



# MOHAMMED ANISH WARSI

Storekeeper/Cashier/Inventory controller

Phone

Email

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Al Mansura,Doha

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## Experience

**Store-in-charge/Cashier/Jr.Accountant**

**Dakkaken E-Commerce & Retail Store**

Feb-2022 -Jan-2024

**Doha**

# Responsible for receiving,storing & issuance of all materials and supplies to department in the organizations and assisting Customers for proper knowledge of products in store.

# Avoiding product's shortage by doing inventory in weekly basis,and prepare for stock count procedures and maintain accurate stock for all categories items accordingly.

# Examine stocks and checking expiries to minimise damages following company policy.

# Generating invoices & collecting payments from Direct customers &delivery agents and monitor daily sales reconciliation at storeand provide daily reports to the SeniorAccountant.

# Keep departmental orders into the quickbook inventory management system.

**Storekeeper/Inventory controller**

Dec-2019- Jan-2022

**The Bentley Luxury Hotel &**

**Restaurants,West bay,Doha**

# Maintain store facilities to ensure smooth functioning,make arrangements and place order for food/beverage/nonfood items for the Hotel & Restaurants (Free the fork & Fluffybunny).

# Ensure that all items received at the hotel are in conformance with the LPO,hotel policies and proper temperature hygiene standards and recording all in system.

# Transferring the items to different sections as per standard requirements and preparing daily reports of issued materials and closing stock of all departments F & B,General store,Engineering store,etc.

# Responsible for inputing all transactions of materials from store in the Inventory software and also preparing LPO for the suppliers upon requisitions & make proper filling.

# Checking stores regularly dry,Frozen,chiller temperatures equipments and avoid wastages.

**Storekeeper cum Purchaser (Central Kitchen)**

**Gulf Fish Restaurant & Catering**

Jan-2018-Dec-2019

**Tawar Mall,Doha**

# Providing an efficient system of procurement,receipt and distribution of all Catering goods in accordance with current hygiene legislation and Current H.A.C.C.P procedure.

# Ensure proper rotation of food and Beverages and using FIFO procedure in Store and maintain proper stocks and doing regular inventory.

# Checking all receiving ensuring for accuracy to the delivery note/invoice with LPO from the individual suppliers.

# Keeping an updated records of production and packaging with issue of F & B inventory at all times daily and make store to kept neat & clean.

# Checking all equipment are working upto standards,any fault must be reported and sort out.

## Education

Master Of Business Administration,Marketing

2014

Graduation in Commerce

2010

Matriculation 10th from I.C.S.E

Cambridge School

2005

Place:Doha

Date:

Signature

## About Me

A result oriented professional with over 6 years of experience in the areas of Restaurant,Catering,Hotel,RetailStore, purchasing,Cashier,finance,inventory controller and Customer Relationship Management in Doha,Qatar.

Adept in managing business operations with focus on top-line & bottom-line performance and expertise in determining company's mission & strategic direction as conveyed through policies & objectives.

## Skills

- Customer & Vendor Relations
- Individual contributor
- Team management
- Inventory Controller
- Stock Management
- QuickBook/Prologic first SAP

## Reward

OCT 2021 | The Bentley Luxury Hotel.  
The Best Performer of the  
Year(Finance Dept.)

## Personal Info

Languages-English,Hindi

Nationality-Indian

Date Of Birth- 24th Sept,1989

Married

**QID No.- 28935644345**

**QID Exp- Aug-2025**