



SARAVASIDDHI SRIKANTH

OBJECTIVE:

Dedicated and reliable storekeeper with over 6 years of experience at JLL, managing hotel and property inventory systems. Proven ability to maintain accurate records, monitor stock levels and coordinate effectively with purchasing and operations teams. Committed to maintaining high standards of cleanliness, accuracy, hygiene standards and timely delivery to support business continuity and customer satisfaction.



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Personal Qualities and Areas of Expertise

- *Highly motivated, dedicated and versatile with excellent communication and interpersonal skills.*
- *Strong organization ability with sound administration skills.*
- *Shelf life monitoring for expiry dates and organizing products accordingly.*
- *Compliance and safety standards adhering to food safety and hygiene.*

Storekeeper

JLL Building Operations Pvt Ltd

Sep 2018 to Dec 2024

Duties and Responsibilities:

- Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
- Able to follow standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Ensure all store requisitions are signed by concerned Department Heads (HOD's) and approved by managers/supervisors depending upon the Verified and track received inventory and complete inventory reports and logs. operations procedure.
- Ensure the quantity requested and the quantity issued always matches.
- Ensure store requisition form is signed by the person collecting the goods and enter into the Inventory/Materials Management System.
- Conduct inventory audits to determine inventory levels and needs.
- Work closely with Purchasing to order and receive items and equipment.
- Adhere to all Health and Safety procedures particularly relating to food and beverage items.
- Verify and track received inventory and complete inventory reports and logs. Keep accurate recordings of all incoming and outgoing goods.

Administrator

Duties and Responsibilities:

- Communicate effectively with clients, staff and vendors.
- Schedule meetings, appointments and travel arrangements.
- Perform clerical duties such as filing, data entry and document preparation.
- Process invoices, expense reports and coordinate with accounts team for payments.
- Support with new employees documentation and onboarding process, ensure compliance with company policies and procedures.
- Liaise with clients, service providers and clients as needed.
- Respond to telephone, email, and walk-in and website contact form inquiries from existing community members, vendors and other constituents.
- Collect, process and distribute incoming mail as well as compose and send correspondence for other office staff
- Assist management and other staff to ensure compliance with applicable federal, state and local laws
- Manage receptionists and administrative assistants and monitor certain staff member's complete work on time.
- Involved in salary negotiations and to ensure delivery of consultants confirmed on projects.
- Actively participated in making relationship with clients to get repeat business.
- Supporting client's needs by supplying contract and full-time employees
- Develop recruitment process and procedures for my recruiting team and resolving their day to day issue
- Work closely with the client, give and take updates about business and other required information.
- Quick response time to client's needs and requests.
- Knowledge of office management and keep updated records and files.

Professional Qualification

**Board of Intermediate
Education**

Board of Secondary education

CERTIFICATION

- Oracle Certified Associate (Oracle Corporation Inc...)
- MS Office (Word, Excel, PowerPoint)

CORE SKILLS

- Storekeeping & Stock control.
- FIFO/LIFO Stocking principles.
- Delivery & Receipt verification.
- Record keeping & Reporting.
- Inventory & Stock Management.
- Safety & Hygiene standards.
- Receiving & dispatching goods.

Knowing that my resume cannot convey all that I have to offer, I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. Thank you for your time and consideration.

SARAVASIDDHI SRIKANTH

