|  |  |
| --- | --- |
| **Email:**YAZARARAFATH186@gmail.com**Contact:** +97471764291**Address for communication:**AL WAKRAH, Qatar**Personal Data:**Age: 30 yearsDate of Birth: 18 - JUNE - 1993Sex: MaleMarital Status: MARRIEDFather’s Name: MOHAMMED YUSUFNationality: IndianVisa Status: NOC (With transferable)Passport No: W4606926Date 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** |