

# Shibu Biswas



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## **CAREER OBJECTIVE:**

To work in a competitive & challenging work Environment to the best of my ability towards the growth & development of a progressive Organization fully utilizing my inter personal to pursue a challenge & rewarding carrier.

## **EDUCATIONAL QUALIFICATION:**

- Secondary Passed from W.B.B.S.E - 1993
- Higher Secondary (Commerce) from W.B.B.H.S.E - 1996
- B.A. Graduate (from C.U form 2002 to 2003)

## **EXPERIENCE:**

**Store Keeper. Ecolog international(Iraq) August 2013 to August 2015.**

- Producing the Cost Chart day by day in Excel.
- Making Purchase Order, System Issue, Store Receiving Voucher (SRV) by Prolific Software maintaining from other offices in Iraq.
- Maintaining stock inventory, physical verification, tally with system in the end of every month by Prolific Software.
- Taking responsibility in scrutiny of quality, quantity of the supplied kitchen & store materials.

**Store Keeper.**

**Intercat Hospitality LLC. (Doha, Qatar)**

Oct 12 to Feb 13.

- Producing the Cost Chart day by day in Excel.
- Making Purchase Order, System Issue, Store Receiving Voucher (SRV) by Prolific Software maintaining from other offices in Qatar.
- Maintaining stock inventory, physical verification, tally with system in the end of every month by Prolific Software.
- Taking responsibility in scrutiny of quality, quantity of the supplied kitchen & store materials.

**Supreme Food Service (Afghanistan)**

Jan 09 to 28 April 11

- Complete check lists to ensure Freezers, Reefers and Dry storage containers are working correctly and clean.
- Take and record core temperatures of frozen and chilled items.
- Draw stock and issue to kitchen using kitchen requisition sheets.
- Transfer frozen items to thaw facility and monitor core temperatures to
- Ensure items are defrosted safely to ensure food is kept fresh and free of bacteria.
- Receive inventory and store to ensure first in first out principle is practiced by dating all