

# ARJUN SINGH RAWAT

+919518767657 & +968 78442903



rawatarjun58@gmail.com



Sultanate of Oman



store Keeper

## 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 - 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

# Covid Certificate

<b>PERSONAL INFO</b>		<b>VACCINE DOSE - 1</b>		
NATIONAL ID / PASSPORT: R1554039	UNIQUE ID:	PRODUCT NAME / MANUFACTURER: Covishield	VIAL NO.: B09449	
NAME: Arjun Singh Nagchand	DATE OF BIRTH: 27.08.1986	LOT/BATCH NO.: 41202023	DATE: 13.3.21	
SEX: <input checked="" type="radio"/> M / <input type="radio"/> F	USUAL RESIDENCE: (ADDRESS / ATOLL / ISLAND)	VACCINATION CENTER: HVC	TIME: 10:54	
		NAME / SIGNATURE OF THE VACCINATOR: Sinaza		
		<b>VACCINE DOSE - 2</b>		
		PRODUCT NAME / MANUFACTURER: Covishield		VIAL NO.: CSD7028
		LOT/BATCH NO.: 41212026		DATE: 6.7.21
		VACCINATION CENTER: HVC	TIME: 11:34	
		NAME / SIGNATURE OF THE VACCINATOR: Hachis		

 <p>If you have any severe side effects, seek medical care from the nearest health facility. For more side effects call NEPS if you reside in Greater Male Region and if you reside outside the Greater Male Region, call the Island Health Facility.</p>	<b>VACCINE DOSE 3</b>
	PRODUCT NAME / MANUFACTURER: Pfizer Bio N Tech
	LOT/BATCH NO.: FM 2957
	VIAL NO.: PAA173696
DATE: 05.02.22	TIME: 11:16
VACCINATION CENTER: H-M-H	
NAME / SIGNATURE OF THE VACCINATOR: MAFAAZA	
<b>VACCINE DOSE</b>	
PRODUCT NAME / MANUFACTURER:	
LOT/BATCH NO.:	VIAL NO.:
DATE:	TIME:
VACCINATION CENTER:	
NAME / SIGNATURE OF THE VACCINATOR:	





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.

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



# V.A.M & Co. Pte. Ltd

REG. NO: HR/D/033 ADDRESS: M. MUDHDHO, FEEROZ MAGU, MALE, 20-02, REP OF MALDIVES 26 November 2020

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

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:

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 5 days 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:	The employment is also governed by HR policies and Staff Rules in existence from time to time. If the employee <b>did not complete 1 year</b> from the date of commencement, employee has to pay <b>USD 900.00</b> for all the expenses paid for Medical, photo, Visa fee, Insurance, work permit card, deposit paid to government, orientation & training. Employee shall bare the return ticket if 1 year 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.

Yours Sincerely,

Ainath Shareena  
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

Signature:

*Arjun Singh*  
26/11/2020



## THE SECURE INN

HOTEL

15<sup>th</sup> December 2019

Name : Arjun Singh Rawat  
Position: Storekeeper  
Re : 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:**
  - a. Basic Salary : OMR. 126/- per Month
  - b. COLA : OMR. 54/- per Month
  - c. Accommodation : Provided by the Company
  - d. Meals : Provided by the Company (As per hotel policy)
  - e. 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.
5. **Gratuity** : 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.
9. **Medical Insurance** : 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.
12. **Work for Third Parties** : Not allowed to 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.
15. **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 non-completion 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 : Immediate  
Department upon joining : Finance Department

Human Resources

Operations Manager

Deputy Managing Director

  
Offer Accepted

Hotel Muscat

P.O.Box: 123, Postal Code: 118, Al Harthy Complex, Sultanate of Oman 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**



Saimaa's

Family Resto Bar

New Dev Ashish CHS. Ltd., Service Road  
Teen Hath Naka, Thane (w) 400 604  
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 BE A GREAT ASSET TO ANY ORGANIZATION, HE WISHES TO JOIN.

GENERAL MANAGER

RAKESH SAMKARIA



Hq & ROP Cell - 4<sup>th</sup> 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

# RANK AWARD

RACE FOR AWARENESS AND KNOWLEDGE  
*(for students)*

&

# BOLT AWARD

BROAD - OUTLOOK - LEARNER TEACHER  
*(for teachers)*

*instituted by*

**AIR-INDIA**

*to recognize excellence  
outside the field of academics.*

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



**एअर इंडिया  
AIR-INDIA**