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|  |  | P.AD. MILROY PREDEEP KUMARA**COST CONTROLE MANAGER or, PROCURMENT IN CHARGE- & INVENTORY CONTROLLER .**Dear Sir , I am Milroy Predeep Kumara, a Sri Lankan national seeking an opportunity in your esteem organization for a position of Cost Controller, Inventory Controller or a Purchase Officer based on my 16 years’ experience in hospitality industry.I have an extensive and diverse background for a Cost Controlling, Purchasing, and Stock Managements.  In addition, possess an excellent track records of leveraging business administration skills to support daily operationsPlease find attached my resume with further illustration and details. I am confident that I can leverage my expertise to bring success to your organization.  I look forward to hearing from you to arrange an interview with your organizationThanking you, for your time and Consideration.P.A.D, Milroy Predeep Kumara |  |
| ProfileA dedicated professional with 14+ years’ experience in International Hotel chains and Pre-Opening team with a background in Cost Control, Stores Managements Inventory Control.Highly accomplished Cost Controller and Stores Manager, with expertise in all aspects of accounting department management. Strong background in manufacturing and cost accounting with experience in both corporate and nonprofit industries. Skilled in cost analysis reporting and auditing with record of success in consistently reducing inventory purchasing and general administrative costs. Decisive leader recognized for effective collaboration with management colleagues vendors and staff. Exceptional interpersonal and communication skills with a proven ability to manage priorities for optimal performance resultsContactPHONE:00965-50674939- KuwaitWatts App, Viber0094775192654. (Sri Lanka)No -68/5, Ranmasuyana,Giriullagma, Loluwagoda,Sri Lanka.EMAIL:**milroypredeep@yahoo.com**HobbiesCricketVolleyballCram,Chess, Billiard |  | EDUCATIONMINISTRY OF EDUCATION & HIGHER EDUCATION, Colombo, Sri Lanka( General Certificated of Advance Level, Computer Literate )1994-1995 – CHARTERED INSTITUTE OF HEALTH ENVIRONMENTAL PROGRAMME (LONDON) Food & Safety HACCP, Certification.- Dubai, U,A,E2007- April, DubaiWICKRAMASHILLA, CENTRAL COLLEAGUE, GIRIULLA, SRI LANKA1990-1993**Presenting Working-**Diet Bux- Catering Company – West Abu Fatira- Kuwait- November- 2022- till the Date-Cost Controller & Purchasing Supervisor-* Monitoring All Purchases, Local & Overseas-
* Prepare the FF&E, Purchases –with Discussion of Management.

 Researching and evaluating potential vendors. Comparing the prices of different vendors for gaining maximum Level- Negotiating contracts on reasonable terms for pricing and supply. Tracking the orders and ensuring timely deliveries. Monitoring purchased products to ensure quality. Updating order details into our internal databases. Issuing purchase reports including the cost analysis.Maintaining good relationships with suppliers. Ensuring stock availability and placing orders as and when required. Verifying receipt of items by comparing items received to items ordered.And All Other Cost Control. Work Over the 16 years Experiences Food & Beverage. In Kuwait and GCC & Aisa- Countries. **Worked at** **ORIENTAL GROUPS OF COMPANY, SHARQ, KUWAIT****November-2021 Till up to Date-****BANK RECONCILLATION & FIANACE ADMIN OFFICER.*** Monitor all banking activities in order to detect irregularities
* Investigate all transactions in order to prevent fraud
* Provide feedback to the accounting department on how to improve on internal controls, and also pinpoint areas where risks relating to banking transactions can be minimized
* Provide documentation for the purpose of supporting all financial transactions
* Prepare monthly bank reconciliation reports regarding all cash deposits to the bank(s)
* Assist auditors – internal and external – with documentation required for the auditors to do their job satisfactorily
* Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank
* Reconcile and process transactions that are complex in nature
* Maintain required files, reports, and data
* Reconcile and rectify all ledger accounts belonging to customers
* Reconcile accounts that fall into receivable records with the sales invoices
* Maintain constant contacts with the company’s customers
* Follows up all transactions continuously and provide updates to the management
* Adhere to corporate standards and procedures in all reconciliation activities
* Improve personal skill set regarding software proficiency, financial analysis and data processing
* File all prepared accounts in a well-organized manner
* Track all inventories regularly and report to the management with the inventory records
* Reconcile discrepancies in different accounts
* Answer customers or clients questions regarding any financial issues
* Perform all other related duties as assigned to meet the needs of the organization
* Collaborate with the storekeeper regarding stocks available in the store or warehouse.

