



JOY PRAKASH ARANHA

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Available immediately with NOC in Qatar

An energetic, self-motivated, and hardworking, well-organized individual, who can take initiative and recommend favorable business ideas and controls for overall organizational benefits.

WORK EXPERIENCE:

Integral Food Services W.L.L, Qatar

Sept 2019- Present

(Audit Executive)

- ❖ Conduct site visits to locations and performing audit as per audit plan and checklist.
- ❖ Identifying cost savings specially reducing of wastages, optimum utilization of resources.
- ❖ Identifying potential Risks, Internal Control gaps and thefts and highlight the same to the management with recommendations.
- ❖ Conducting surprise Inventory and cash counts and reporting the anomalies to management for corrective action.
- ❖ Identifying revenue leakages by verifying the POS rate and Menu rates.
- ❖ Performing cost analysis to check whether selling price recovers the cost of the item.
- ❖ Comparing vendor wise prices of the item to verify if the purchases are done properly.
- ❖ Checking the correctness of transfer and GRNs made in the ERP with proper supporting documents.
- ❖ Monitoring the corrective action taken by operations and reporting the deviations if any to Internal Audit Head.

Austen Agency Group Companies, Kenya

Jan 1999- Aug 2018

(Store Admin Manager & PA to Chairman)

- ❖ Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
- ❖ Able to follow standards for issuing and receiving stock within the store's area of operation.
- ❖ Responsible for storage of both food & beverage and operational stock.
- ❖ Responsible to verify all goods arrived as per the orders made and agreed quantity has been received.
- ❖ Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- ❖ Ensure all store requisitions are signed by concerned Department Heads and approved by GM depending upon the hotel's operations procedure.
- ❖ Ensure the quantity requested and the quantity issued always matches.
- ❖ Ensure store requisition form is signed by the person collecting the goods and enter the Inventory/Materials Management System.
- ❖ Conduct physical stock audits on a regular basis as advised by the Financial Controller and the physical count to be tallied with the inventory count from the MMS - Material Management System.
- ❖ Providing all kind of administrative services to chairman.
- ❖ Ensure all correspondence and relevant materials are produced in a timely and accurate manner.
- ❖ Perform any other duties as assigned by the Chairman & management.

Key Skills:

- Internal Controls
- Cash Controls
- Stock management
- Identifying cost savings techniques.
- Tracking & Verifying Inventory, POS controls

Personal Details:

- Status: Married
- DOB: 05 Feb 1972
- Nationality: Indian
- Languages:
 - English
 - Hindi
 - Kannada
 - Konkani
 - Tulu
 - Swahili

Education:

- **SSLC**- St. Lawrence High School (1988)
- **PUC**- St. Mary's Pre-university
- **B.COM**- Mangalore University

Computer Proficiency:

- **MS Office**
- **Email - Outlook**

Beach Motel, Fujairah
(Store Assistant)

Apr 1996- Jul 1998

- ❖ Direct Report to GM on day-to-day sales along with variances and reasons for the same.
- ❖ Sales promotions of liquor store and managing and controlling the inventory of the same.
- ❖ Cash handling and depositing along with reconciliation.
- ❖ Day to day banking activities.
- ❖ Weekly inventory and cycle count to check the variances and take Corrective actions.
- ❖ Dealing with vendors to get best prices.
- ❖ Stock supplies to various night clubs, sports bar & pubs within.

TATA Consultancy services ltd, India.
(Executive Assistant)

Nov 1995- Apr 1996

- ❖ Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
- ❖ Data Entry
- ❖ Filing all incoming & outgoing correspondence, faxes & emails.
- ❖ Handling confidential files
- ❖ Handling incoming & outgoing calls
- ❖ Attend daily & weekly business meetings

EVA Departmental Store, India.
(Manager-In-Charge)

May 1994- Feb 1995

- ❖ Performing daily data entry work to keep tract and records.
- ❖ Monitoring day-to-day operations of the store.
- ❖ Managing the books of accounts
- ❖ Ensuring and monitoring customer feedbacks and taking corrective actions.
- ❖ Monitoring the PAR level stock and ordering based on sales pattern.
- ❖ Supplier & Payroll management

Declaration:

I hereby declare that all information furnished above is correct to the best of my knowledge

Joy Prakash Aranha