

RESUME

ANAND SINGH NEGI

H-NO-221GALI NO-60 KHAJOOR SECTOR-45 NOIDA U.P.

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Carrier Object

To shoulder a core responsibility in service Industry, Where I can contribute. Grow in knowledge and share a long term symbiotic relationship with my organization..

Education Qualification:

- Intermediate From U.P. Board
- High School From U.P. Board

Professional Qualification:-

- Operating system : Windows 98,Xp & 2000
- M S Office : M S .Word, M S Excel,
Internet.
Knowledge of IDS Software.
(Material Management System)

Working Experience:-

Worked with **MOSAIC HOTEL** Noida A Unit of Shipra Hotel Ltd. from May 2006 to Feb 2009 as Store Assistant.

Presently Working

Working with **FORTUNE INN GARZIA (By Welcome Group ITC)** Hotel Noida from March 2009 to March 2020. as Materials Asst

Presently Working

Working with **FORTUNE PARK PUSHPANJALI DURGAPUR KOLKATA (By Welcome Group ITC)** Hotel from JAN 2023 to Ago 2023 as Store Supervisor .

Presently Working

Working with **WELCOM HERITAGE** Parv Vilas Resort & SPA (A Unit Of Vasanta Resort & Spa PVT.LTD Kasauli Hills Solan Himachal Pradesh from August 2023 to till date. as Store & Purchase Supervisor

Job Profile

PURCHASE SECTION:

- Take care of perishable & food store purchase & Issue requisitions and order place to Vendor.
- Take care of perishable daily short supply report & place the order to Vendors.
- Making Purchase Order in MMS

RECEIVING SECTION:

- Receipt the material from vendors.
- Check the material as per P. O. Instructions / Perishable Requisition.
- Make short supply report.
- Forward all Bills / Challan to A/c Dept with attach copy of receipt note.
- Complete verification against MRP and contracted rates of material,

STORE SECTION:

- Take care of par stock level.
- Raise requirement of stockable items to purchase.
- Maintain Bin Cards.
- Apply FIFO method at time of issue.
- Raise slow moving, non moving reports.

Personal information

Father's Name	:	Shri.Guman Singh Negi
Date of Birth	:	11-04-1986
Sex	:	Male
Marital Status	:	Married
Languages	:	Hindi, English

Declaration: I hereby declare that above mentioned statements are true and best of my knowledge.

Date:15-06-2024

Place:

(ANAND SINGH NEGI)