**Worked at**FRESH FRUITS COMPANY, SHUWAIK, KUWAIT - ( HO, RE, CA, Services Company)COST CONTROLER,  July - 2020, to up to April-2021 * Plans and implement according to Ordered the Goods to Kitchen & Stores.
* Develop training and Staff,
* Develop, communicate and Delivering the Stranded Reports to the Managements.
* Preparation of Daily F&B Flash Cost Report and A&G, A&P, Reports.
* Do all recipe costing & Updating the Current Cost Price.
* Conduct monthly physical inventory process in all food & beverage outlets inclusive main store, main Kitchen & Verified if any Variances Occur,
* Suggesting Selling Prices and Make up Prices according to the Profitability,
* Checked the Yield Test, Randomly & Reported to Management to be taken the necessary action.
* Verified the Revenues & Inventory Stock, in Every day.
* Prepare all SOE Equipment’s Inventory’s, as per Company Policy Every Quarter Basis.
* Prepare the all Month End JV, hand over to Financial Controller in Every Month.

 WORK EXPERIENCEMILLENNIUM & CENTRAL DOWN TOWN HOTEL, SHARQ, KUWAIT CITY, Summer at Millennium Email Banner (W400 X H100 px)COST CONTROLLER, March-2017 to up to APRIL-2020.* Daily Flash Food cost analysis, Outlet wise Food & Beverage reconciliation and variance report
* Interdepartmental & Spoilage product analysis.
* Entertainment Food & Beverage consumption analysis. A&P – A&G Sales
* Analysis market list and delivery systems in order to assess present and future material availability
* Food & Beverage Item wise Profitability report, Spot checking in Various Outlet against ( Sales and Consumptions
* Preparing of Food & Beverage Control, Policies and procedures and Under Copthorne Millennium Hotels & Resorts, Standard.
* Involve in Purchasing and Resolves the Issues, Perpetual Yield Test with Head Butcher Kitchen

 * Time to time advising in Concern Dept, Head if Major causes of Excessive Food Cost.
* Fore costing Production planning specially Banquet Events. (Theme Night and Etc.)
* Prepare all the Physical Inventory, in out let, and Store Room.
* Prepare all FF&E, Inventory and Labeled, Registered all the Assets in Company as per policies in Every Year.
* Prepare all SOE Equipment’s Inventory’s, as per Company Policy Every Quarter Basis.
* Prepare the all Month End JV, hand over to Financial Controller in Every Month.
* **Relieving the Purchasing Manager while he is on Vacation**,

 Description: Description: Description: Description: Signature LogoDescription: Description: Description: Description: Signature LogoATMOSPHERE KANIFUSHI- BEACH RESORT & SPA, MALDIVES PRE OPEING PROJECT COST CONTROLER, JUL 2014 – AUG- 2015* Plans and implement according to pre-opening critical path
* Develop training and Staff, in Stores and Purchases Dept.
* Develop, communicate and inspect resorts’ quality standards Goods receiving
* Preparation of Daily F&B Flash Cost Report and FOC report. Charging who exceeds their benefits to staff city ledger.
* Do recipe costing for new menus in all outlets
* Conduct monthly physical inventory process in all food & beverage outlets inclusive main store, main cellar, SPA and report discrepancies.
* Attend to verify quality and quantity on weekly supply from overseas and local for Main Store, perishable items for the kitchen, fuel & gas etc. ( food & Beverage, General)
* Random check in F&B Outlets and Main Stores for inventory control of food & beverages. Report for none & slow moving with short expiry items.
* Preparation of monthly cost reports and submits timely to the Finance department and Head of Finance
* Ensures that regular day to day, process are ongoing with Concern, ( materials are available in stores room/physical inventory out let/ purchases order follow up)
* Ensure Minimum and Maximum, par Stock ( stock avilabity in all departments )
* Planning, organizing, coordinating and controlling stock and inventory of Food and Beverage items & Other General.
* Prepare the all invoices Hand over to the Male Head office ( Hotel Representative)
* Ensure all Overseas Supplier in advances arrange the all documents (Shipping Documents
* Ensure all documents are received on time (Bonito Papers/ Custom Invoices/Packing List)
* An any Special Materials received to resorts Verifying and Informed to concern dept, ( for the Project materials)
* Prepare all Month End JVs, finalize and hand submit to finance controller at the earliest

