

Richel Amorado

Dubai

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A self-motivated professional with almost 18 years of professional experience, Extensive exposure in Inventory Management, Cost Control, Procurement and Process Improvement. Excellent in Negotiable and Analytical skills with a trained inquiring mind, ability to identify any issue and promptly provide effective solutions and result driven. Proven leadership skills involving managing, developing and motivating teams to achieve set objectives.

Work Experience

Head of Department - Inventory, Cost Control & Procurement

Restuarant Secrets Inc., (Lincoln Investment LLC) - Dubai

August 2018 to Present

Dubai, United Arab Emirates

Head of Department - Inventory, Cost Control & Procurement

Cost Control Responsibilities:

- Set-up and Implemented the Designed Inventory, Procurement and POS Systems Policies and Procedures
- Identified System Solution to sustain business design and operations.
- Build and Set up System structure (Business Structure, Article and Vendor)
- Set Up Operational Inventory Workflow and Processes.
- Set up guidelines and directions for Back Office and Store Operation to streamline the workflow.
- Created Templates and Forms to support easy workflow processes.
- Conducted regular audit on Implemented Inventory & Cost Control Policies, Procedures and Processes.
- Set up and Implemented Free Flow Inventory and Control Process and Procedures.
- Set up and Implemented Staff and Managers Meal Control Procedures.
- Prepared data analysis on Key Performance Indicators to the Top Management (CEO and COO)
- Conducted thorough evaluation on Cost of goods sold, sales mix, consumption, wastages and shrinkage.
- Formulated cost control measures and evaluated impact on the results.
- Provide Technical and Functional support to all outlets and communicate to IT to resolve issues if required.

Procurement Responsibilities:

- Established Supplier Database
- Set up Procurement Process for Food, Non-Food and Annual Maintenance Contracts.
- Established Supplier Account Openings and Credit Facilities.
- Achieved Best Prices and secured advantageous terms for F&B and Non-Food Items.
- Sourced various suppliers and create good business and organizational partnership.
- Approved Ordering and Deliveries.

- Set Up and Implemented Controlled Par Level Procedures.
- Monitored and Reviewed Contracts to secure rebates, trade deals and signing bonus are collected and accounted.
- Collaborated with key persons to ensure clarity of the specifications and expectations of the company
- Monitored Performance of Team and allocated specific task to ensure to support companies' operations and requirements.
- Tracked and report key functional metrics to reduce expenses and improve effectiveness.
- Prepared Management Reports. (Cost Saving Analysis, Price Comparison, Purchase Details per Supplier, etc.)

Restaurant Secrets Inc., Dubai, United Arab Emirates

Head of Department - Inventory & Cost Control (Consultant to Client)

- Design, Set-up and Implement Inventory, Procurement and POS Systems Policies and Procedures
- Identify, Evaluate and Recommend Inventory and POS Management Systems.
- Build System structure (Business Structure, Article and Vendor)
- Set Up Inventory Workflow and Processes.
- Bridged the gap between Operations, Marketing and Back Office Operations by setting up guidelines and directions.
- Created Templates and Forms to support easy workflow processes
- Identified and developed hierarchical departmental key functions.
- Build functional rights and access for the department and its users.
- Conduct and Audit Implemented procedures and processes.
- Identified Risk and recommended solutions on the concerned areas of responsibilities.
- Prepared data analysis on Key Performance Indicators to the Top Management (CEO and COO)
- Conducted thorough evaluation on Cost of goods sold, sales mix, consumption, wastages and shrinkage.
- Train and Supervise Restaurant General Manager and Executive Chef for the Pre-Opening and Post Opening Inventory and Cost Control Processes.

Regional Inventory & Cost Control Specialist

Azadea Group Holding - Dubai

February 2011 to August 2018

Brands handled: Paul Restaurant, Eataly, Butcher Shop & Grill, Kosebasi, Columbus Café, Pulp Juice and New

Shanghai. Countries: Bahrain, Egypt, Jordan, KSA, Kuwait, Oman, Qatar and UAE.

- Conduct regular quality control or system audit on the group's data and supply Management with regular analytical report and suggestion for action.
- Conduct Analysis on Consolidated Cost of Goods Sold Statistics Report (Consumption, Wastage and Variance Monthly Result) and present to the Top Management.
- Perform cost and benefit analysis for the brands (Paul, Eataly, Butcher, Kosebasi, Columbus, Pulp Juice and Argo Tea and New Shanghai).
- Conduct Analysis on Consolidated Sales (All Countries and Brands) Daily, Weekly and Monthly, Year to date, Like

for Like Performance Reports for the Management.

