

AKHIL CLEETUS

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Objective

To efficiently manage F&B receiving and cost control by ensuring accurate inventory tracking, cost analysis, and vendor coordination, optimizing profitability while maintaining quality and compliance standards

Experience

Select Market Ilc, Abudhabi | Warehouse Receiver **2021 – 2023**

- Inventory Management – Checking, counting, and recording received goods against purchase orders and invoices.
- Quality Inspection – Ensuring products meet quality standards and reporting damaged or incorrect items
- Warehouse Organization – Storing goods in the correct location and maintaining a clean, organized workspace.
- Documentation & Reporting – Completing logs, receipts, and system entries for accurate stock records.

Al Madina Widerange Restaurant Ilc, Dubai | Storekeeper cum Cost Accountant **2024 – 2025**

- Inventory Management – Maintaining stock levels, recording purchases, and ensuring proper storage of F&B items.
- Cost Control & Analysis – Monitoring food and beverage costs, analyzing variances, and optimizing expenses.
- Procurement & Vendor Coordination – Handling purchase orders, negotiating with suppliers, and ensuring timely deliveries
- Record Keeping & Reporting – Maintaining accurate financial records, preparing cost reports, and ensuring compliance with company policies.

Education

Scope India, Computer Networking **2020**

Major: Ccna,Mcsa and Computer hardware Maintainance

Pallithura Higher Secondary school, Humanities **2019**

Major: History & Political Science.

Skills & abilities

- Management
- Problem solving
- Communication
- Computer knowledge