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| SHAKUL **KIKUNTA KIKOMAGA**  0529381952  **mystikfaz76@gmail.com** |
| To excel in my desired career opportunity |

**Experience**

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| **JUNE2023 – PRESENT**  **RECEIVING OFFICER: Grosvenor House, luxury collection**   * Ensure that the receiving Office is clean and tidy. * Food items are received according to the HACCP Procedure * Expiry Date / Temperature Checked recorded on item category. * MEAT: Supplier's Certificate Batch # matches the item batch * CCP1 Form filled up correctly & carried out on daily basis * CCP2 form are filled up & carried out on a daily basis * Ensure Non-Food deliveries are proper received by delivery date, quality,price against LPO * Ensure non-stock invoices are being recorded in the Log Book , Forwarded for depts signatures. * Invoices are attached with the GRN's on a daily basis |
| **july 2021 – JUNE2023**  **STOREKEEPER,** LE ROYAL MERIDIEN beach resort and spa.   * Monitors and maintain current inventory * Purchase and track food and beverage items and store them FIFO * Check chiller and freezer temperatures, report in case there is unusual change. * Follow and maintain food health and safety rules. * Prepare expiry report for short expired items especially cheese. * Ensure requisitions are approved by HOD before issuing items. * Assist Material officer in preparation during Audits. * Ensure the store is tidy and ready for inventory at all times. |

**Education**

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| **advanced HIGH SCHOOL DIPLOMA/certificate, 2015**  **mita college kawempe, uganda.**   * Entrepreneurship skills (Books of accounts and business source documents) * Computer studies (excel, access, word) |

**Skills**

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| * Book keeping skills (Draft books, Enter details, Balance creditors and debtors. * Computer skills. * Identify assets and liabilities. * Calculate liquidity, Gp, Gp margin etc. | * Knowledge about business purchasing documents and process. * Knowledge about store keeping forms and inventory. * Employee payroll, ledgers, balance sheet, income statement, journals, receipts, invoices and cashbooks. |

**ACTIVITIES**

* **Football and Reading**