LAUREL SEALY

#33 BALLANTYNE ROAD

FVE RVERS AROUCA

[laurelsealy@hotmal.com](mailto:laurelsealy@hotmal.com)

692-0546/390-0863

**WORK EXPERENCE**

September 2015 – June 2017. Chaguanas Secondary School Café

* Created and Prepared all the menus
* Cooked all the meals
* Food costing and purchasing
* Supervised staff count of 5
* Ensure proper hygiene, storage and food safety was maintained.
* Customer service and cashing

**HEAD COOK/SUPERVISOR**

July 2014 – June 2015 **Advance Foam Ltd/Serta Caribbean**

* Handles local and foreign purchases.
* Created and maintained all purchasing documents.
* Source goods/services and maintained relationship with suppliers.
* Assisted with logistics and inventory duties.
* Weekly updates and monthly finance reports.
* Purchased, maintain and distribute all office consumables.
* Maintain goods in transit reports and liaise with accounts in regards to payment due dates of foreign suppliers.
* Assisted with preparation of shipping documents.

**PURCHASING AND LOGISTICS ASSISTANT**

**ACTING PURCHASING OFFICER**

October 2013 – May 2014 **Sunny Group of Companies**

* Handles all the purchases for the company (15 locations)
* Source goods/services and maintain relationships with local and international suppliers.
* Develop and negotiate contracts, pricing and purchase orders.
* Maintains all stock control and par levels
* Assisted with stock distribution
* Developed and maintains excel inventory control database
* Handles all data entry and maintain the Inventory Tracker & Assets Tracker software
* Responsible for fortnightly & monthly cost controls and analysis.
* Monthly financial reports
* Routine visits to various locations
* Assisted with the preparation of shipping documents
* **PURCHASING/LOGISTICS OFFICER**

February 2009 – October 2013 **Carlton Savannah Limited**

* Handles all the purchases for the organization
* Source goods and maintain relationships with local and international suppliers.
* Develop and negotiate contracts and purchase orders
* Maintains all stock control and par levels
* Manages and control all storeroom activities, stock distribution
* Developed and maintains inventory control database
* Handles all data entry and maintain the ACCPAC software
* Responsible for fortnightly & monthly cost controls and analysis.
* Monthly audits and financial reports
* **PURCHASING/INVENTORY OFFICER**

July 2006 – March 2009 **Arouca Locksmith Services**

* Managed staff count of 5
* Oversee the daily operations of company
* Handled all purchases and inventory control
* Maintained relationships with suppliers and customers
* Financial duties
* Customer service
* **OPERATONS MANAGER**

September 2006 –April 2009 **Ministry Of Science Tech & Tertiary Education**

* Information Technology instructor- Evenings
* Maintain purchases & inventory control for assigned center.
* **INFORMATON TECH NSTRUCTOR**

December 2005 –July 2006 **St Kitts Marriott Resort And Royal Beach Casino**

* Fine Dining a la carte show cooking
* Chef assistant
* Liaised with suppliers, created and maintained database
* Handled all the purchase orders for the kitchen & restaurants
* Data Entry
* **LEAD Cook promoted to SUPERVSOR**

April 2002-November 2005 **Hilton international Resort (Tobago)**

* Saucer Chef Fine dining a la carte
* Garde manger and production
* Menu planning recipe costing
* Assisted in office and computer duties
* Assisted in sourcing goods for kitchen
* Storeroom & inventory maintenance
* **DEMI CHEF DE PARTE**

**EDUCATION**

January 2010 – 2015 **CHARTERED INSTITUTE OF PURCHASNG AND SUPPLY (CIPS)**

* School of business and computer science
* Independent candidate

September 2002 – January 2005 **Trinidad and Tobago Hospitality and Tourism institute (tthti)**

* Associate Degree – Culinary Management
* HACCP Training

January 2000- April 2001 **School Of Accounting and Management (SAM)**

* Association business executives (ABE)
* Certificate in business administration

January 1999 – December 2000 **UW School of Continuing Studies**

* Certificate in Administration And information Mgmt
* Information Technology

September 19 – June 1994  **El dorado Secondary School**

* Typing social studies math English (cxc)

**REFERENCES**

Mr Anil Singh

Information Technology Manager

Carlton Savannah Hotel Ltd

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