



SUSHANT MOHAPATRA

Contact No.: 9679999096

E-Mail: susantamahapatra1978@gmail.com.

Address: House No: 2263A, Sushant Lok, Block-C,
Gurgaon-122002, Haryana

Performance-driven Professional in pursuit of challenging and enriching assignments in **Materials Management** with an organization of high repute preferably in Hospitality & Real-estate industry.

PROFILE SUMMARY

Over 19+ years of experience in Hospitality, Real-estate and Retail Industry, Commercial Operations, Cost Control, Vendor Management, Material Management, Team Management. Well versed with Hotel Operations. Multi-disciplinary Executive renowned for planning, and controlling all requisite activities to perform such as sourcing, techno commercial evaluation, negotiation, recommendation, ordering, inspection, expediting & tracking. Proven leader with strong communication skills and exceptional emotional intelligence that excels in matrix and hierarchical structures.

SKILL SET

- **Communication:** Increase management's effectiveness through active listening with superiors and subordinates as well as strong written communication skills.
- **Leadership:** provide and seek out continuing education opportunities to foster a growth mind-set.
- **Delegation:** identify the best person (or people) for a particular task and act as a facilitator to motivate and direct the work.
- **Time management:** prioritize tasks to ensure that projects are completed by deadlines, streamline processes to maximize productivity.
- **Decision-making:** weigh the costs and benefits of various options to determine the best course of action to achieve company goals.
- **Problem-solving:** analyses past and current performance and recommend objectives to improve productivity and profitability.

CAREER PATH

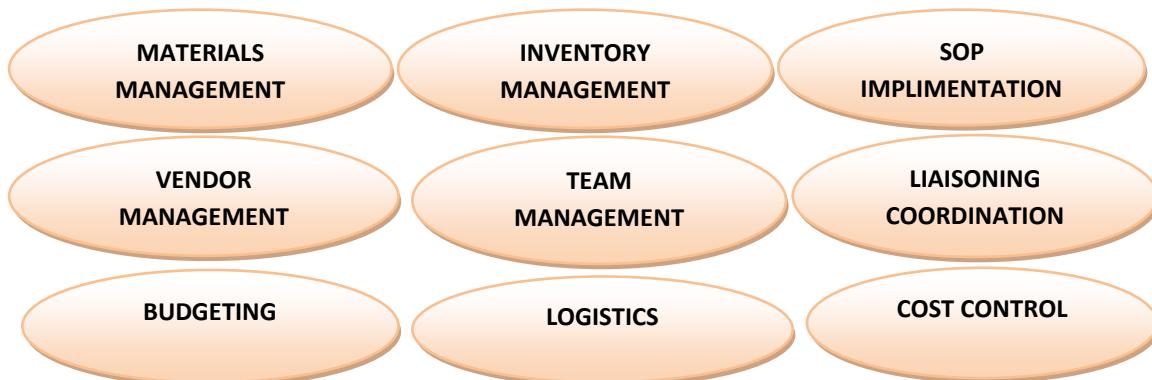


CORE COMPETENCIES

- ❑ Collaborating with suppliers, shipping partners, excise, contractors, etc. as for negotiation of rates contracts & obtaining clearances / licenses for seamless purchase project operations
- ❑ Ensuring availability and delivery of right quality materials at the right time, price and terms; devising efficient logistics management system to ensure delivery of the goods / shipments as per committed timelines and cost
- ❑ Managing effective & efficient costing system resulting in cost reduction, business process and procedures for improving performances
- ❑ Handling incoming & outgoing material activities to ensure accuracy, completeness as well as the quality of materials from supplier's / vendor's send.
- ❑ Assessing the performance of the vendors based on various criterions, such as, percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.



AREAS OF EXPERTISE



CAREER COUNTER



Since August- 2023 onwards, with **The Anya** as Purchase Head, Delhi-NCR.

Key Deliverables:

- Accountable for:
 - Vendor development
 - Inventory management
 - Handling purchase & stores operations
 - Project Procurements
- Facilitating:
 - Preparation on contracts and procurement schedule on monthly, quarterly and yearly basis.
 - Quality checks to carry out the periodic survey.
 - Actively responsible for project as well as renovation and replacement procurements.
- Review & Implemented Procurement Policy for Group.
- Leading the Purchase Group of The Hans with Corporate Purchase Contracts on pan-India basis.
- SOP Standardizations for entire purchase group.
- To generate CMC / AMC at Corporate level for The Hans Hotel, The Anya Hotel & The Hans Coco Palm Resort.
- To submit Procurement MIS to the Directors every month.
- To ensure the hotel conforms to all legislative requirements for food, licensing, fire, employment, health and safety etc.
- Directly sourcing from manufacturers.
- Analyzing month end MIS report, taking necessary steps to strengthen controls.
- Directs budgeting process for all capital expenditure in order that the properties are maintained to the best standard.
- Checking all contracts and orders for fulfillment and satisfactory performance.



October- 2022 to July-2023 with **The Park Hotel** as Purchase Head, Kolkata, W.B.



December- 2021 to October-2022, with **The Lalit Grand Palace** as Purchase Head, Srinagar J&K.



January- 2021 to November-2021, with **The Cabbana Resort as AGM Purchase**, Jalandhar, Punjab.



February- 2018 to November-2021, with **Hotel Palacio as Resident Manager**, Guwahati, Assam.



April- 2015 to January-2018, with **The Cabbana Resort as Materials Manager**, Jalandhar, Punjab.



June- 2012 to March-2015, with **The Park Plaza Kolkata as Materials Manager**, Kolkata, W.B.



December- 2011 to June-2012, with **The Pride Plaza Hotel as Purchase Manager**, Kolkata, W.B.



September- 2008 to November-2011, with **Ambuja Neotia Group as Asst. Purchase Manager**, Kolkata, W.B.



July- 2006 to August-2008, with **Sriyash Group** as **Dy. Purchase Manager**, Bhagalpur, Bihar.

AmbujaNeotia

October- 2003 to June-2006, with **Ambuja Hospitality** as **Executive Store & Purchase**, Kolkata, W.B.

EDUCATIONAL CREDENTIALS

- **MBA** from **National Institute Of Business Management (Executive MBA)**
- **Diploma** Course with **Accounting Package (Tally-6.3)** from "Bright Future Computer Institute". (2002)
- **B.Com** from, Biranchi Narayan Madhava Arjuna College, **Utkal University** of Odisha. Secured 42% marks. (1999)

BEYOND CURRICULUM

Served as a Player in District Cricket Team as Batsman-Cum-Wicket-Keeper (Under-19) at District of Bhadrak on period of (2000-2001).

PERSONAL SNIPPETS

Date of Birth: 26th October, 1977.

Residential Address: Building No: 2263A, Sushantlok, Block-C, Gurgaon-122002, Haryana
Permanent Address: C/O: Mr. K.K Mohapatra, At -Uttar Bahine, Po-Garad Pur , Vi/Di-Bhadrak, PIN-756181, Orissa.

Linguistic Skills: English, Bengali, Hindi, Punjabi and Oriya.

DATE: 26/09/2023

SUSHANT MOHAPATRA