

CYRIL ALOKE GOMES
22+ Years of Experienced in
Warehouse/Stores handling.



A position in sales, marketing & production of a company that would enable me to contribute towards achieving teams and be benefited by the available exposure and opportunities thus helping in self-progress and career advancement. My commitment extends to ensuring that the company's operation do not place the local community at risk of injury, illness, property damage and to ensuring its work are conducted in an environmentally sustainable and responsible manner. Excellent time management and organization skills. Dependable, honest, and hard working. Able to manage multiple tasks with competing deadlines. Work well independently as well as a team. Read, write and speak English/Hindi/Bengali.

- One-year Trainee Experience in Hotel Management & Catering Technology (IHMCT) from Kolkata Institute of Hotel Management and Catering Technology, India.
- One-year Computer Software Programming Course, MS Office, Outlook Express, Windows, Email, and Internet, with typing speed of 50wpm

KNOWLEDGE OF ERP SYSTEMS:

- Retail PRO
- Sales force Portal operating.
- Tally ERP 9.
- SAP MM & ERP
- Citrix LMS
- Winrest System

Working period with below organizations throughout my career.

- Currently holding the position of Warehouse Supervisor in MALI (Africa) with **(Ecolog international)** from 16th December 2022 till date.
- Was holding the position of Stock Controller in Central Warehouse Musaffa Abu Dhabi (UAE) with NCT&H **(National Catering Tourism & Hospitality)** from 12th September 2021 till 5th December 2022.
- Was holding the post of Store Keeper in Al Barwa Labor City with **(Newrest Gulf) Qatar** From 07th August 2019 till 7th August 2021.
- Was holding the position of Warehouse & Procurement In charge at Mogadishu with **(DOCOL GROUP)** in Somalia shut down project from 24th June 2018 till 23rd June 2019.
- Was holding the position of store in charge in RAPID PROJECT with **(ESS Compass Group) Malaysia** from 15th May 2017 till 15th May 2018.
- Was holding the position of store in charge in Ras Laffan industrial city with **(ESS Compass Group) Qatar** from 28th September 2010 till 2nd September 2016.
- Was holding post of Customer Service Supervisor in camp Airwing with **SUPREME GLOBAL SOLUTION. (Afghanistan)** from 23rd April 08 until the 30th July 2010.
- Was holding the position of Administrator in camp Taji with **GCC (Gulf Catering Co) IRAQ** and as helping hand in warehouse activities from 15 March 2006 until the 23 January 08.
- Was holding post of Administrator / Warehouse In charge in Camp Echo Al Diwaniya with **(ESS Compass Group) IRAQ** from 09th September 2003 until the 20th December 2005.

JOB PROFILE while working with National Corporation Tourism & Hotel.

- Maintain accurate record of inventory and stock management systems according to set standards.
- Ensure regulation of in-stock level complies with inventory parameters.
- Develop inventory control models that promote lower cost of sales, shorter lead times, and reduced stock levels.
- Oversee the standard of merchandising to ensure appropriate presentation of stock.
- Collaborate with production personnel to ensure manufactured products are of consistent quality.
- Engage in the forecast of supply and demand to obtain information useful in improving the continuity of supply chain.
- Oversee the functionality of electronic ordering systems and POS systems.
- Supervise the maintenance of a warehouse/storeroom and ensure proper arrangement of stock.
- Carry out stock management operations in line with set product/retail policies and procedures.
- Utilize specialized programs in maintaining record of store execution performance.
- Conduct assessment of supply chain to identify risks and develop solutions useful in minimizing losses.
- Oversee the placing of orders and ensure requested goods are delivered on time.
- Establish and maintain good working relationships with suppliers to enable easier procurement of products
- Work alongside workshops personnel to ensure required products are readily available
- Ensure purchase inventory is within specified budget; readily notify the retail manager when budget is exceeded.

JOB PROFILE while working with NEWREST GULF at Qatar.

- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.).
- Maintain records of purchases, pricing, and other important data.
- Work with team members and Procurement Manager to complete duties as needed.
- Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials; basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each; computerized warehouse record keeping systems.
- Planning & organizing daily requirements according to the SOP (Standard Operational Procedure) in order to keep a smooth flow for the production and dining area.
- Ordering stock according to the need of business and company policy under instructions of operations manager.
- Maintain and update stock card according to the consumption of daily used raw materials for regular operations.
- Focusing on BBD stock (Shortly Expiring Item) and utilize it ASAP according to the regular requirements following the standard operational procedure FIFO (First In First Out) and FEFO (First Expiry First Out)

JOB PROFILE while working with DOCOL GROUP at SOMALIA.

- Strategically manage warehouse in compliance with company's policies and vision.
- Oversee receiving, warehousing, distribution, and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Adhere to all warehousing, handling, and shipping legislation requirements.

- Maintain standards of health and safety, hygiene, and security.
- Manage stock control and reconcile with data storage system.
- Prepare annual budget.
- Liaise with clients, suppliers, and transport companies.
- Plan work roles assign tasks appropriately and appraise results.
- Recruit, select, orient, coach and motivate employees.
- Produce reports and statistics regularly (IN/OUT status report, dead stock report.
- Receive feedback and monitor the quality of services provided.
- Estimate and establish cost parameters and budgets for purchases.
- Create and maintain good relationships with vendors/suppliers.
- Maintain records of purchases, pricing, and other important data.
- Review and analyze all vendors/suppliers, supply, and price options.
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts.
- Ensure that the products and supplies are high quality.
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development.

