



MIDILAJ K T

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ABOUT ME

Effective communicator with excellent planning, organizational and problem-solving skills. Possess a focused; improve the sales with excellent relationship management skills. Team leader with the ability to recruit, train and mentor the team members. Team leader with the ability to recruit, train and mentor the team members. To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of customer service. To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance and encourages new learning.

WORK EXPERIENCE

MANAGER

MAZALI RESTAURANT [20/01/2020 – 01/02/2022]

ZONE BY THE PARK [2019 - 2020]

City: Perinthalmanna

Country: India

1. Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
2. Able to follow standards for issuing and receiving stock within the store's area of operation.
3. Monitor and take inventory on regular basis to compile orders based on par levels or needs.
4. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
5. Monitor PAR levels for all food items to ensure proper levels.
6. Responsible for storage of both food & beverage and operational stock.
7. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
8. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.

EDUCATION AND TRAINING

HOTEL MANAGEMENT

EXECUTIVE DIPLOMA IN IN HOTEL MANAGEMENT AND CATERING SCIENCE [01/07/2018 – 20/11/2020]

Address: CHENNAIS AMIRTA INTERNATIONAL INSTITUTE OF HOTEL MANAGEMENT CHENNAI ,
CHENNAI

HIGHER SECONDARY

KERALA BOARD OF HIGHER SECONDARY SCHOOL [10/06/2015 – 20/05/2017]

Address: ST. MARY'S HIGHER SECONDARY SCHOOL PARIYAPURAM MALAPPURAM , Malappuram (India)

HIGH SCHOOL

SECONDARY SCHOOL LEAVING CERTIFICATE [01/05/2014 – 20/04/2015]

Address: ST. MARY'S HIGHER SECONDARY SCHOOL MALAPPURAM , Malappuram (India)

LANGUAGE SKILLS

Mother tongue(s) : **Malayalam**

Other language(s) :

English

LISTENING C1 READING C1 WRITING C1

Hindi

LISTENING B2 READING B2 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION C1

DIGITAL SKILLS

My Digital Skills

Procedure / Customer service / Facility / Data entry / Inventory control / Storage areas / Inventory levels / Purchase order / Stock items / Computer system / Medical supplies / Supply department / Ensure accuracy

COMMUNICATION AND INTERPERSONAL SKILLS

ATTENTION TO DETAILS

- ☐ Attention to detail is the ability to notice small details and make sure they're correct.
- ☐ Store keepers need to be attentive to their surroundings when working with customers, as it's important to remember what each customer buys so you can provide them with accurate change or receipts.
- ☐ It's also important for store keepers to pay attention to details in order to ensure that products are stocked correctly and priced accurately.

ORGANISATION

- ☐ Organization is the ability to keep track of and find information quickly.
- ☐ As a store keeper, you may need to know where items are in your inventory or which products have been on the shelf for too long.
- ☐ You also might use organization skills when tracking sales data or managing employee schedules.
- ☐ Keeping organized can help you be more efficient at work and reduce stress by knowing where to find what you need.

PRODUCT KNOWLEDGE

- ☐ Store keepers should have a thorough knowledge of the products they sell.
- ☐ This ensures that customers receive accurate information about the items and can make informed decisions when purchasing them.
- ☐ It's also important for storekeepers to know how to use the products they sell, so they can answer questions from customers who need help operating equipment or using the product correctly.