

**DIPAK SUBEDI**

Kathmandu, Nepal

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CAREER OBJECTIVE

To be a part of an organization that gives the challenges and opportunities to learn and update the knowledge and skills, which can be utilized to benefit the organization. To gain on-the-job exposure and experience by joining an organization, and to enhance the skill through systematic practical experience.

WORK EXPERIENCE**STORE SUPERVISOR**

Organization: **ROYAL ROSE HOTEL ABU DHABI, UAE**

Duration: October 2017 - August 2023

- Issue inventory items on a first in first out basis as per the quantities listed on an appropriately approved store requisition form to the respective F&B kitchens and outlets.
- Ensure department signs the store requisition form to evidence receipt of goods and maintain filing system of completed store requisition forms.
- Update beverage inventory system on a daily basis for goods received and goods issued from storeroom.
- Inform financial controller and cost controller of any instances of breakage or obsolete/damaged stock.
- Maintain a list of authorized signatories who may sign requisitions and place this list in a prominent place.
- Initiate the re-ordering of goods for the beverage store, food dry store and food cold store and submit purchase order for approval as per the hotel's purchasing policy. Quantities ordered should be sufficient to maintain optimum quantities on hand to meet the business needs.
- Assist in performing monthly stock takes of food and beverage stores and update inventory system for results of stock take.
- Maintain storerooms & storeroom shelving in a clean and hygienic condition in line with food handling safety standards.
- Immediately report any malfunction of cool rooms.
- Ensure storerooms are locked at all times.
- Ensure keys are stored in Security Department during outside of business hours and are signed in and out of Security as per hotel policy.
- Assist in covering annual leave of receiving department.

STORE KEEPER, STORE SUPERVISOR

Organization: **FAMILY FOOD CENTRE, QATAR**

Duration: April 2005 - December 2014

- Replenish supply inventories following established guidelines of the company
- Maintain a neat, clean and safe working environment as per government regulation
- Manage the store layout
- Supervise other staff members and keep a record of sales
- Receive, upload and shelf all supplies
- Perform stock related duties like returning, packing, labelling and pricing goods
- Inspect delivers for discrepancy or damage
- Report damaged inventories for record-keeping and reimbursement
- Rotate stock and dispose of surplus and expired quantities
- Coordinate and handle freight and movement of equipment
- Keep an organised allocation of inventory placed in warehouse and store
- Cross-verify the monthly report at the end of each month
- Ensure proper completion of documentation to place an order and make a purchase
- Generate a material received report (MRR) timely
- Ensure storage of goods follow the first in first out (FIFO) method

COMPUTER SKILLS

- Fidelio Materials System (FMC)
- MS Word , MS Excel & Ms Office
- Internet & Emails

EDUCATIONAL QUALIFICATIONS

- Proficiency certificate level (12th) from Tribhuvan University
- SLC (School Leaving Certificate) from Shree Adarsh higher secondary school.

TRAINING & CERTIFICATION

- Certified in Essential Food Safety Training
- First aid & fire warden
- Motorbike and Light Vehicle valid driving license

PERSONAL DETAILS

- Nationality : Nepali
- Date of Birth : 02-06-1980
- Marital Status : Married
- Gender : Male
- Languages : English, Hindi, Nepali & Arabic

DECLARATION

I certify that the above particulars are true and correct to the best of my knowledge.
Dipak Subedi