



## CURRICULUM VITAE

### **Amit Roy**

**Current Address Sagar Appartment, Flat No.302, 3<sup>rd</sup> Floor, Lokmanya Nagar Thane West, Lokmanya Nagar Bus Depo-400606**

#### **CAREER OBJECTIVE**

**To obtain a challenging and responsible position where I can enhance my ability to grow in the Organization, using my skill and hard work.**

#### **PERSONAL DETAILS:**

**Date of Birth** : 29<sup>th</sup> May-1989  
**Sex** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Religion** : Hindu  
**Languages Known** : Hindi / English / Marathi & Bengali  
**Mobile** : +919004644579 |  
**E-mail Id (Skype Id)** : [amitroy.roy53@gmail.com](mailto:amitroy.roy53@gmail.com) (amitfood)

#### **EDUCATIONAL QUALIFICATION:**

<b>Exam Passed</b>	<b>University / Board</b>	<b>Year of Passing</b>
Secondary School Certificate	Calcutta University, Calcutta	2005
Diploma in hotel Management	RCHM College, Coonoor Ooty	2010
Computer Course.	Global, Computer Canter, Pune	2011

#### **SKILLS & ABILITIES**

**KNOWS SOFTWARE:-**JRSS, IDS, TSC, WEBLOGIC, DYTELWORLD, TALLY-ERP-9

**OTHERS EXPERIANCE:-**Account Payable, F&B Cost Controller, Night Audit, MOD,

## PROFESSIONAL EXPERIENCE

### ***JOB RESPONSIBILITIES:***

*Fortune Select Exotica-Member ITC Hotel Group*

1<sup>st</sup> October -2019 to 31<sup>st</sup> July-2020 as Store & Purchase Manager



### ***JOB RESPONSIBILITIES:***

- ✓ Reporting to the –UFC-GM-MD
- ✓ Vendor Negotiation Management
- ✓ ARC-Preparing Rate Contracts.
- ✓ Market Survey
- ✓ Planning For New Project Management
- ✓ MIS, MOQ, SOP, SRQ, SQL,
- ✓ MIS REPORT
- ✓ P&L GROUP MEETING

*Goldwin Healthcare Private Limited- Cloud9*

*Golden Fast Food Private Limited*

*FMCG- FOOD & BEVERAGES INDUSTRY*

3<sup>rd</sup> March-2017 to 30<sup>th</sup> Sep-2019 Store & Purchase Manager



### ***JOB RESPONSIBILITIES:***

- ✓ Reporting to the –CFO-CO
- ✓ Vendor Management
- ✓ Negotiation Management
- ✓ Inventory Management
- ✓ Materials Audit

From June-14 to 24th Feb-2017 as a Pre-Opening Purchase Assistant

**JOB RESPONSIBILITIES:**

- ✓ Reporting to the –Purchase Manager
- ✓ Maintaining a record of all the activities done regarding after the stock physical verification and computerized, material located as per material nature of the material and also as the code wise
- ✓ Handling all inward and outward of all food products and Non food products and soft beverage
- ✓ Also follow the storage stock principle as per FIFO(First In First Out) , FEFO(First Expiry First out) and also FMFO (First Manufacture First out) and also separates the stock as per allergen and non – allergen wise,
- ✓ forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels

✓ *Chelsea Group of Hotel, Dubai.*

From May 2013 to June 2014 as a Pre-Opening Store Keeper (13<sup>th</sup> Month)



**JOB RESPONSIBILITIES:**

- To control and checking outgoing merchandise.
- To wrap or bagging products.
- To receive payments and reconciling them with total sales.
- To prepare deposits, closing the till and putting back the float.
- To maintaining clean and orderly checkout areas.
- Profit & Loss: In the Currency & Derivative Markets is a monthly business

*The Bowl House*

From 2<sup>nd</sup> Dec- 2011 to 8<sup>th</sup> May 2013 as a Purchase Officer -  
Central Store FMCG PART(1 year's 5<sup>th</sup> mt)



#### **JOB RESPONSIBILITIES:**

- ✓ Reporting to the Purchase Manager.
- ✓ Receiving material:
- ✓ Arranging materials: Reconciliation of inventory of all incoming goods and outgoing goods on monthly basis and also verify randomly on daily basis, physically and as per books records (system record). Preparing purchase requisition for the all the store material and also follow up with suppliers Maintaining the par stock level on quarterly basis & maintain the re-order level and also make the consumption list on quarterly basis

*Ginger Hotel – Member's TAJ Hotel's Group*

1<sup>st</sup>Jan-2008 to 20<sup>th</sup> Nov 2011 Pre-Opening Store Assistant )

#### **JOB RESPONSIBILITIES:**

- Receiving and issuing of items.
- Quality checking.
- Receiving items as per orders and specification



AMIT ROY

DATE:-