# ARJUN SINGH RAWAT

rawatarjun58@gmail.com

Sultanate of Oman

## 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

store Keeper

### 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 Till date **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

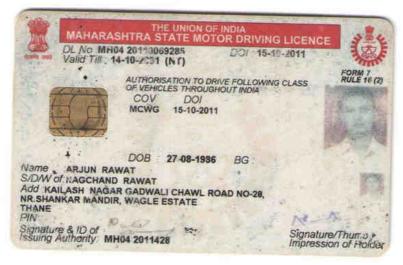
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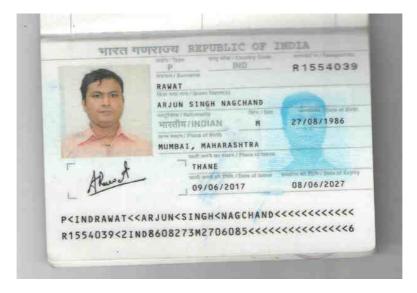
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## **Driving License**



## **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 / I	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 Ac	commodation as per designation entitlement
TRANSPORTATION	: Company offer accon	nmodation nearby to work place or provided by company
WORKING HOURS	: 10 hours per day, 6 d	ays 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, medi of 6 month of contract	cal claim as per policy and return ticket after completion

#### 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.

Tel: +968 99448158 / 22060243 - Fax: +968 22060244 Email: info@thousandnightsoman.com P.O.Box 9, P.C. 115, Oman – www.thousandnightsoman.com – Thousand Nights Camp – C.R. 1040008

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

THE NUMEROUND RESS M MUCHDHOD. FEEROZ MAGU MALE, 70-02 REP OF MALDINE November 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:

V.A.M & Co. Pte. Ltd

1. Designation/Job Title:	Store Keeper		
2. Role and Responsibilities:	Detailed in the Employment Contract and Job Description		
3. Date of Employment:	Will join within Sidays after receiving the EA		
4 Employment Type:	Permanent, subject to successful completion of Probation		
5 Probation Period	03 months		
6 Hours of Work:	As per Maldives Labour law (Weekly day off)		
7. Location of Work	V.A.M & Company Pvt Ltd		
8. Salary/Wages	USD 500.00 – due to Covid 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	Sharing 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.	and he will earlier staff Rules in exist		
13. Contract Period	3 Years - Renewal		
14. Consequences for not performing	If the employee is failed to perform, the employment contract will I terminated and employee shall bare the return tickets to go back to nate 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

ours Sightrely, Noti Annath Sharleena HR & Admin 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 Sgnature:

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			THE SECURE INN
			HOTEL 15th December 2019
	e : : Arjun Singh Rawat on: Storekeeper		
te	: Offer Letter		
loar	Mr. Arjun,		
		he Secure In	n Hotel-Muscat. We are pleased to offer you "Storekeeper" position under
he fo	llowing terms and conditio	ns:	and the second particular for concernent product mater
•	Salary and Benefits: a. Basic Salary		OMP 1264 was Meath
	b. COLA		OMR. 126/- per Month OMR. 54/- per Month
	G. Accommodation	1	Provided by the Company
	d. Meals	1	Provided by the Company (As per hotel policy)
	e. Laundry	3	For Business Attire only (As per hotel policy)
	Total	- 4	OMR. 180/- per month (Tax free-In hand Salary)
ě.	Duration of contract	1	2 years Limited Contract which can be renewed for a further fixed
i.	Probationary Period		period of time with mutual agreement 3 months from the date of joining
	Working Hours/Week		60 hours/week with 01 day off.
	Gratuity		As per the current Oman Labour Law.
5	Annual Leave	3	30 Days.
8.1	Air Ticket		Economy Excursion Air Ticket once in two years to the
	et.1.7		nearest destination/city to the origin of your country.
H h	Sick Leave Medical Insurance		As per current Oman Labour Law.
ò.	End of Service Payment		As per current Oman Labour Law. As per current Oman Labour law.
1.	Termination of Contract		After probation Employer may terminate contract with 30 days' notice.
2,	Work for Third Parties	2	Not allowed to work for third parties.
3.	Conduct	- 4	As per Hotel rules & regulations no staff is permitted to have any kind
á.,	Transfer		of personal relationship with any other staff or guest.
2.	Hansier		Management holds the right to inter-departmental transfer based on the the requirements.
5.	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
	576		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 non-
			completion of contract as per the above duration.
ote:	Both parties agree that th	s offer lette	
abot	ir & Immigration Departm	ent of Oma	r is valid only upon the approval of Employee's visa from the Ministry of
ontr	act' between both the Partie	is the unders	standing and acceptance of its contents, and ultimately constitutes as a 'Fixed
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	tment upon joining		Finance Department
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P.O.Box: 123, Postal Code: 11B, 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 Employmen

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



الرياض - هاتف، ١٥٢٨٦٦ (١٢٢٨) - فاكس: ١٢٢٦٦ (١٢٢٨-) - ص. ب ١٢٢٢ الرياض ١٢٢٢ - س.ت. ١٢٢٠٠ - رع، ١٢٥٨٦٢ - رأس اعال : ٢٠٠٠٠ ريال سعودي Riyadh - Tel.: (+9661) 2886651 - Fax: (+9661) 2886650 - P.O. Box 7273 Riyadh 12241 - C.R. 1010200600 - C.C.1 148566 - Paid Capital: 500 000 SR www.taxifoods-sa.com / www.spice-sa.com / www.citywok-sa.com Saimaa's Family Resto Bar

> New Dev Ashish CHS, Ltd., Service Road Tean 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 & CREAT ACTL. TO ANY PROAMZATION, THE WISITES TO JOIN.

GENERAL MANAGER

S Dies

RAKESH SAMKARIA

Boy of Experiencing "Samaa's" Prospitality

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

## Certificate of Appreciation

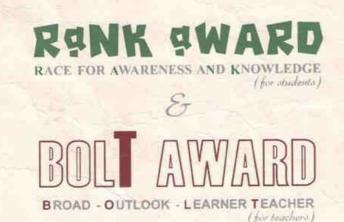
Awarded to **Mr. Arjunsingh Rawat** Staff No.: Casual Labour Hotel Corporation of India

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

September 18, 2006



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to recognize excellence outside the field of academics.

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

