ARJUN SINGH RAWAT

rawatarjun58@gmail.com



Mumbai, India



(

store Keeper

+919518767657

SUMMARY

Storekeeper with over 17 years of management experience in meeting organizational goals and objectives. Wide exposure in customer Service, Inventory, Administration and general management. Demonstrated success with initiative and leadership skill, Motivated Self starter & team player

EDUCATION

Mumbai University

Bachelor Of Commerce Commerce 2005-2008

Mithila English HHS

Junior College 2003 – 2005

SKILLS

- Responsible for the all stocks, receiving from the deliveries items frozen and dry also most important is applying the FIFO and QSC for all items and to communicate for all workers.
 Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

 Salam Bombay Vegetarian Restaurant by Air India Airways- Best Employee of the Year - 2006

PROFESSIONAL EXPERIENCE

Companies

From 2004 - Until Now

- Hotel Corporation of India Ltd as STORE KEEPR from 2004 -2009 - Maharastra
- Hotel Saimaas Food service & Catering as STORE KEEPER from 2010 2012 Thane, Maharatsra
- Salam Bombay Vegetarian Restaurant by Air India as STORE KEEPER 2013 - 2015 - Abhu dhabi
- Taxi Foods & Restaurant Co.Ltd as STORE KEEPER from 2015 2017 Saudi Arabia
- Maharba Bakeries & Confectionary as STORE KEEPER from 2017-2019 - Saudi Arabia
- Hotel Secure Inn Muscat as STORE KEEPER from 2020 Jan-2020 July - Sultanate of Oman
- Vamco Private Limited as STORE KEEPER from 2020 2022 -Maldives
- Blackjack Hopsitality (Mato Mato Restaurant) as STORE KEEPER from 2022 2023 Mumbai
- Thousand Nights Camp as a STORE KEEPER from 2023 15 May 2024 - Sultanate of Oman

Responsibilities

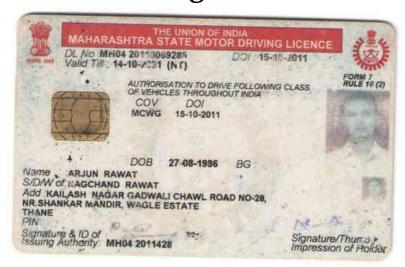
- Responsible of Receiving, Storing, and Issuing Food, Beverage, Hotel, or Cleaning Products used by the Hotel Department.
- Must participate in the Loading of all products necessary to the operation of the Food Dept.
- Ensures requisitions are prepared and delivered in a timely manner and in accordance with the requisition timetable.
- Ensure appropriate FIFO Rotation is in place in his area and report any issue to the Procurement Manager.
- Takes scheduled and end of voyage physical inventory of their store according to the Procurement Manager instruction
- Partake in inspections, trainings and meetings as required by Head of Department.
- Local Purchase order and taking good receipt note in the system

Covid Certificate

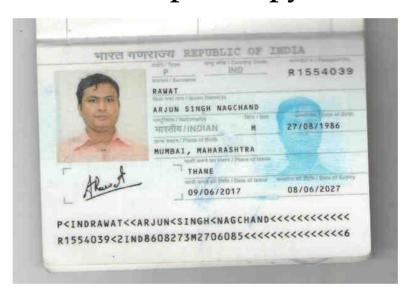




Driving License



Passport Copy



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Tuesday, 01 August 2023

JOB OFFER LETTER

EMPLOYEE : ARJUN SINGH NAGCHAND RAWAT

PASSPORT : R 1554039 NATIONALITY : INDIAN

We are delighted to inform you that you have successfully completed our recruitment process and we are pleased to offer you the position of Storekeeper & Purchase Coordinator at Thousand Nights Camp, on the following terms and conditions:

PARTICULAR TERMS AND CONDITIONS OF EMPLOYMENT:

REPORTING TO : Purchase Manager / Resort Manager MONTHLY SALARY : Basic Salary : OMR 125

Location Allowance : OMR 75 Special Allowances : OMR 50

Total : OMR 250 (Tow Hundred and Fifty Only)

JOINING DATE : August 2023

ACCOMMODATION : Furnished sharing Accommodation as per designation entitlement

TRANSPORTATION : Company offer accommodation nearby to work place or provided by company

WORKING HOURS : 10 hours per day, 6 days a week and weekly one day off

CONTRACT PERIOD : Your contract will be effective from the date of joining and will be for 6 months.

