

# RESUME

## Present Address:

### **NEERAJ SHARMA**

L-264, Lajpat Nagar, Sahibabad,  
Ghaziabad, U.P – 201005

**Mob:09811639751, 8383894880.**



## Objective

To utilize my talent to the extreme level. Aiding in my growth along with my company and to enlighten myself and to provide. Synergy and act as a catalyst in the organization growth for mutual benefit.

## Personal Mission Statement

To be sincere and faithful in all walks of life.

## Academic Qualification

- MBA from IMT Ghaziabad.
- PG Diploma in Material Management from Bhartiya Vidya Bhavan
- B.Com (H.) from Delhi University.
- Xth & XIth from The Air Force School, Suborto Park, Delhi Cantt.

## Experience

- Worked as an Account Executive in Interadvertising from 01 May 1993 till 31 Dec 1994.
- Worked in Accounts department in The Park Hotel in the year 01 Jan 1995 till 28 May 1998.
- Worked as a Asst. F & B Controller in the Hans Plaza in the year 20 July 1998 till 11 Dec 1998.
- Worked in Purchase Department in Crowne-Plaza Surya Hotel Since 17 April 1999 till 04 Nov 2005.
- Worked as an Executive Purchase in PVR Cinemas 01 March 2006 till 30 OCT 2007.
- Worked as an Asst. Manager Purchase in Retail Chain 'SUBHIKSHA' Oct 2007- 30May2008
- Worked as Asst. Mgr. Purchase in Raddisson Noida , Chain Since 1<sup>st</sup> June2008- 20<sup>th</sup> July2009, ( Pre opening team member).
- Worked as . Purchase Mgr. in Sarovar Group-Hometel Hotel (PreOpening Team member) from 10-5-2010 tol 26<sup>th</sup> Nov 2011.
- Worked as Materials Manager in Pride Hotel Gurgaon Since 1<sup>st</sup> Dec 2011 to 30<sup>th</sup> April 2013.
- Worked as a Purchase Manager in DLF Hotels & Resorts from May2013-May2015.
- Worked as a Head Purchase in Accor Hotels & Resorts from Jun 2015 till Sep 2017.
- Worked as Head Purchase with Nazeer Foods from Sep 2017 Till March 2020.

- Working as Purchase Manager with Marriott Hotels & Resorts From Dec 2022 till Sep 2023
- Working in Ascott Hotels-A Singapore based Hotel Chain as a Head Purchase from Oct 2023 till date.

### **Prime Function:**

- To direct the activities of the Purchase department and implement the company's policies, guidelines and procedures to work efficiently and effectively.
- Allocation of suppliers based on the vendor capacity, location etc., and the company's requirements.
- To survey the market and update the knowledge about new products and suppliers available in the market.
- To coordinate all the functions of the team within the department.
- Any matter which may effect the interests of **COMPANY** should be brought to the attentions of the Management.

### **Key Responsibilities:**

#### **Purchasing Planning**

- To prioritize purchases based on resources and urgency.
- Ensure to evaluate user needs and functionality of various materials purchased.
- Ensure that all Licensing laws are adhered to.
- Plan, direct and control all day-to-day Purchasing functions.

#### **People Management**

- Ensure that the team has been trained for all safety provisions.
- Motivate and develop the team to ensure smooth functioning of the department and promote teamwork.
- Provide effective support to the team to enable them to provide a range of effective and efficient services.

#### **Financial Management**

- Monitor and maintain inventory records of all the purchase made.
- Identify optimal, cost effective use of the resources and educate the team on the same.

#### **Operational Management**

- Prepare and invite tenders, contacts, and other related documents for ensuring a regular supply of materials.
- Ensure to carry out negotiations with vendors, manufacturers and agencies to obtain the best combination of price, quality, quantity, delivery, terms of payment and reliability of supply.
- Investigate and follow-up on complaints received from receiving, stores and user departments about the products and obtain corrective actions from the vendors.
- Keep track of Government Legislations for import of the equipment and materials & also ensure to know the name of the supplier.
- Handle import of equipment and material right from inquiry to the actual purchase.
- Coordinate with the other departments concerned on imports and the advise them on the impact of the same. Check processing and follow up for corrective action.
- Ensure that all policies & procedures are adhered to in purchases.
- Ensure to replace the materials, if not accepted by the user department.
- Coordinate operations with Department Coordinators, Supervisors and other Departmental Managers to ensure operational readiness, efficiency in resource utilization and the prompt delivery of services.

### **Managerial Qualities**

- Leadership skills that utilize persuasion and motivation to attain organizational goals is the most desirable management quality, followed by honesty, integrity, ethical behaviour, tactfulness, openness, and cultural awareness.
- Ability to accept responsibility; Self confidence, motivation, drive and tenacity.
- Ability to enhance organizational performance; Ability to clearly delegate tasks and responsibilities.
- Ability to think strategically, inductively, and creatively.
- And the propensity to recognize and acknowledge other people's ideas.

## **Occupational Health & Safety**

### **Employee Responsibility**

All employees to safeguard their health and safety, and the health and safety of others in the workplace.

### **Job Description & Duties:**

- To make the rate contracts & Amc.Saved Rs10lac for the accor group in the tender 2016-17 & saved Rs 15Lacs of the Co. in Tender 2012-13 for pride group.
- To develop systems and procedures that achieve cost efficiency and guest satisfaction ( Park Plaza).
- To look after the setting of stores & purchase (Park Plaza).To look after the purchase at national levels ,opening of new sites , responsible for the billing & payments & purchase of F& FE items of new sites. (PVR).
- To look after the purchase of fmcc,general, godrej, meatza & coke products in retail ( Subhiksha).
- Liasion with the excise and customs for imported shipments and liquor.
- To do inventory valuation,par stock, reorder quantities,departmental consumption
- To make the market surveys
- To do the vendor site visitation
- To deal only with the authorized & approved vendors
- To approach the branded Companies directly to get the best rates
- To ensure that supply of all the items are as per hptel norms
- To ensure that the par stock are kept in stores always
- To ensure that the inventories are always updated.
- To involve the user department regarding the product & supplies
- To look after the purchase of new projects.
- To ensure that the billing & payments of the vendors are properly done.
- To actively participate with the a/cs department regarding the tallying of a/cs statements of the vendors.
- To always ensure the smooth operations of the hotels are done properly.

### **Attitudes**

- Doing work in honest & ethical manner.
- High level motivation towards work.
- Punctuality
- Devotedness and duty fillness.
- Accepting life as it comes.
- Belonginess to any work spot where I serve.
- Respecting human thing for his god given talent.
- Good problem solver.

### **Strengths :**

- Quick decision maker.

- Fast accomplishment of task.
- Excellent convincing ability.
- Working with full dedication and devotion.

**Personal Related Information:**

Date of Birth : 5<sup>th</sup> September 1972  
Father's Name : Shri V.P. Sharma (EX. – IAF)  
Permanent Address : L-264, Lajpat Nagar, Sahibabad, Ghaziabad, Uttar Pradesh-201005  
Language Known : English & Hindi.

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Place :

Date :

Yours faithfully,

**(NEERAJ SHARMA)**