**CURRICULUM VITATE**



**ARSHAD ALI**

VILLAGE –KATGHAR

DISST.MORADABAD

NEAR CHOTI MANDI

Email: arshadkhanmbd111@gmail.com

MOB.8006557111

**CAREER OBJECTIVE:**

* Looking forward for a challenging career where I can give my best to organization become Successful in both economic and social life.

**EDUCATIONAL QUALIFICATION:**

* 10th passed from UP Board.
* 12th passed from UP Board.

**PROFESSIONAL QUALIFICATION:**

* COMPUTER KNOWLEDGE
* IDS Software
* Innkey pms
* M S Office

**For Purchase & Stores activities:-**

* Verify the Invoice with regard quantity, Price, compare to purchase order.
* Material damage and other problem Inform to supplier and return.
* Goods Receipts & issue updating for inventory control.
* Following FEFO system on Receipt / Issue of material
* Day to day inventory monitoring
* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Liaison with the production department to maintain optimum inventory.
* Monthly stock statement preparation
* Can handle internal audit (Inventories)
* Mainly looking after purchases, stores receiving & stores.
* Closely coordinating with user departments regarding materials requirement & keeping a close follow up on not available items.
* Analyzing the consumption of the materials & preparing item wise details slow & non-moving items and discuss the same with concerned HOD’s.
* Responsible for maintaining an all – stock inventory system in the hotel.
* Responsible for the quantity & quality, inspection of all materials entering the hotel as per standard purchase specifications.
* Verifying the quantity of the products on all the challan & bills on a daily basis & submit the daily receiving report to finance.
* Arranging for proper and timely receiving of goods, posting & generating all reports.
* Responsible for rate negotiations with suppliers and preparing comparisons to the best quality and rate matrix to maximize the profitability of operations.
* Reviewing purchase orders, leasing with suppliers, follow-ups regarding the orders, supplies and rates of the materials.
* Responsible for market surveys to get the best rates possible for the unit, for better cost management.
* Vendor development, to assist in better quality supplies as per the needs of the hotel.
* Responsible for inviting quotation & finalization of rates for annual rate contracts.
* Annually review standard cost and drive product costs down.
* Coordinating with auditors for internal & annual audits.

**WORKING EXPERIENCES**

* 11 Month Work experience as a assistant Store in Ascent Biz Hotel as on Nov-2015 to Oct-2016.
* Work experience as a Store & Purchase Supervisor at MB Green Clarks inn Moradabad as on Nov-16. To Dec-18
* Work experience as a Store & Purchase Executive at MB Green Clarks inn Moradabad as on Dec-18. To Dec-21
* Work experience as a Asst. Manager Purchase & Store HOD 48 Key at Hotel Mosaic Mussoorie a unit of Shipra hotels Ltd as on Jan- 2022 To March-2023.
* Working as a Asst. Manager Purchase & Store HOD 05 Star Hotel 57 Key Pre Opening The Fern An Ecotel Hotels & Resorts Alwar Sariska, Rajasthan as on March-2023 To 09-Dec-2023.
* Working as a Asst. Manager Purchase HOD 05 Star Hotel 100 Key The Ummed Ahmedabad as on 15-Dec-2023 To Till Date.

**STRENGHT**

1. Positive Attitude.

2. Punctuality.

**HOBBIES**

* Listening music.
* Singing
* Traveling
* Playing cricket

**Reference**

**Mr. Santosh Singh Yadav Purchase Manager Clark’s inn hotel Moradabad -7678260187**

**Mr. Vipin Kumar Pundir Accounts Manager Clark’s inn hotel Moradabad -9971054027**

**Mr. Dimple Sharma Asst. Account Manager Royal Orchid Gurgaun -7830334268**

**Mr. Shubhankar Jyoti General Manager Four Point by Sheraton Delhi -7290017137**

**Mr. Prashant Tyagi General Manager Mosaic A Unit of Shipra Hotels Ltd. Mussoorie. Mob-7066195809**

**Mr. Sahjad Alam General Manager Ramada by Wyndham Aligarh. Mob-9910381434**

**PROFESSIONAL DETAILS:**

Date of Birth : 07th July 1997

Father’s Name : Akbar Ali

Nationality : Indian

Marital Status : Unmarried

Language know : English, Hindi & Urdu

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| **DECLARATION:**  ➢ I hereby declare that the above said information is correct & true to the best of my knowledge & believe as on date.  **Date:**  **Place: Arshad Ali** |  |