

# KHAN SHABAZ SHAJAHAN



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## OBJECTIVE

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To use my skills in the best possible way for achieving the company's goals and personal growth.

## SYNOPSIS

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- 8 years of hotel industry experience which includes 2 years of Warehouse Experience.
- Currently working as **WAREHOUSE MANAGER** with **CAFÉ COFFEE DAY-INDIA**.
- Worked as **STORE MANAGER** with **CAFÉ COFFEE DAY – INDIA**.
- Worked as **SHIFT MANAGER** with **KFC (YUM BRANDS - INDIA)**.



*\*(Internally promoted to Warehouse Manager from Store Manager in café coffee day)*

## C U R R E N T   W O R K   E X P E R I E N C E

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**Organization:** CAFÉ COFFEE DAY (SUPPORT DEPARTMENT- CENTRAL MUMBAI).

**Designation:** Warehouse Manager – (CENTRAL).

**Location:** MUMBAI.

**Duration:** Sep 2018 – till date

### **Responsibilities:**

- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.
- Completes warehouse operational requirements by scheduling and assigning employees, following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counselling, and disciplining employees, planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.

## PREVIOUS WORK EXPERIENCE

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**Organization:** CAFÉ COFFEE DAY

**Designation:** Store Manager.

**Location:** MUMBAI.

**Duration:** JUNE 2015 – SEP 2018

### **Responsibilities:**

- To Focus on achieving sales target given by the company.
- Providing friendly , quality service to each customer visiting to Cafe.
- To maintain Cleanliness and Hygiene all the time.
- Maintaining Proper food handling , safety , and sanitation standard while preparing Food.
- Follows all Operations standards and guidelines for preparation of products according to training and instructional materials provided.
- To check PRP and PEP for smooth operation.
- To Update Checklists and Logbook Everyday Every shift.
- To do tie up with corporates for bulk order & monthly meal plan.
- To Dispatch and Deliver corporate order Accordingly.
- To Take Weekly and Monthly Inventory and keep on tracking variance.
- To maintain food cost within given budget by company.
- Take part in LSM activities like Door hanging , Paper inserts , Menu Distributions , ODC for increasing sales and achieve given sales target by company.
- To keep café ready for audit all the time.



**Organization:** KFC (YUM Brands)

**Designation:** Shift Manager.

**Location:** MUMBAI.

**Duration:** March 2011 – April 2015

**Responsibilities:**

- To Focus on achieving daily sales target given by the company.
- To handle shift as per standard with flawless execution.
- To deliver quality product with speed.
- To create friendly atmosphere for team.
- To check par level and do the production accordingly.
- To monitor hourly sales and keep it record.
- To take care of restaurant food cost by reducing wastage.
- Keeping track of all the products & place order to commissary accordingly.
- To check PRP and PEP for smooth operation.
- Take part in LSM activities like Door hanging , Paper inserts , Menu Distributions , ODC for increasing sales and achieve given sales target by company.
- To take briefing of staffs on shift and deploy them accordingly.
- To take care of detail cleaning while closing.
- To manage petty cash & interest amount of the restaurant.
- To train new staffs and to create bench plan for existing staff for next level.

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\*As well as I was Operating my own Fast Food outlet in Mumbai Suburb from May 2013 to JULY 2015.

( A QSR concept small outlet serving Burger , Sandwich , Shawarma , Falafel , Tandoor starters , Hot & Cold Beverage's )

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## **PROFESSIONAL CERTIFICATIONS**

- Successfully completed training and certification course at KFC in Production { BOH } department.
- Successfully completed barista training & certification course at Café Coffee Day.
- Successfully certified with safety and hygiene procedure and practices at KFC.
- Successfully completed LAS (leading a shift) Module at KFC.
- Successfully completed Managing Warehouse & Inventory workshop at Café coffee day.

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## **EDUCATIONAL QUALIFICATIONS**

- S.S.C from Maharashtra Board in June 2008 – Second Class.
- Diploma from Kalsekar Engineering College in June 2012.

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## **SOFTWARE COMPETENCIES**

**Operating System:** Windows XP, Windows 7 & 10.

**Other Tools:** ERP

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## **STRENGTH**

- Strong leadership skills.
- Great control on anger.
- Co-Operative behavior and deeply involved in any work.
- Eager to accept challenges in life.

## HOBBIES

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- Playing and watching Cricket.
- Listening Music.
- Hang out with friends.

## PERSONAL DETAILS

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**Address** : D – Sector, K- line, Room No 28, Mirza Galib Road, Cheetah Camp.  
Trombay. Near Ideal High School. Mumbai – 88.

**Date of Birth** : 27<sup>th</sup> July 1991.

**Sex** : Male.

**Marital Status** : Single.

**Religion** : Islam.

**Languages** : English, Hindi, Urdu and Marathi.

**Nationality** : Indian.

**Passport No.** : R-8659995.

I hereby confirm that all the information stated above is true and to the best of my knowledge.

You are kindly requested to consider my candidature for the suitable position in your valued organization.

**Khan Shabaz.**