

Mohammad Sajid

STOCK CONTROLLER/CAMPBOSS/Receiving clerk

Al Khobar

- MAINTAIN ALL RECORD PURCHASING AND ISSUING ITEMS.
- CHECKED EVERY DAY TIME IN AND TIME OUT AND ABSENTISM OF STAFF DURING DUTY TIME.
- MAKING SALARY OF ALL STAFF AND OVERTIME AND VACCATION.
- CHECK ALL CLEANING AREA PROPER CLEAN.
- ALWAYS CHECK HYGINE OF STAFF.
- MAKING REQUISTIONS FOR THE STATIONARY AND ALL OTHER OFFICE SUPPLIES.
- DAIRY AND DISPETCH OF FILE.
- ALWAYS CHECK PURCHSING DATE AND EXPIRY DATE.
- CHECKED EMAIL AND SEND EMAILS LETTER/DOCUMENTS ETC.
- MAINTAIN RECEIVING AND DISPATCH FILE.
- MAKING PATIENT SUMMARY FOR EVERY DAY OF FOOD. Receiving all items through vendor.check items and price.

DATE:

PLACE: (SIGNATURE OF APPLICANT)

Willing to relocate: Anywhere

Work Experience

STOCK CONTROLLERS

Tamimi super market

October 2018 to Present

MAKING ALL STAFF SALARY
PURCHASING AND ISSUING
CHECK PROPER HYGINE.
CHECK WESTAGE FOOD.
EVERY DAY INVENTORY.
CHECK PROPER FOOD.
EVERDAY SELLS REPORT

STORE KEEPER

SAUDI MEDICAL SYSTEM CATERING DEPARTMENT

2006 to 2018

SITE: PRINCE SULTAN MILITARY MEDICAL CITY K.S.A.
DESIGNATION: STOCK CONTRLLER
PERIOD: 2006 TO 2018

HOTEL HOLIDAY PALACE - Mumbai, Maharashtra

May 1999 to December 2005

CURRENT: WORKING IN THEEMA RESTURENT KSLINA MUMBAI AS A RESTURENT SUPERVISOR.

Education

DIPLOMA IN COMPUTER/DIPLOMA IN ACCOUNTING

Magadh university

Skills / IT Skills

- PURCHASING AND ISSUING AND INVENTORY
- Inventor

Online Profile

<http://Yahoo.com>

Awards / Achievements

Gci certificate

June 2012

Psmmc hospital catering Dept awarded me gci certificate

Additional Information

I have catering hotels food and beverage shopping mall as a stock controller 10 year experience for this field