



## **CURRICULUM VITE**

**Kiran Soma Lokhande**

**ADDRESS: CENTURY MILL MAHAD SANKUL,  
2A/1310, S.H. TANDEL MARG.  
OPP GOPAL NAGAR,  
PRABHADEVI  
PIN – 400025.**

**Whats up No.: 9324001219**

**E-mail Add : Kiranlok1980@gmail.com**

**Date of birth: 9TH MARCH 1980**

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**Career objective** : Seeking for a challenging career opportunity in a professional Organization, where I can put my experiences and skill to test And achieve set career objective.

**STRENGTHS** : Ability to adapt to challenging environment and willing to learn

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### **ACADEMIC QUALIFICATION :**

Bcom. MUMBAI UNIVERSITY MAR 2002 54.27%

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### **ADDITIONAL QUALIFICATION**

: Diploma in purchasing and store keeping.

### **COMPUTER SKILL**

: Computer basic knowledge, Ms.office 2000, D.T.P. Tally 6.3.  
Typing speed 20wph.

### **F.S.S.A.I. TRAINING**

: Completed Food safety supervisor training.

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### **WORK EXPERIENCES**

- 1) **Working with 4 Star Hotel -Hotel the Emerald Juhu From 24/1/12 to 25/09/2023.**  
**Designation: Purchase Executive:/**

**Job Profile** :

- 1) To exercise general control over all activities in Purchase and Store Department
- 2) To ensure safe keeping both as to quality and quantity of material as per Requirement to all department and maintain stock level of all material on basis of Consumption & monthly indent.
- 3) For Purchase order process check the requisitions of material find out 3 to 4 Suppliers for Same product make comparison chart and take authority for Purchase, generate P.O. and Clear all legal condition, payment and etc .Same Copy send the store & account, once the Material receive check with P.O. and Send Bill for payment to account.
- 4) To initiate action for stoppage of further purchasing when the stock level Approaches the maximum, keep record of purchase book & stock maintain file.

- 5) To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate place.
  - 6) To reserve a particular material for a specific job when so required.
  - 7) To issue materials only in required quantities against authorized requisition
  - 8) To check the stock book balances, with the actual physical stock at frequent Intervals by way no internal wrong control over wrong issue, pilferage etc.
  - 9) Develop good relation with supplier and contact list of various supplies and Alternative Source of supplies.
  - 10) Keep knowledge of other department and their need and help out for control on all Over Consumption.
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2) Worked with Birdy's (Mars group) as a STORE MANGER at linking road (Bandra). From 12<sup>th</sup> Oct 2010 to 31May 2011.

- Job profile** :
- 1) Keeping record of all account related books.
  - 2) Daily cash and credit card entries in float book.
  - 3) Daily requirement food proper ordering and avoid the spoilage.
  - 4) Staff arrangement and weekly off adjustment.
  - 5) Customer service and customer compliant handling.
  - 6) Encourage to staff for up selling & cross the monthly target.
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3) Worked at Princess Cruises from 21<sup>st</sup> July 2006 to 4<sup>th</sup> Sep 2010

1<sup>st</sup> and 2<sup>nd</sup> Contract worked in Accommodation dept.

- Job profile** :
- 1) Cleaning daily passengers' cabin as per standard
  - 2) Helping for luggage pick up and drop on turnaround day.
  - 3) Keep always all the area clean and nit.
  - 4) Sanitizer the passengers and crew area every time.
  - 5) Take care of all the materials need for cleaning purpose.

3<sup>rd</sup> and 4<sup>th</sup> and 5<sup>th</sup> Contract worked as room service boy.

- Job profile** :
- 1) providing all types of food and beverages to passengers at any time.
  - 2) Collocation of bills from passengers and submit to bell box.
  - 3) Attend the passengers complaints give them good solution.
  - 4) Proper storage of all kinds' foods and beverages.
  - 5) Food and beverages suggestion to passenger for up selling.
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4) Worked at SUB WAY Fast food restaurant Malad as an Assistant manager  
From 27<sup>th</sup> June 2002 to 31<sup>st</sup> may 2006.

- Job profile** :
- 1) Maintain all store reports like weekly reports, daily reports, and cash Report.
  - 2) Weekly staff roster and off adjustment, weekend adjustment etc
  - 3) Make list off requirement row food and liquid, and proper ordering as per Need and maintain stock for precaution.
  - 4) Keep control on wastage and cost control.
  - 5) Give the tips to staff for up selling and good service.
  - 6) Handle the customer complaints and quires.

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5) Worked as a site **supervisor cum accountant** In **Birala Construction Company** At ville Parle.  
**15<sup>th</sup> Mar 2001 to 15<sup>th</sup> June 2001.**

**Job profile** : 1) Maintain site account; Show all the expenses with details  
2) Keep record of work and site materials as per uses  
3) Inform the details of work to head office.

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LANGUAGES

KNOWN : ENGLISH, MARATHI, HINDI, AND GUJARTHI

MARITAL STATUS : Married.

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Place: Mumbai

KIRAN S. LOKHANDE

Date: