RESUME

Mr. Pandharinath Dwarkanath Tuwar

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OBJECTIVE

Aim to be associated with an organization that would provide me an opportunity to enabling me to exercise my knowledge and abilities in the best interest towards the growth of the organization investing time and energy in team spirit and improve my knowledge with the latest trends.

# JOB EXPERIENCE: Hospitality Industry - 16 Year +

1) Organization: RJS & SJS FOUNDATION

(A Division of College & Hospital industry)

Duration: 12 OCT. 2023 TO till Date

Department: Store & Purchase

Designation: Central Store & Purchase Manager

JOB PROFILE

* Following documents to be verified before revenue purchases- Price Quotations/ Purchase Indents/ Purchase Orders/ Goods Inward Note/ Gate Pass
* Regular follow up of PO for timely receipt of materials
* All GRN’s must be prepared in the system on the same day of receipt.
* Develop a purchasing strategy.
* Generating Monthly MIS Report like Closing Stock Report, Cost of Consumption, Slow- and Non-Moving Items, Near Expiry Item List etc.

2) Organization: GRAPE COUNTY ECO RESORT, NASHIK

Duration: 29 June 2021 TO 10 OCT.2022

Department: Store & Purchase

Designation: Store & Purchase Manager

JOB PROFILE

* Following documents to be verified before revenue purchases- Price Quotations/ Purchase Indents/ Purchase Orders/ Goods Inward Note/ Gate Pass
* All Purchase related documentation like collecting Quotes, Rate Comparative List Purchase Orders, Rate Contracts, Standing Purchase Orders, Logic Notes, Market Survey etc.
* Regular follow up of PO for timely receipt of materials
* All GRN’s must be prepared in the system on the same day of receipt.
* Develop a purchasing strategy.
* Generating Monthly MIS Report like Closing Stock Report, Cost of Consumption, Slow- and Non-Moving Items, Near Expiry Item List etc.
* Every year vendor Negotiate and agree contracts, monitoring the quality of service provided. • Yearly fix Rate contract all Department items

# Organization: CROWNE PLAZA -PUNE CITY CENTER - AN IHG HOTEL

Duration: 10 Jan 2020 TO 30 May 2021

Department: Purchase

Designation: Asst. Manager – Purchase

JOB PROFILE

* Following documents to be verified before revenue purchases- Price Quotations/ Purchase Indents/ Purchase Orders/ Goods Inward Note/ Gate Pass
* Regular follow up of PO for timely receipt of materials
* All GRN’s must be prepared in the system on the same day of receipt.
* Develop a purchasing strategy.
* Every year vendor Negotiate and agree contracts, monitoring the quality of service provided. • Yearly fix Rate contract all Department items

4) Organization: STERLING SHIRDI - Sterling Holidays Resorts Ltd

Duration: 01 May 2015 TO 01 Jan 2020

Department: Purchase & Stores

Designation: service leader – Purchase & Stores

As a Store & purchase in charge, following are the responsibilities handled

* Daily Main store work, generating and analysing reports.
* Daily Check ABC Analysis, Non-Moving items, expiry items, Spoilage control, Sample testing

Quality Control

* Daily Maintaining Par level inventory, Stock Register the constant check on levels.
* Local purchase &Carrying out purchase of Daily Items from Market
* All GRN’s must be prepared in the system on the same day of receipt.
* Daily Material Management FIFO
* Weekly Vegetable Items Market Survey in local market
* Every year vendor Negotiate and agree contracts, monitoring the quality of service provided. • Yearly fix Rate contract all Department items

4) Organizations. ST. LAURN MEDITATION &SPA, SHIRDI –

(A unique 5-star facility Hotel)

Duration: 01 August 2013 TO 31 May 2015

Department: Account Department Designation: Account Executive Payable

Responsibilities:

* Daily cash report of all revenue of the department with the physical Verification and
* Cash deposited to accounts.
* Daily cash handling & record keeping for the same.
* Reconciliation unit account Entry with bank statements
* Day to day Cash & Credit Purchases Verification & record keeping.
* Daily Verification of the quotations for the materials purchases

5) Organization: PANORAMIC UNIVERSAL LIMITED

(A Division of hospitality industry)

Duration: 12 October 2007 TO 25 July 2013

Department: Purchase & Stores

Designation: Unit Executive -Purchase

The basic job is to set the store activities in the newly opened Hotels across all over India/ 4 Branch. the setup activities finalized in the Hotel Branches as

1. Hotel United 21 in Tiger’s Habitat Kanha Nation Park (Madhya Pradesh)
2. Hotel Chail Crown in Shimla, (himachal pradesh)
3. Hotel Pan card club (Baner Hills, Pune
4. Hotel Sai Sahavas in Shirdi

Responsibilities:

* + Daily Main store work, generating and analyzing reports.
  + Daily proper setup in main store items in new stores
  + maintain good relationship with new and existing suppliers.
  + maintain good relationship with new and existing suppliers.
  + Keep the contract files and use them as reference for the future.
  + Develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded.

EDUCATION /PROFESSIONAL QUALIFICATION

* + Degree course, B.COM from K J S Collage Kopargoan (Pune University).
  + Certificate course in Tally Erp-9
  + Certificate course in MS- CIT
  + Certificate course in English typing

SOFTWARE &EXCEL KNOWLEDGE

* + WINHMS software
  + IDS software
  + WebProl IFIC software
  + Materials Control software
  + Tally ERP -9 software
  + Microsoft Office Excel & Word 2007

PERSONAL INFORMATION

* + Sex: - Male
  + Date of birth: - 01 June 1987
  + Material Status: - Married
  + Languages Known: - Marathi & Hindi, English

Pandharinath Tuwar