

CURRICULUM VITAE

PRAVEEN PRASAD

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Dubai (United Arab Emirates).



Objective

I would like to express my deepest and sincerest interest in joining your firm what is needed and related my C.V. I believe that I could be an asset to you since I am an efficient, well determined, organized individual. I am basically strong willed person too, which makes me aspires more to learn things.

Work Experience

- ❖ Worked as a **Supervisor Assistant** in **Emirates Flight Catering** from 01/09/2018 to 15/07/2020
- ❖ Worked as a **Forklift Driver cum Store In charge** in **Emirates Flight Catering** from 18/08/2015 to 01/09/2018
- ❖ Worked as a **Receiver cum Store Keeper** in **Emirates Flight Catering** from 15/07/2012 to 17/08/2015

Roles & Responsibility

RECEIVER IN CHARGE 15-07-2012 TO 17-08-2015

- ❖ Keep record of invoices sent & receive.
- ❖ Receive the product with minimum 50% shelflife.
- ❖ Cross verifying the invoice amount.
- ❖ Receiving product with specification
- ❖ Received product transfer to store and locate
- ❖ Maintain the right product temperature

FORK LIFT OPERATOR CUM STORE INCHARGE 18-08-2015 TO 15-07-2020

- ❖ Stocking goods in the correct storage base
- ❖ Loading & unloading goods from vehicle (product)
- ❖ Storing & issuance the product production
- ❖ Maintain the standard inventory accuracy
- ❖ Following the standard procedure
- ❖ FEFO / FIFO
- ❖ Maintain clear and organized records
- ❖ Verify goods arrived as per the arranged purchase order (LPO)
- ❖ Invoice / delivery note and agreed quantity has been received
- ❖ Day to day check on the storage facility of up keep and hygiene
- ❖ Trouble shoot any vendor delivery issues and over sea / follow up on the return process
- ❖ Ensure affiance implementation of all safety procedures to ensure safe atmosphere for employees
- ❖ Arrange the product for production requirement
- ❖ Operate peripheral device keeping equipment clean and well maintained
- ❖ Organize, maintain, distribute and file output reports, logs, forms check list and balance sheets

- ❖ Support supervisor managing staff with respect and positivity align the team for success by encouraging team work

Personal Information

- ❖ Father Name : Prasad
- ❖ Nationality : Indian
- ❖ Date of Birth : 02/11/1989
- ❖ Marital Status : Married
- ❖ Sex : Male
- ❖ Religion : Hindu
- ❖ Language Known : English, Hindi & Malayalam

Educational Qualification

- ❖ S S L C (Secondary)
- ❖ Plus Two (Higher Secondary)
- ❖ Diploma in Electrical and Electronics Engineering

Additional Qualification and Certification

- ❖ Level 2 Basic Food hygiene Training at food point
- ❖ Level 2 Allergen awareness at food point
- ❖ Level 2 food safety awareness at food point
- ❖ Manual handling conducted at food point
- ❖ Safety sign conducted at food point
- ❖ Safety machine conducted at food point
- ❖ **Najm Silver Award Winner in 14/04/2016**
- ❖ **Najm Silver Award Winner in 11/11/2019**

Passport Details

- ❖ Passport No. : K2734556
- ❖ Issue Date : 12/01/2012
- ❖ Expiry date : 11/01/2022
- ❖ Place of issue : Trivandrum
- ❖ Visa status : Visit visa

License Details

- ❖ License No : 3419987(No:7)
- ❖ Issue Date : 10/02/2015
- ❖ Expiry date : 17/02/2025
- ❖ Place of issue : Dubai

Reference:

- ❖ Byju Shahul Hameed – Emirates Flight Catering (Supervisor)
- ❖ Mobile No: 050-9004204

Declaration:

I certify that foregoing particulars are true and accurate to the best of my knowledge. Future, I assure you that if entrusted with a post I will execute my duties very well and efficiently to the satisfaction of my entire superior.

Praveen Prasad

