**SHAMEER HAMEED**

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**CAREER OBJECTIVE**

Seeking a challenging opportunity in a reputed concern, where I can utilize my skills and be an asset to the organization in any given challenge.

**PROFILE**

Dynamic and self motivated, with experience in Hospitality industry. Excellent communication and negotiation skills. Hardworking and honest. Seeking additional responsibilities in the fast- paced and challenging environments. Ability to work cross-functionally with minimal supervision. Good at time and stress management.

**EDUCATIONAL QULAIFICATION S**

Bachelor of Arts in Political Science from Calicut University (2000 to 2003)

Pre Degree from Calicut University (1998 to 2000)

Secondary School Leaving Certificate (Class X)

**COMPUTER PROFICIANCY**

Working knowledge with Check HOTSOFT –Software

Working knowledge with Check SCM –Software

Working knowledge with Check EAM –Software

Working Knowledge with FMC –Fidelio Material Control System.

Working Knowledge with MS –Windows Operating System especially in Food Beverage.

Working Knowledge in SAP Software in ERP System under Food and Beverage.

**LINGUSTIC PROFICIANCY**

English: Can Read Write & Speak

Hindi, Malayalam, and Tamil: Can Read Write & Speak

Arabic: Can Read & Write

**WORKING EXPERIENCES**

**Vegmantra Restaurant Calicut, Kerala**

Worked as a **Purchasing Manager** since **2019** February to December 2019to the following responsibilities.

Driving hotels purchasing department to deliver continued increased efficiencies, oversees the specifications, deadlines, quality, and costs.

Purchase the highest quality merchandise at lowest possible cost and in correct amount.

Prepare purchase orders and review requisitions for goods and service.

Research and evaluate suppliers based on price, quality, selection , service, support , availability, reliability, production and distribution capabilities and the supplier’s reputation and history.

Analyze price proposals, financial reports, and other data and information to determine reasonable prices

Monitor and follow applicable laws and regulations.

Monitoring and supervising the month end inventories

**Shangri-La Hotel – Qaryat al Beri, Abu Dhabi**

Worked as a **Purchasing** **Supervisor in Shangri-la& Traders Hotel Abu Dhabi since 2016** January to October 2018 the following duties and responsibilities.

Assists the Purchasing Manager in driving both hotels purchasing department to deliver continued increased efficiencies, oversees the specifications, deadlines, quality, and costs.

Purchase the highest quality merchandise at lowest possible cost and in correct amount.

Prepare purchase orders and review requisitions for goods and service.

Research and evaluate suppliers based on price, quality, selection , service, support , availability, reliability, production and distribution capabilities and the supplier’s reputation and history.

Analyze price proposals, financial reports, and other data and information to determine reasonable prices

Monitor and follow applicable laws and regulations.

Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.

Monitor suppliers to ensure that goods come in on time.

Confer with user and vendors to discuss defective or unacceptable goods and determine corrective action.

Maintain and review computerized records of items purchased, costs, delivery, product performance and inventories

Assist to the Purchasing Manger to prepare Capex report for the hotel.

Monitor changes affection supply and demand, tracking market conditions, price changes.

Attend meetings, trade shows, conferences and seminars to network with people in other purchasing departments on behalf of purchasing manager

Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors. Responsible for the preparation and processing purchase orders and documents in accordance with the company policies and negotiated terms and conditions.

Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers and/or sub contractors.

Monitor and co-ordinate deliveries of items between suppliers (local and overseas) to ensure that all items are delivered on time

Maintain complete and updated purchasing records/data and pricing in the system.

Conduct competitive market survey analysis.

Coordinate and support departments and suppliers in the purchasing scope of work for projects assigned.

Support relevant departments with quotations for the purpose of tenders.

**Shangri-La Hotel – Qaryat al Beri, Abu Dhabi (Promoted to Purchasing supervisor)**

Worked as a Purchasing Assistant Shangri-la Hotel Abu Dhabi from 2014 February to December 2015

To the following duties and responsibilities.