BENEFITS : Visa expenses, medical claim as per policy and return ticket after completion

of 6 month of contract

PLACE OF WORK:

Thousand Nights Camp, based in Wahiba Sands, Sultanate of Oman, However, depending on the company's business requirement and your stability, you may be assigned to any other branches and sister concern of Thousand Nights Camp, located within Sultanate of Oman, as per the discretion of the company.

MEALS:

You are entitled to have your meal in the staff cafeteria during your duty hours, off duty hours and day off. As per the policy of the company.

PROBATION:

You will be on probation for a period of first 3 months of your employment from the date of joining, after which your appointment will be considered as being confirmed provided your performance during the probationary period is found to be satisfactory. During the probation period, the company may instigate the termination of your employment at any time without prior notice. Should you wish to terminate your employment during the probation period, you are required to give 30 day notice in writing.

Phone: (960) 337055 Fax: (960) 3337056 Shipping Mark: V.A.M.Co. e-mail:@vamco.com.mv

WHEIDUNGRESS M MUDHOHOO, FEEROZ MAGU, MALE, 70-02 REP OF MALTYRE ROVEMBER 2020

Mr. Arjun Singh Nagchand PP No: R 1554039 Nationality: Indian

Subject: Offer of Employment

We are pleased to offer you permanent employment opportunity to join our company as follows:

Designation/Job Title:	Store Keeper
Role and Responsibilities:	Detailed in the Employment Contract and Job Description
Date of Employment:	Will join within Sdays after receiving the EA
Employment Type:	Permanent , subject to successful completion of Probation
Probation Period	03 months
Hours of Work	As per Maldives Labour law (Weekly day off)
7. Location of Work:	V.A.M & Company Pvt Ltd
B. Salary/Wages:	USD 500.00 – due to Coyld 19 company has decided to reduce 20% of salary till company gets stable. Hence when 20% is deducted, total wage Will be USD 400.00. A percentage will be deducted if the monthly target is not reached.
9. Accommodation	Staring accommodation
10. Food Allowance.	MVR 1500 00 will be provided every month.
11 General Entitlements	Governed by Employment Law and Employment Contract & company policy
12 Other Conditions	The employment is also governed by HR policies and Staff Rules in existence from time to time, if the employee did not complete Tyear from the date of commencement, employee has to pay USD 900.00 for all the expenses paid for Medical, photo, Visa fee, insurance, work permit card, deposit paid to government, orientation & training. Employee shall bare the neturn ticket if Tyear is not completed.
13. Contract Period	3 Years - Renewal
14. Consequences for not performing	If the employee is failed to perform, the employment contract will be terminated and employee shall bare the return tickets to go back to native country.
15. Notice period	If the employee wishes to resign, the employee must give 3 months' notice.

Please indicate your acceptance of the employment by signing and returning this letter to us. We look forward to a mutually beneficial association and wish you all the best

HR & Mmin Manager

I have read the foregoing letter and accepted the Employment as set out in this letter

Name: Arjun Singh Nagchand

Date: 26.11.2020





15th December 2019

Name : Arjun Singh Rawat Position: Storekeeper : Offer Letter

Dear Mr. Arjun,

Thank you for your interest in The Secure Inn Hotel-Muscat. We are pleased to offer you "Storekeeper" position under

the following terms and conditions:

