

WASIM KHAN

Store Keeper

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A skilled store keeper with more than 6 years of experience with a demonstrated history of working in Maintenance & infra.

WORK EXPERIENCE

Store Keeper (Maintenance)

Economic group (Qatar)

October 2022 – Present

- 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.
- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.

Store Keeper

Bright Info Com Services PVT Ltd (India)

April 2018 – September 2022

- 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.

SKILLS

- Microsoft Office Applications
- Communication and Written Skills
- MEP maintenance and repairs
- Preventive and corrective maintenance planning
- Subcontractor contract management
- Site inspections
- Data entry
- Tally

EDUCATION

Bachelor of Technology - 2016
Rajasthan Technical University Kota

LANGUAGES

English - Hindi - Urdu - Arabic (beginner)