

# NAGENDRA BABU MARGAM

RECEIVING & STOREKEEPER

HOUSEKEEPING SUPERVISOR

## PROFILE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an Encourage and permitted to be an active participant as well Vital contribute on development of the company. Organized and highly efficient working to a multi-tasking dynamic environment. Developed interpersonal skills, Independent and self-motivated person.

## CONTACT

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## SKILLS

Data entry  
Opera  
MS Office  
MS Word Store  
Inventory  
Vendor information  
Controlling food purchase  
Price control

## LANGUAGES

Telugu First Language.

Hindi.

English.

## EDUCATION

**GOVT JUNIOR COLLEGE /H.E.C**

JUNE 2007 – APRIL 2009, SIRCILLA (T.S.)

**GOVT DEGREE COLLEGE AGRAHARAM /B. A**

JUNE 2009 – JULY 2011, AGRAHARAM (T.S.)

**Z.P. HIGH SCHOOL KONARAOPET**

JUNE 2005- MARCH 2006 KONARAOPET (T.S.)

## WORK EXPERIENCE

**ALOFT CITY CENTRE DEIRA. Receiving & Storekeeper**

**October 2022 – currently DUBAI (UAE)**

Checking supplier information and license Orders the inspect items received, and follow up on orders in case of delays. Inspects the quality of the good, Receives and signs for the release of items and Monitors order management to avoid shortage issues. Keep track of minimum inventory and stock counts for the day. Ensure that the goods always have a reasonable minimum inventory level in case the partner unexpectedly requests a large quantity of goods or there are damaged goods during transportation. Store merchandise in proper location to increase sales, maintain stock levels by checking stock on hand against sales reports, Inventory items according to location and store policy, assist in receiving all merchandise from suppliers.

**SHERATON MALL OF EMIRATES. HOUSEKEEPING AND LAUNDRY TEAM LEADER**

**APRIL 2016 –NOV 2019 DUBAI (UAE)**

Employed deep cleaning techniques for areas need of additional sanitation. Inspected each room for cleanliness, utilizing checklist to meet company standards. Training by new employees with checklist and conducted inventory of linens, cleaning supplies. Supports and assist Coordinator in all room requirements in order to effectively maintain colleague needs Assist to manage all aspects of room arrival to ensure guests amenities are properly set up To maintain high standard of personal appearance and hygiene at all times To ensures that guest receives ultimate experience and receive a personalized service To ensure smooth operation and efficiency in designated area of responsibility

**Cross Training by Receiving clerk and cost control**

**Worked in a Receiving clerk on November 2019 to June 2020 - (7 months)**

Inspecting deliveries to ensure they match order and invoice criteria. Receiving and signing for deliveries. check deliveries against orders, invoices, manifests and other documents to verify Correctness. record and report overages, shortages and discrepancies inspect the condition and quality of delivered items record and reject damaged items. process returns of damaged items Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly

**THE ADDRESS DUBAI MALL. HOUSEKEEPING ATTENDANT**

**MARCH 2015 –FEB 2016, DUBAI (UAE)**

Polished and sanitized floors, counters, bath tubs and window sills. Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas. Replenished guest supplies and amenities.

**SHARJAH ROTANA HOUSEKEEPING ATTENDANT**

**NOV 2013 – FEB 2015, SHARJAH (UAE)**

Assisted other hotel attendants with cleaning and room setup tasks during peak periods and holidays. Conducted inventory of linens, cleaning supplies and toilettries and rest locked housekeeping carts and storage close Mapped out daily cleaning work assignments by assessing vacant room roster

Thanks  
Nagendra