1. Salary and Benefits: Basic Salary OMR. 126/- per Month Ъ. COLA OMR. 54/- per Month Accommodation 152 Provided by the Company d. Meals Provided by the Company (As per hotel policy) Laundry For Business Attire only (As per hotel policy) Total OMR. 180/- per month (Tax free-In hand Salary) 2 Duration of contract 2 years Limited Contract which can be renewed for a further fixed period of time with mutual agreement 3. Probationary Period 3 months from the date of joining 4 Working Hours/Week 60 hours/week with 01 day off. Gratuity 5 As per the current Oman Labour Law. 6, Annual Leave 30 Days. 7. Air Ticket Economy Excursion Air Ticket once in two years to the nearest destination/city to the origin of your country, 8. Sick Leave As per current Oman Labour Law. Medical Insurance 9. As per current Oman Labour Law. 10. End of Service Payment As per current Oman Labour law 11. Termination of Contract After probation Employer may terminate contract with 30 days' notice. Not allowed to work for third parties. 12. Work for Third Parties 13. Conduct As per Hotel rules & regulations no staff is permitted to have any kind of personal relationship with any other staff or guest. 14. Transfer Management holds the right to inter-departmental transfer based on the the requirements. Resignation The Employee will not resign from job before completing the Contract. However, should the Employee wish to resign, a 90 days' notice must be served in writing by the Employee to the Employer and the Employer

reserves the right to recover from Employee a proportionate amount of total expenses incurred by Employer (for the uncompleted period of contract) against Employee's visa, medical, joining ticket, recruitment cost etc. Repatriation cost also shall be borne by the Employee. Also the Employee will not be entitled for end of service gratuity for noncompletion of contract as per the above duration.

Note: Both parties agree that this offer letter is valid only upon the approval of Employee's visa from the Ministry of Labour & Immigration Department of Oman Signing of this offer letter signifies the understanding and acceptance of its contents, and ultimately constitutes as a 'Fixed Contract' between both the Parties.

Official Joining date Department upon joining Immediate

Finance Department

Human Resources

Operations Manager

Deputy Managing Director

Hotel Muscat

P.O.Box: 123, Postal Code: 118, Al Harthy Complex, Sultanate of Gman www.thesecureinn.com Where Luxury Meets Industry.

شركة تكسي للمطاعم والأغذية

TAXI Restaurants & Foods Co. Ltd.



Date: 13 FEBRUARY 2017

ID no#: L_28047

Certificate of Employment

To whom it may concern,

This is to certify that MR.ARJUN SINGH RAWAT of Indian national and holding passport No.H3582899 of was been employed in our organization as a (STOREKEEPER) from 16.02.2015 to 16.02.2017.

This certification is being issued upon the request of the employee for whatever legal purposes it may be served.

We wish him all the success in his future.

HR manager,

MR.ADEL MOH. ADBULLAH

TAXI Resturants & Foods Co. 124
11-11-12-22-1711-171-12-22-0
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Family Resto Bar

New Dev Ashish CHS, Ltd., Service Road Teen Hath Naka, Thane (w) 400 504 Tel: 258113804



TO WHOMSOEVER IT MAY CONCERN

THIS IS TO CERTIFY THAT MR. ARJUN SINGH RAWAT WAS WORKING IN THIS ORGANIZATION AS A "STORE-KEEPER & CASHIER" WITH RESPECTIVE FROM 02.01.2010 TO TILL DATE.

DURING THE SERVICE PERIOD WE FOUND HIM SINCERE & HARDWORKING AND REGULAR DOING HIS JOB DAY TO DAY. WE WISH ALL SUCCESS IN HIS FUTURE ENDEAVORS.

HE SHALL TE A GREAT ASSELL TO ANT PROANIZATION, HE WISHES TO JOIN.

GENERAL MANAGER

RAKESH SAMKARIA



Haj & ROP Cell - 4º Floor - East Wing - Finance Building - Old Airport Complex Kalina - Santa Cruz East - Mumbai 400 029

Certificate of Appreciation

Awarded to
Mr. Arjunsingh Rawat
Staff No.:
Casual Labour
Hotel Corporation of India

In recognition
of
the professional support received
by
the Reaching Out Team
on the occasion of the judging event
for
the Air India National RANK & BOLT Awards
held on September 16, 2006
at Air India Headquarters
to help showcase Air India.

A.J. D'Souza Convenor – IDCC & i/c Reaching Out Project

RANK AWARD

RACE FOR AWARENESS AND KNOWLEDGE (for students)

8

BOLT AWARD

BROAD - OUTLOOK - LEARNER TEACHER

instituted by

MINE-INDIA

to recognize excellence outside the field of academics.

This recognition program
supports the move
Towards Responsible & Active Citizenship.

