* Assist in managing and monitoring of claims to factories and vendors for defectives, shortage, missing part.
* Provide status reports to the Purchasing Manager on an agreed basis.

**CURRENTLY WORKING:**

**Store keeper (March 2018to Still)-Managing 3 stores**

* Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
* Able to follow standards for issuing and receiving stock within the store's area of operation.
* Monitor and take inventory on regular basis to compile orders based on par levels or needs.
* Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
* Monitor PAR levels for all food items to ensure proper levels.
* Responsible for storage of both food & beverage and operational stock.
* Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
* Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
* Refuse acceptance of damaged, unacceptable, or incorrect items.
* Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
* Ensure all store requisitions are signed by concerned Department Heads (HOD’s) and approved by FC/GM depending upon the hotel's operations procedure.
* Ensure the quantity requested and the quantity issued always matches.
* Ensure store requisition form is signed by the person collecting the goods and enter into the Inventory/Materials Management System.
* Work closely with Purchasing to order and receive items and equipment.
* Adhere to all Health and Safety procedures particularly relating to food and beverage items.
* Keep accurate recordings of all incoming and outgoing goods.
* Identify and report any slow-moving items to avoid over purchasing.
* Verify and track received inventory and complete inventory reports and logs.

**EXPERIENCE AND ACHIEVEMENTS:**

* Store Inward Outward Gate Passes.
* Store LIFO system.
* Store FIFO system.
* Stores Handling skills.

**(GENERAL STORE/FOOD & BEVERAGE STORE/ENGINEERING STORE)**

* Proficient and expert in MS OFFICE (word, excel and power point) certificate from **Govt. of Pakistan Vocational Training Center Lahore.** (Aug to Sep 2009)
* Have the experience in Accounting.
* Certificate of cross training in Purchasing Department as **Storekeeper/Receiving Clerk** in Majestic City Retreat Hotel. ( Jan-08-2018 to Feb-17-2018)
* Certificate of cross training in Finance Department as **Accounts Receivable Clerk**in Majestic City Retreat Hotel. (Oct-16-2018 to Nov-15- 2018.)
* Certificate of cross training in Purchasing Department as **Purchase Assistant** in Majestic City Retreat Hotel (Nov-21-2018 to Feb-28-2019)

**Majestic City Retreat Hotel,Bur Dubai, UAE. Housekeeping Coordinator/Order Taker–**(**March 2016 to Feb2018)**

**PREVIOUS WORKED EXPERIENCE:**

* **LCIHMM**(Import & stockiest Company)

**Designation: Accountant**

* **Worked as an Accountant** (January-10-2013 to November-05-2015)

**EDUCATIONAL BACKGROUND:**

Degree : Bachelor of Commerce (B.Com)

University : University of Punjab,

Lahore Pakistan (2014)

**PERSONAL DETAILS:**

**Date of Birth** : - 31st JAN1992

**Sex** : - Male

**Marital Status** : - Married

**Nationality** : - Pakistani

**Visa Status : -**Employment Visa

**Languages Known** : - English, Urdu, Hindi, Punjabi

**REFERENCE:-**Would be furnish upon request.