



VINODH MEDIDI

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Gender: Male **Date of birth**: 08/08/1988 **Nationality**: Indian

ABOUT MYSELF

Seeking a purchasing buyer position where I can utilize my knowledge of past experience such as supply chain management, negotiation skills, and vendor relations. It will help drive cost savings and motivated purchasing buyer in procurement negotiations.

WORK EXPERIENCE

[01/10/2022 – Current]

Procurement In- charge

ISG Limited

City: Qormi | **Country**: Malta

My job role as Procurement Specialist, or Purchasing Specialist

Acquires a company's various supplies. My main duties include locating key suppliers, negotiating the company's purchasing agreements and making sure their materials and products meet the company's specifications.

Ø The following are my roles and responsibilities:

Ø Keep daily records

Ø Bar code assets and update asset register

Ø Annual asset stock take

Ø Accounts to be submitted for payment to vendors on time

Ø Administration and reporting as necessary

Ø Make or purchase policy analysis and recommendations

Ø Lease or purchase policy evaluation and recommendation

Ø Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing

Ø Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.

Ø Work with internal stakeholders (teachers or operations staff) to determine procurement needs, quality and delivery requirements.

Ø Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance

[20/01/2022 – 06/06/2022]

Host Representative

Get Away Malta Limited

City: Attard | **Country**: Malta

As a Host makes sure that all guests feel welcomed, cared for, and valued. I create a warm and welcoming environment for patrons from the moment they enter the establishment. I take names for reservations and answer the phone. The following are my roles and responsibilities:

- Ø Welcome guests to the venue.
- Ø Provide accurate wait times and monitor waiting lists.
- Ø Manage reservations.
- Ø Escort customers to assigned dining or bar areas.
- Ø Provide menus and announce Waiter/Waitress's name.
- Ø Greet customers upon their departure.
- Ø Coordinate with wait staff about available seating options.

[01/06/2022 – 30/09/2022]

Crew Member

Mcdonald's premium restaurant

City: Sliema | **Country:** Malta

I worked as food server it is responsible for the entire experience that a customer has at a restaurant. And also, responsible for taking drink and food orders from a customer.

Ø Apart from I did greeting customers at the table, taking customer orders, dealing with customer issues and complaints, and giving customers their bill. And also have to give every single customer great service.

Ø The following are my roles and responsibilities:

- Ø Provide excellent customer services.
- Ø Maintains of cleanness and food hygiene food
- Ø Greet customers and present menus.
- Ø Make suggestions based on their preferences.
- Ø Take and serve food/drinks orders.
- Ø Up-sell when appropriate.
- Ø Arrange table settings.
- Ø Keep table's clean and tidy at all times.
- Ø Deliver checks and collect payments

Front Office Executive residence

[10/03/2010 – 20/04/2013]

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Quality in Residency

City: Hyderabad | **Country:** India

Front office executive provides all guest with accurate and in-depth information upon their request. The following are my roles and responsibilities

- Ø Welcome Customers. Front office executives greet everyone who enters.
- Ø Provide Service.
- Ø Answer Phones.
- Ø Help with Security.
- Ø General Office Upkeep.
- Ø Collecting Payment.
- Ø Promoting the Brand.

Ø Provide excellent customer services

[17/02/2015 – 19/09/2016]

Cashier

Paradise restaurant Limited

City: Hyderabad | **Country:** India

The following are my roles and responsibilities:

Ø Manage transactions with customers using cash registers.

Ø Scan goods and ensure pricing is accurate.

Ø Collect payments whether in cash or credit.

Ø Issue receipts, refunds. · Redeem stamps and coupons.

EDUCATION AND TRAINING

[01/05/2006 – 10/05/2009]

Bachelor of Hotel Management

Akhile Institute of Management

City: Hyderabad | **Country:** India | | **Level in EQF:** EQF level 5

LANGUAGE SKILLS

Mother tongue(s): Telugu

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** C1

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DRIVING LICENCE

Motorbikes: AM

Motorbikes: A1

Motorbikes: A2

Motorbikes: A

Cars: B1

Cars: B

Cars: BE

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Ø A good listener and talker who can hold a conversation with complete strangers.

Ø Ability to build a compelling argument.

Ø Able to enter into constructive dialogues with people with whom I disagree.