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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
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| **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.
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**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)
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**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.
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**ACTIVITIES**

* **Football and Reading**