 COPTHORNE AL JAHARA- MILLENNIUM HOTELS,Millennium Hotels AL JAHARA-KUWAIT **Millennium HotelsCOST CONTROLLER** NOV- 2012 – APRIL- 2014  * Prepare and analyse all Food and Beverage functions inclusive Cost Reconciliation Reports on monthly basis & flash reports on weekly basis as well as necessary related reports for senior management information.
* Daily inventory control of beverages in Six outlets at present and two more to be opened soon,
* Monitoring purchasing, receiving and storing activities since ordering until goods received to store premises
* Ensure all Banquet Events, Outside catering Function Food, Delivered to According Menus which is Agreed by Banquet dept-

*NEW LOGO***MERCURE GRAND HOTEL SEEF-BAHRAIN- KINGDOM OF BAHRAIN** ***NEW LOGO*FOOD & BEVERAGE,COST CONTROLLER,** MAY-2010 - JULY 2012. * Responsible to control, Food & Beverage, Cellar, Tobacco, Gym & SPA Wellness cost. & reporting to Financial Controller
* Preparation of weekly flash report and analysing of variance reports related to cost calculations

**RAMADA HOTEL & SUITES, AL KHOBAR- K.S.A- KINGDOM OF SAUDI ARABIA**.**FOOD & BEVERAGE, ASSISTANT, COST CONTROLLER**,JANUARY. 2009 – DECEMBER, 2009*Basically prepare and analyse all Food and Beverage functions inclusive Cost Reconciliation Reports on monthly basis & flash reports on daily basis as well as necessary reports for senior management information.*LE MERIDIEN HOTEL & Al SONODS, SUITES BY LE MERIDEN DUBAI, U.A.E**CENTRAL STORES In CHARGES & INVENTORY CONTROLLER**MARCH-2003 – DECEMBER 2008. * Maintain adequate inventory levels to meet Outlet Staff in demand
* Manage cycle counts of product inventories on a regular basis
* Monitor delivery schedule and Outlet Restaurant orders
* Place and receive orders in a timely and accurate manner
* Train other employees in [asset inventory management](https://losspreventionmedia.com/tag/asset-inventory-management)
* Coordinate with Departments heads, and Purchasing departments
* Investigate and correct discrepancies in reported quantities and locations of all inventory
* Check date-sensitive products for expiration and facilitate removal or transfer of product as needed
* Assess inventory output on a daily, weekly, or monthly basis to identify trends in productivity

**SKILLS** |  |

* Food & Beverage Trainees Courses. (HACCPS CERTIFIED)
* Train the Trainer Course-(FURAVERI ISLAND RESORTS, MALDIVES)
* Quality Improvement & Lean Management
* Data Analysis Tools & Modelling Principles
* Familiar with computer software such as Microsoft Office (Words, PowerPoint & Excel),
* Fluent in English and speaks Well,
* Well Known Materials Control, 15.200 (MC)
* Opera Front office
* MC, Material Control System 8.8.30.6 1550/15.50 version
* Well Known, Sun 6.0 back Office System

## REFERENCES

Mr, Clement D’Rozario,

Director of Finance & Business Support,

Millennium & Corphorne Hotel, Kuwait City.

Kuwait

Mob-00965 66156020

Mr, Thomas George

Finance Controller,

IBSIS, SHARQ, & SALMIYA- ( ACCOR HOTELS),

00965 97263491.