- Conduct Analysis on new menu performance and promotional activities to Brand Managers and Regional Marketing.
- Prepare Menu projection cost and margin feasibility for new brands and regions.
- Prepare consolidated thorough Analysis for all Key Performance Indicators (Sales, Guest and Tickets).
- Develop/Review new and existing standard procedures and policies to ensure the timely and accurate implementation in local countries F&B Inventory Departments to control shrinkage and minimize losses.
- Identify/Analyze/Assess key Job responsibilities for process enhancement and new projects.
- Design and conduct training programs for new systems, application and business processes for new and existing brands and outlets, new openings, as well as critical technical challenges across all regions for Inventory Controllers.
- Design and implement operational and inventory processes related to new brands in the regions in close collaboration with concerned parties. (Brand Manager, Supplier and Regional IT and Local country Operations) at the regional level.
- Follow up closely to Local Inventory Team Leaders to ensure proper implementation of policies and procedures across regions (Bahrain, Egypt, Jordan, KSA, Kuwait, Oman, Qatar and UAE).
- Train, equip, motivate and evaluate local F&B Inventory team to ensure that the staff are optimally motivated and enabled to maximize their potentials as controllers and its contribution to the company.
- Provide Technical and Functional support to all countries and communicate to Regional IT to resolve issues if required.

Inventory & Cost Control Specialist

- Monitor input of sale information and follow up on sales reconciliation based on the set accounting sheets.
- Validate Inventory transactions (Purchases, Transfers, Wastages, Closing Stock and consumption.)
- Analyze the generated Inventory results by store and by brands and initiate investigations when needed.
- Facilitate Production Plan as per shop consumption.
- Monitor Consumption on a quarterly and yearly basis.
- Close Inventory for the month
- Prepare Monthly Reports
 - o COGS Statistic Report
 - o Wastage and Variance Comparison
 - o Analysis of Factors affecting the COGS Result (Sales, Purchase price, Inventory and Transfer Transactions)
 - o Purchase Price Analysis
 - o Monthly/Yearly Sales Comparative
 - o Daily and Weekly Sales Comparative

o Monthly Consumption Report

- Process the change/update done on recipes and/or prices and accordingly export related data to the Point of Sale

(POS) of all concerned shops (where applicable)

- Maintain the inventory related FMC and MICRO system by handling article/unit creation.
- Recipe costing and menu items (POS) updates.
- Visit shops to conduct spot checking, expiry date checking, run audit on recipes and physical take.
- Train restaurant and warehouse team members on all inventory related processes.

International Business Development

Al Abbas Group - Dubai

March 2005 to January 2011

United Arab Emirates

Administrative Supervisor

- Sales Report Preparations
- Inventory Reports
- Inventory Management- Item Creation, GRN, Landed Costing and Inventory movements.
- Export Sales and Wholesale
- Import and Export -Handle clearance, documentation, delivery and distribution (Kuwait, KSA, Bahrain, Qatar and Dubai-Outlets)
- Supervise staffs: Train, schedule, evaluate and delegate responsibilities- monitor work done and give final approval upon completion.

ACCOUNTING RESPONSIBILITIES:

- Invoicing
- Posting of Accounts Receivables- Direct Shipments
- Posting of Accounts Payable- Purchases Invoices
- Payment Preparations- Letter of Credit/Telegraphic Transfers

Branch Services Officer

Philam Plans Incorporated

June 2000 to December 2004

Education

BS in Management Accounting

Ateneo De Davao University

March 2000

Skills

INVENTORY, ERP, ORDER MANAGEMENT, RETAIL, ACCOUNTS RECEIVABLES

Links

<http://linkedin.com/in/richel-lacson-amorado>

Additional Information

SKILLS

- Knowledgeable in Systems (Fidelio Material Control (FMC), Oracle Hospitality (Symphony, MyMicros, Micros 3700), Business Data Visualizer (In-house Reporting Tool), Retail Pro and Win Trade)
- Well versed with ERP ORACLE systems for Order Management, Financials (Accounts Receivables and

Accounts Payables), Inventory and Warehousing

- Proficient in MS Office (Excel-Special Functions and Formula, Word & PowerPoint)
- Valid UAE Driving License