



Amar Husain

Store Keeper

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Address

Saudi Arabia Riyadh

Date of birth

01-May-1993

Marital status

Married

Nationality

Pakistan

SKILLS

Inventory Control

Material Management

Requisitions & Purchase Order

Cost Breakdown

Coordinate with logistics

Experience, Teamwork, Communication, Punctual, Qualification

Driving License

As a qualified materials management and inventory i will serve you quality skill in purchaser/Cost Controller/Inventory Supervisor /Receiving Clerk /Store Keeper /Night Auditor best utilizing my experience (MC Materials Control System Opera, Micros Pos, Excel and willingness to take on added responsibilities to meet team goals

EXPERIENCES

Store Keeper , Luxury KSA

Riyadh , Aug-2022 - PRESENT

- * Maintaining and overseeing inventory and supply by Receiving, Storing and Delivering items.
- * Organize and maintain inventory and storage area
- * Keeping records of issuing and returning materials
- * Coordinating activities with logistics
- * Provide a safe working environment.
- * Ensures timely delivery of all materials as required.
- * Overall organizing and supervising all the warehouse tasks.
- * Record keeping and reporting of damaged material.
- * Handle requests and complaints in a timely and professional manner.

Purchaser , Meral Crown Hotel

Riyadh , Nov-2020 - Aug-2022

- * Receive and file all requests from units and follow up on approval of requests by Operations Managers.
- * Creating and maintaining records of purchase orders by system
- * Purchase of all products as per purchase order
- * Placing orders with suppliers as required and following up till delivery.
- * Enter orders into the purchasing system and keep the system updated until completion.
- * Receive and record confirmation of receipt of goods from units.
- * Reconciliation of receipts received against purchase orders and goods received confirmation.
- * Review quality of purchased products
- * Close and record the cash on a daily basis and enter all purchase bills into the system.
- * Negotiating deals with suppliers, building and maintaining relationships
- * Contract with suppliers

Assistant Cost & Inventory Supervisor , Meral Crown Hotel

EXPERIENCES

Riyadh , Aug-2019 - Oct-2020

- * Daily physical inventory sales department
- * Keeping Record (Furniture,Linen,Assets,Cutlery, Chinaware, Glassware, Kitchen Equipment)
- * keeping Record Housekeeping (Linen,Uniforms,Housekeeping supplies,Equipment)
- * Check Daily issues request items and transfer for store and purchasing request
- * All food and beverage orders are to be placed according to company policy liaising with Executive Chef and F&B Manager .
- * Monthly inventory
- * Check daily sales report
- * Check the quantity and weight of the items.
- * Create a recipe food & beverage
- * Update and maintain recipes into the systems
- * Check and ensure all menu items have a recipe.
- * Control the Food and Beverage outlets in terms of wastage.
- * Prepare daily staff meal cost report.
- * Prepare the daily and monthly cost report department in relation to cost of sales.

Store Keeper , Meral Crown Hotel

Riyadh , Aug-2014 - July-2019

- * Receive, inspect and verify incoming goods against purchase orders and delivery notes.
- * Unpacking, labeling and storing incoming goods in designated areas.
- * Maintaining accurate records of inventory levels, stock movements and transactions using inventory management software.
- * Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
- * Liaising with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- * Regularly perform stock counts and reconcile discrepancies between physical stock and system records.
- * Keeping the warehouse clean, orderly and free from hazards.
- * Assist with other warehouse tasks and duties as assigned.

EDUCATION

Bachelor of Arts, Government Degree College Pakistan

Gujranwala , 2010 - 2011

Intermediate, Govt Higher Secondary School Pakistan

Gujranwala , 2009 - 2010

High School, Govet High School

Gujranwala , 2006 - 2008