**First Name of Application CV No 1621578**

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| Qualified professional with 13 years in Gulf with proven expertise in Hospitality Industry, Procurement, Inventory Control, Storekeeping, Administration, Vendor and Client Relationship in reputed Five Star and Four Star Hotel Properties. Career record of achieving set goals within parameters of cost, quality, profitability and effective resource utilisation. A dedicated team player, who can bring to your business: additional professionalism, passion, productive ideas, enthusiasm and out of the box thinking packed with practical work experience. Dynamic and flexible personality with excellent inter personal, communication, material management, administration and analytical skills. |

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| **CAREER PROGRESSION** |

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| **The Cove Rotana Resort – Ras Al Khaimah**  Materials Manager | **2014 August to till Date** |
| **Hili Rayhaan Rotana Hotel Al Ain (Pre-Opening Team)**  Materials Manager | **2013 June – 2014 August** |
| **Al Manshar Rotana Hotel - Kuwait**  Materials Manager | **2011 – 2013 June** |
| **Arjaan by Rotana Dubai (Pre- Opening Team)**  Materials Officer | **2007 -2011 April** |
| **Al Bustan Rotana Hotel**  Buyer, Food & Beverage Store Keeper, Engineering Store Keeper | **2002-2007** |
| **International Rotana Abu Dhabi**  Order taker cum Cashier | **1995-2000** |
| **Hilton Al Ain**  Assistant Store Keeper. | **1991-1995** |

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| **ACHIEVEMENT** |
| * Currently working as Director of Materials with The Cove Rotana Resort – Ras Al Khaimah * Successfully completed Pre-Opening of Hili Rayhaan Rotana Al Ain. * Worked in Al Manshar Rotana Hotel Kuwait as Materials manager for two years. * Successfully completed Pre-Opening of Arjaan Dubai. * Independently handled the Purchasing Department of Arjaan Dubai 1st February 2007 to 2011April. * HACCP Certified Team Member. |

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| **AREAS OF EXPERTISE** |
| * Collaborated with management to develop and implement materials policies and procedures as per Hotel standard. * Hired, trained motivated and reviewed the overall performance of the materials department staff. * Handle product sourcing, acquiring quotes and negotiating for the best possible price without compromising quality of the material from the suppliers. * Source vendors and materials from the market. Follow up processing of orders and deliveries. * Responsible for planning, forecasting, budgeting, analyzing and taking approvals for procurement. * Conduct market research to improve quality with cost effectively, develop existing product range and supplier base. Plan for upcoming goods, preventive measures and stock control. * Conducting analysis-survey to secure the best price from the market and which set targets of procurement. Compare quotations with specifications and delivery with suppliers. * Coordinate between vendors to process their time payments. * Keep stock levels and replenish stock as and when required. * Maintain stocks at central stores and movement of required stocks to various outlets & departments for smooth function ongoing projects. Actively monitor and follow up with suppliers. * Perform follow up on consignments with respect to delivery schedule and advise stores. * Supervise stores and doing administration works for the department. * Monitoring store areas are up to HACCP standard and suppliers are HACCP certified. |

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| **EDUCATION** |

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| **Bachelor in Business Administration** | **June 2014** | |
| **Bachelor of Arts**  University of Calicut, India | **1987-1989** | |
| **Pre - Degree** | **1985-1987** | |
| **SSLC** | **1985** | |
| **TRAININGS** | |

* Interviewing and Selecting Skills (ISS)
* Group Training Techniques (GTT)
* Certified Departmental Training Coordinator (On Job Training)
* MED Program Certified
* Destination Leadership Certified
* Intermediate Food Hygiene
* Zodiac
* Managing People Performance
* HACCP Awareness Program
* Presentation Public speaking Skills.

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| **PC SKILLS** |

FBM, Fidelio, Micros System, MS Office (Word & Excel), Internet and E-mail applications

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| **LANGUAGE** |

English, Arabic, Hindi and Malayalam

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| **PERSONAL DETAILS** |

Nationality: Indian

Date of Birth: 02 May 1967

Marital Status: Married

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