



# Pritam Singh

Asst. Purchase Manager

Establishing a career with a leading corporate organization with honesty, hard work & dedication in challenging environment, which will help me in achieving my organizational and personal goals and further enhance my knowledge in material functions Responsible for all purchasing functions, quotations, quality and availability. Responsible for physical control of all store items until issued, fully documented under strict control procedures

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## WORK EXPERIENCE

### Asst. Purchase Manager

Ramada by Wyndham Jaipur North

10/2021-Present 

Ramada is a large American multinational hotel chain owned by Wyndham Hotels & Resorts. As of December 31, 2022, it operates 851 hotels with 120, 3444 rooms across 63 countries under the Ramada brand.

### Purchase Executive

Paradise Properties

07/2018 - 09/2021, 

Hotel Paradise in Sikar Road, Jaipur listed under 4 Star Hotels in Jaipur

### Purchase Executive

Royal Orchid Central

04/2016 - 06/2018, 

Royal Orchid Central comes with a complete package of luxury, comfort and quick connectivity to significant landmarks in the 'Pink City'

### Store In-charge

Paradise Properties (Hotel Paradise)

10/2014 - 03/2016, 

Hotel Paradise in Sikar Road, Jaipur listed under 4 Star Hotels in Jaipur

## EDUCATION

### Secondary

Board of Secondary Education Rajasthan

2008,

### Sr. Secondary

Board of Secondary Education Rajasthan

2010,

### B.Com

University of Rajasthan

2015,

## SKILLS

Reviews and processes purchase orders.

Manages other members of the purchasing team.

Maintains records of goods ordered and received.

Negotiates prices and contracts with suppliers.

Builds and maintains relationships with vendors.

Selects prospective vendors and negotiates contracts.

Evaluates vendors based on quality, timeliness, and price.

Schedules deliveries and ensures timely fulfillments of orders.

Researches and evaluates vendors to compare pricing and services.

## KNOWN COMPUTER SOFTWARE IDS

## LANGUAGES

English & Hindi

Full Professional Proficiency

## INTERESTS

Traveling