



MUSTAFA YOUSAF

PROCUREMENT/STOCK & RECIEVER



Male



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Flat 303 Building 1-22 Al Khail Gate Dubai

SKILLS

Language:

English, Urdu and basic Arabic) Highly motivated individual with positive thinking and good intellectual capacity

Computer:

Basic Computer Skills Good at MS Office, Excel, Database Good in Email/Web surfing/Internet, Computer languages: Visual Basic 0.6 Comfortable with Windows/Android/iOS.

HONORS & AWARDS

Certificate of Appreciation 2016 Pearl Continental Hotel Lahore – Pakistan

CERTIFICATIONS

Luxus Grand Hotel

OBJECTIVE

To leverage over 6 years of hands-on experience in the hospitality industry to contribute to a dynamic and customer-focused team. With a solid background in delivering high-quality service, handling guest inquiries, and supporting smooth day-to-day operations I aim to further enhance guest satisfaction and uphold service excellence in a professional hospitality environment.

EDUCATION

New Castle University, London

Administration

2007 - 2010

Business

Board of Intermediate & Secondary Education – N.W.F.P

Intermediate

2003 - 2005

Science

Board of Intermediate & Secondary Education - Punjab

Metric

2002 - 2010

Science

WORK EXPERIENCE

Blue Beach Tower

Procurement Officer/Store Controller &
Receiver

2023 - Present

- * Implement process improvements Manage compliance policies and procedures Dashboard reporting lead the Purchasing team on the Win Cloud & ProLogic First implementation.
- * Check and compare goods received with purchase invoices bills of. lading purchase orders and requisitions.
- *Managed the purchasing process for all hotel supplies, including food and beverage items, linens, cleaning products, and guest amenities, ensuring timely procurement within the allocated budget.
- * Coordinated with various suppliers to ensure the best pricing, quality, and timely delivery of products.
- *Responsible for receiving goods, verifying the accuracy of delivered items against purchase orders, inspecting for quality and damages, and ensuring all items met hotel standards.
- * Maintained accurate records of all purchased items, receipts, and invoices for accounting and audit purpose in Win cloud Software & Prologic First.
- * Coordinated the receiving of deliveries, inspected products for quality and accuracy, verified quantities, and matched orders with invoices to ensure proper inventory levels.

ADDITIONAL INFORMATION

Self-motivated: Initiator with high level of energy
Tolerant and flexible in different situations• Good in
Verbal communication, decision making, critical
thinking, organizing and planning. Sample

REFERENCES

Mohsin Nadeem:Marketing Executive Green House
Food Stuff Trading Dip 2 Dubai UAE
055676944Farhan Azam Mohammad:Managing
Director Promo International Trading FZEmriyah
Free Zone Sharjah UAE 0527499909

Pearl Continental Hotel Lahore – Pakistan

Procurement/Stock & Receiver

2018 - 2022

- * Managed procurement of goods such as linens, toiletries, cleaning products, and food supplies, ensuring cost-effective purchasing aligned with hotel budget and standards
- * Coordinated the receiving of deliveries, inspected products for quality and accuracy, verified quantities, and matched orders with invoices to ensure proper inventory levels.
- * Monitored stock levels and worked closely with vendors to maintain optimal supply levels and reduce waste.
- * Communicated with suppliers and vendors to ensure timely and accurate deliveries, resolving any discrepancies or issues related to orders.
- * Maintained accurate records of purchase orders, delivery receipts, and invoices for financial tracking and audits.
- *Worked closely with other departments (e.g., housekeeping, kitchen, maintenance) to ensure stock needs were met promptly and efficiently.

Luxus Grand Hotel Lahore

Stock/Receiver

2015 - 2016

- *Monitored and tracked inventory levels, ensuring stock was replenished efficiently while preventing overstocking or shortages.
- * Managed the receiving process by verifying deliveries against purchase orders, inspecting products for quality and damages, and ensuring all goods were delivered as per the agreement.
- * Communicated with suppliers and vendors to resolve issues related to delayed or incorrect deliveries and to ensure efficient supply chain operations
- * Oversaw the receiving of deliveries to ensure accuracy, quality, and adherence to purchase orders. Inspected goods for damages, recorded inventory, and communicated discrepancies to vendors.