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| **Email:**  YAZARARAFATH186@gmail.com  **Contact:**  +97471764291  **Address for communication:**  AL WAKRAH, Qatar  **Personal Data:**  Age: 30 years  Date of Birth: 18 - JUNE - 1993  Sex: Male  Marital Status: MARRIED  Father’s Name: MOHAMMED YUSUF  Nationality: Indian  Visa Status: NOC (With transferable)  Passport No: W4606926  Date of Expire: 17/12/2025  **Languages Known:**   * English (Read, Write & Speak) * Tamil (Read, Write & Speak) * Hindi (Speak) * Malayalam (Speak)   Software Skills:   * MS OFFICE * DRIVING LICENCE * Qatar | **SUMMARY**  I possess 5 years of experience in the store keeper cum driver Provided proactive support to internal and external customers for office and working site facilities  **EDUCATION:**   * **SREE KRISHNA POLYTECHNIC COLLEGE, NAGERCOIL** * Diploma in computer engineering. * **XII– ST. MARY’S HIGHER SECONDARY SCHOOL** * Tamil Nadu, India, 2010. * **X– GOVT HIGHER SECONDARY SCHOOL** * Tamil Nadu, India, 2008.   **PROFESSIONAL EXPERIENCE:**  **Company: HIGH TECH SUPERMARKET**   * Experience: May 2020 to May 2023   **Role: STORES KEEPER,Driver**  **Company: GULF SUPERMARKET**   * Experience: Nov 2015 to March 2021   **Role: STORES KEEPER,Driver**  **DUTIES & RESPONSIBILITIES** Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.   * Follow all 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 Periodic Automatic Replacement levels for all food items to ensure proper levels. * Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received. * Responsible for storage of both food & beverage and operational stock. * Responsible for the day to day check on the storage facilities of upkeep and hygiene. * 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. * Post all invoices using the MMS - Material Management System. * Speak with others using clear and professional language. * Follow up on documentation of after-hours issues ensuring it is in accordance with established internal controls and procedures. * Adhere to all Health and Safety procedures particularly relating to food and beverage items. * Conduct inventory audits to determine inventory levels and needs   **DECLARATION**  I hereby declare that the above-mentioned data are true to the best of my knowledge.  **MOHAMMED YASAR ARABATH M** |