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**NIRANJAN HUKUMSINGH DABOLA.**

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**M: 9822827479**

***Summary:***

Hospitality Professional with broad experience in all aspects of Supply Chain Management viz Logistics, Procurement, Ware housing, Imports, Freight Forwarding, Clearance, Licensing and various other area of Materials Management.  
  
**Wide experience** with opening Five Star Hotels in India Was involved in setting up Sun n Sand Hotel Unit: Classic Citi investment pvt ltd. ,Goa, Panjim, (The Crown), Sun n Sand Hotel Nagpur Unit: Classic Citi Investment Pvt Ltd..(The Le-Meriden ), Atmantan Wellness Resort; Mulshi lake Pune), Current Hotel project on progress ( Courtyard Marriott; Colva ,Goa) & (Tribute Marriott. Bambolim , Goa).  
  
**Setting up of Materials Department**, Recruitment and Training of Team Members, Creation of Policies, Procedures and Manual for the department. Procurement of all Operating equipment’s and supplies, FF&E, Consumables etc.

**Specialties**: Setting up Procurement department, International and Domestic Purchasing, EPCG, Bonds and Bank Guarantee, Licenses, SFIS, Vendor Development, Vendor Appraisal, Vendor Appreciation Module, Systems & procedure implementation etc.

***Experience:***

**Models Group: Unit Models Leisure Venture .April ‘19 Till Date**

**Designation: Procurement Manager**

**Location: Goa (Panjim)**

**Job Profile**:

* Handle the Hotel Project Courtyard Marriott Colva, Goa 100 Rooms (opening 2021)
* Handle Hotel Project Tribute Marriott Bambolim, Goa 55 Rooms (opening 2021)
* Also handle day to day active of other Unit in Goa: Le Meriden, Bay 15, Lazy lagoon,

Fern Miramar.

**Sterling Holidays Pvt. Ltd .May 2017 to 31st March ‘19**

**Designation:** **Material Manager**

**Location: Goa, (Panjim).**

**Job Profile:**

* Looking after the day to day working of Store & Purchase dept.
* Reporting to the Regional West Head Operation. & GM Purchase. H.O Chennai.
* Setup the Purchase & stores dept. for Daman Resort. Training, SOP Staff & all HOD,
* online Process.

***Hotel Calangute Towers: Sept 2016 to May ‘17***

**Designation: Purchase Manager**

**Location: Goa, (Calangute)**

**Job Profile**:

* *Looking after the Renovation Project of New Wing A .*
* *Also* the day to day function of the Material department.

**Atmantan Wellness Resort Feb’2015 to Oct’15.**

**Designation:** **Purchase Manager**

**Location: Pune, (Mulshi Lake)**

**Job Profile:**

* Looking after the Pre-opening Project Procurement of all Operating equipment and supplies, FF&E, Consumables etc.

**Sheraton Udaipur Palace Resort & Spa Oct'13 till May ‘14.**

**Designation: Purchase Manager**

**Location: Rajasthan, (Udaipur)**

**Job Profile:**

* Looking after the day to day function of Purchase Dept.
* Helped the origination while taking over of the new Brand (Radisson blu)
* Worked done as Advertisement New Contract management with new company tie -up as per.
* looked after the jobs repair & maintenance, renovation project & inspection

**Classic Citi Investment Pvt.Ltd. Unit: Sun n Sand Hotel – March' 09 – Sept ‘13**

**Designation: Material Manager**

**Location: Nagpur**

**Job Profile**

* Procuring materials for Pre- Opening of the hotel Projects
* Solicit bids, secure written and telephone quotations from vendors, analyse bids, perform
* Value and cost analysis and select products and vendors consistent with existing policies and
* Procedures and assist other staff members in doing the same.
* Negotiating with suppliers for discount
* Monitor order and contracts for compliance and performance; recommend cancellation of
* Orders and contracts for non-compliance and non-performance.
* Communicate clearly, concisely and courteously, orally and in writing, and maintain effective
* Business relationships with other employees and vendors.
* Ensure timely delivery of merchandise through consistent communication and follow-up.
* Make effective independent decisions and coordinate all day-to-day office function

**Dona Sylvia Resort (Alcon Victor Group) from May' 08 to February' 09**

**Designation: Material Manager**

**Location: Goa, (Mobor**)

**Job Profile:**

* Procuring material for Alcon victor group of hotels in Goa.
* Reporting directly to the Vice- President on daily operation

**Radisson White Sand Resort from November' 07 to April' 08**

**Designation: Asst. Material Manager**

**Location: Goa, (Varca)**

**Job Profile:**

* Looking after the day to day function of the Material department
* Organized the Purchase & Store Department set up (Country Inn & Suite)

**Classic Citi Investment Pvt Ltd. Unit: Sun n Sand Hotel Oct’ 06 to Oct' 07**

**Designation: Purchase& store Executive.**

**Location: Goa, (Panjim)**

**Job Profile:**

* Worked in Pre- Opening of the hotel.
* Worked as an Asst. Executive Purchase Manager.

**Sun N Sand Hotel April 2004 To September 2006**

**Designation: Purchase& store Executive**

**Location: (Shirdi)**

**Job Profile:**

* Checking received items for quality & quantity check.
* Tender Negotiation with suppliers for Best price on cost.

**.JEWEL OF INDIA ( WORLI) Unit: Sun n sand Hotel From April 1997 to March 2004.**

**Designation**: **Store In charge**

**Location : Mumbai, (Worli)**

**Job Profile:**

* Job involved handling order taking, receiving & checking items
* Allocation of Items for the kitchen heads of various departments.

***Educational Qualification:***

October – 2005 Mumbai University - Bachelor of Commerce

December - 2012 Indian Institute of Material Management ( Nagpur) GDMM ( 2010-2012).

***Other Qualification:***

***Diploma in Office Automation***

* Ms Word, Ms Excel, Access, PowerPoint & Internet

***Personal Detail:***

***Date of Birth*** 07.04.1979

***Marital Status*** Married

***Language known*** English, Hindi& Marathi

***Permanent Address*** C/o G.S Shetty . Anandi Apartment, Block 5, G-5, Opp. Union Restaurant & Bar,

Duler, Mapusa Goa