Assisting to the Purchasing Manager to prepare all the purchasing functions.

Closely working with Purchasing supervisor and all the department to the hotel

Check all the Purchase requisitions and Prepare the Market list for the hotel on daily wages.

Request the quotations from the suppliers and update in the system to the timely manner

Prepare all the purchase orders and send to Suppliers on daily wages related to the F&B General and Engineering department to the Hotel.

Coordinate with Receiving department and Stores related to the deliveries from the suppliers.

Follow up with suppliers for pending and partial deliveries.

Follow strictly HACCAP and EHMS policy for the hotel all the time

**Shangri-La Hotel Doha – Qatar (Pre Opening)**

As a Purchasing Assistant infrom 2013 May to 2014 January.

Assisting to the Purchasing Manager for day to day purchasing functions.

Working as a Pre Opening Purchasing team to under rules of Shangri-La Corporate policy.

Checking related to HEOS of Hotel and preparing the report.

Checking the all departmental requirement and reporting to the Purchasing Manger on timely manner.

Getting quotation from the Suppliers and making updating in to the system.

**Moven Pick Hotel Deira Dubai – UAE**

Worked as a Receiving Clerkfrom 2012 February to April 2013.

Receiving all items to the Hotel according to the Policy and procedure.

Checking the items to the related departments and sending to directly.

Booking the invoices according to the LPO and sending to Accounts Payable in daily batches.

Preparing Receiving Summary according to separate cost centre in the Hotel to Cost controller.

Assisting to the Cost Controller in Inventory time and Month end closing and balancing.

Assisting Accounts Payable department to Month end closing and balancing.

Assisting to the Purchasing Department in daily basis and Reporting deliveries and other related issues.

Follow HACCP Policy to the hotel all the times .

**Abu Dhabi National Hotels Compass** Middle East Company

Worked as a Store Keeper from 2011 May to January 2012.

Ordering Receiving and Issuing Food Beverage and General Store items as per the standard of Hotel.

Booking invoices and sending to daily basis in Accounts department

Keeping and verification of Food, Beverage and General Items as per the Standard.

Work closely with Purchasing Manager and interaction with other Departments.

Checking the Stock of Store and Manage the Monthly Inventories in the base of cost Level.

**Al Bustan Rotana Hotel Dubai – UAE**

Worked as a Store Keeper from October 2008 to March 2010.

Working under the Materials Manager

Prepare marketing analysis and prepare the Quotations in the system.

Following to the supplier related deliveries.

Checking and maintaining the Store according to the HACCP System.

Maintaining, receiving and issuing store items in to the terms and conditions.

Checking the slow and fast moving items and reporting to the related departments in monthly basis.

**Al Bustan Rotana Hotel Dubai – UAE**

Worked as a Store Assistant from April 2007 to October 2008. (**Promoted to Store Keeper)**

Receiving and issuing food, Beverage and General Items as the requirements of several departments to

The Hotel.

Checking the stock of items and reporting to the Store keeper in daily basis.

Always follow the FIFO Policy in Receiving and issuing goods in to the store in daily basis

**OTHER QUALIFICATIONS**

Passed Basic Food Hygiene Course at the Royal Environmental Health Institute of Scotland.

Attended and passed to the Fire and Safety Training Conducted to the company.

**REFERENCE**

* **Mr. Gagan**

Purchasing Manager, Shangri-La Hotel – Abu Dhabi

[gagandeep.singh@shangri-la.com](mailto:gagandeep.singh@shangri-la.com)

* **Mr. Mohammed Balouch**

Central Purchasing Manager, Shangri-La Hotels – Middle East

[mohammed.balouch@shangri-la.com](mailto:mohammed.balouch@shangri-la.com)

**DECLARATION**

I do hereby declare that the information given above is true to the best of my knowledge and behalf.

**SHAMEER HAMEED**