JOB PROFILE while working with ESS compass group QATAR & MALAYSIA

- Work with team members and Procurement Manager to complete duties as needed.
- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff.
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs, and surplus property.
- Perform general storekeeping and warehouse duties; maintain accurate manual and computer records; perform physical labor; understand and carry out oral and written instructions; drive a forklift; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.
- Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials; basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each; computerized warehouse record keeping systems.
- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Develop and initiate monthly reports having required project timelines, corporate metrics and productivity measurements.
- Lead training, hiring, career development and enrichment of all department associates.
- Support inventory management consisting of reconciling and maintaining offensive goods inventory by skill along with lot date at 3PL warehouse locations.

JOB PROFILE while working with SUPREME GLOBAL SOLUTION.

- Ordering stock for the shop as per the requirements.
- Keep the shop clean and tidy, for a good impression on the customer & clients.

- Assisting as much customer as possible for a better sale and make healthy relation with customer to bring up the business.
- Merchandising all items in the shop on a monthly basis and change the location of each item to make the shop look different for the customer's visiting each time.
- Handle cash on daily basis for the opening and closing of the shop.
- Send reports and requirements to my superiors on weekly basis.
- Talk to customers personally for their requirements and to make sure all customers are satisfied with the frequent supply of products they ask for.
- Attending weekly meeting for the growth of the company.
- Follow the company SOP and complete all given tasks accordingly.
- Cooperate with the audit team every month for the monthly inventory.

JOB PROFILE while working with ESS and GCC in catering services.

- Planning, Organizing, Directing, Controlling and Implementation of daily standard Operational procedures (SOP) of the Dining Facility (D-FAC) feeding 2000 Coalition Forces for 3 meals a day.
- Setting weekly staff schedules and attendance, maintaining staff database and periodic evaluations on performance level.
- Have to maintain the upkeep of the KITCHEN and standards and provide excellent customer service.
- Daily meetings for special needs and complaints.
- Applying FIFO, proper food recipe, measuring cup including taking care of all fixed and non-fixed assets plus proper usage of disposal product without any wastages, time management skill, keeping always touch with QAQC + all supervisors to making mission success, following all these things are too important to perform the successful Admin role in a catering industry.
- Satisfy to company, staff and our main client K.B.R. & military is very essential in this industry, so, I used to perform in very diplomatically way by taking part in menu planning, giving latest ideas in special events for decorating, food display and well-organized chow hall by following Standard Operation Procedure.
- Coordinate with logistics provider for material delivery at warehouse. Organize unloading and in warding of material, inspection and counting, binning in locations. Store all material in an organized manner. Take immediate action for claiming receipt shortages and transit damages.
- Manage inventory accuracy by periodic perpetual counting and product loss control. Ensure action for damaged goods or wrong receipts. Maintain proper inventory procedures and ensure timely system transactions are being performed by the staff.
- Manage the issuing of material through correct process using proper documentation. Quick and efficient dispatches to Service, Retail and Wholesale requirements. Well planned and timely dispatches to the other locations by distribution vans/trailers.
- Develop and enhance process workflows, evaluate, and make recommendations for system improvements. Ensure that all proper measures for safety and security are adhered to. Proper understanding and providing services to match the client's or customer's business requirements. Ensure all policies and procedures are being followed within agreed guidelines. Document any process deviations and record with adequate approval signatures. Maintain a clean and safe warehouse with regular audits. Maintain bins, racks, computers and peripherals, warehouse infrastructure, forklifts, vehicles and all other equipment in excellent condition.

RESIDENCIAL ADDRESS

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ADDITIONAL KNOWLEDGES

- USPH – (United States Public Health) rules and guidelines.
- IMS – Integrated Management System
- HACCP - Hazard Analysis and Critical Control Points
- TB-MED530 United States Defense Dept. Hygiene & Sanitation Guidelines.
- EFA - Elementary First Aid.
- ISO – 9001: 2105
- ISO – 22000: 2005
- ISO – 14001: 2015
- AED - automated external defibrillator.
- FPFF - Fire Prevention and Fire Fighting.
- PSSR -Personal Safety and Social Responsibilities.

AWARDS & CERTIFICATES RECEIVED THROUGHOUT MY CAREER

- Certificate from **KBR. (Kellogg Brown &Root) IRAQ**
- Certificate from **ESS. (Eurest support service) IRAQ**
- Certificate from **United States Army. (Eurest support service) IRAQ**
- Certificate from **POLAND ARMY. (Eurest support service) IRAQ**
- Certificate from **GCC. (Gulf Catering Company) IRAQ**
- Certificate from **SRS. (Supreme Retail Service) AFGHANISTAN**
- Employee of the month from **SRS (Supreme Retail Services) AFGHANISTAN**
- Employee of the month from **GCC (Gulf Catering Company) IRAQ**
- Certificate from **ESS. (Qatar)**
- Certificate for FORKLIFT OPERATOR **ESS (MALAYSIA)**
- Certificate of SAFETY TRAINING **ESS (MALAYSIA)**
- Certificate of FOOD SAFETY & FOREIGN BODY PREVENTION **ESS (MALAYSIA)**
- Certificate from **ESS. (MALAYSIA)**

- **DECLARATIONS:**

I do hereby declare that all the information given in these documents is true and correct and up to my knowledge.

Date: 07/05/2024 Cyril Aloke Gomes