



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**

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.

STRENGHTS : Ability to adapt to challenging environment and willing to learn

**ACADEMIC
QUALIFICATION :**

Bcom. MUMBAI UNIVERSITY MAR 2002 54.27%

**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.

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.

2) Worked with Birdy's (Mars group) as a STORE MANGER at linking road (Bandra). From 12th 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.

3) Worked at Princess Cruises from 21st July 2006 to 4th Sep 2010

1st and 2nd 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.

3rd and 4th and 5th 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.

4) Worked at SUB WAY Fast food restaurant Malad as an Assistant manager
From 27th June 2002 to 31st 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 raw 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.

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

LANGUAGES
KNOWN : ENGLISH, MARATHI, HINDI, AND GUJARTHI

MARITAL STATUS : Married.

Place: Mumbai KIRAN S. LOKHANDE

Date: