

**RAMAN BEDI**

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**CAREER OBJECTIVE**

To be a part of an organization where process of learning never ends and remains an inclusive policy for overall growth of talents and, the company as a whole. Looking for senior positions in management, where initiative, hard work, and learning through constructive criticism is promoted.

**WORK EXPERIENCE:**

**Mar 2023 to till Date:** Working as (Store Supervisor) in Harish Store., New Delhi: The functions and responsibilities include monitor Inventory Levels and perform regular Inventory checkups, Distribution of goods, Ensuring accuracy & timelines.

**Oct 2018 – Feb. 2023 :** Worked as Senior Process Associate in IGT Solutions Pvt. Ltd., New Delhi: Responsible for setting up, monitoring and maintaining the auto ticketing system; planning, executing and controlling daily huddle of operating staff regarding seamless operations as well as rescheduling; established and maintaining a good control over company's internal system with Amadeus Software in particular.

**Jan 2017 - July 2017:** Worked as a Trainee in Grand Mercury Roxy Hotel, Singapore: Functions included managing the inventory of raw material, optimizing the supply chain, wherever necessary; prepare the tables for daily operations; solicit customers' orders; monitor the health and safety rules enforcement at the establishment.

**Nov 2015 – Apr. 2016 :** Worked as a Cook General in Luthong Bahay, Dubai UAE: Responsible for assisting with planning and directing food preparation and culinary activities along with safely handling and storing all products appropriately, cutting vegetables, cleaning fryers etc. and also prepare personalized smoothies and meals for customers.

**EDUCATIONAL QUALIFICATION**

<i>Qualification</i>	<i>Month / Year</i>	<i>Board/University</i>	<i>Result</i>
Diploma in Food & Beverages Operation	July 2017	Dimensions International College, Singapore	Pass
Bachelor of Arts	Oct 2016	Delhi University	Pass
Higher Secondary Examination 12 <sup>th</sup>	Oct 2010	National Institute of Open Schooling (NIOS), Delhi	Pass
Secondary Examination 10 <sup>th</sup>	Oct 2008	National Institute of Open Schooling (NIOS), Delhi	Pass

**SOFT SKILLS & KEY TRAITS**

- An avid listener with strong Interpersonal skills
- Diligent and hardworking
- Excellent communication skills
- Team spirit and leadership acumen
- An astute, result-oriented professional
- Excellent managerial, organizational and analytical skills
- Ability to work under tight deadlines with calm

**COMPUTER PROFICIENCY**

Proficient in MS-Word; MS-PowerPoint; MS- Excel; MS- Access;

**PERSONAL DETAILS**

Date of Birth: 23.01.1992

Nationality: Indian

Passport No.: W9881458 valid till 12.02.2033

Language Proficiency: English, Hindi, Punjabi

Raman Bedi

10/10/2024

New Delhi