

CURRICULUM VITAE

AMIT KUMAR
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OBJECTIVE

To work in a conducive environment for reputed organization which provides opportunities to learn and enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

PROFESSIONAL EXPERIENCE

Company Name : Atrio by Devam (Unit of Ariv Hotels Pvt Ltd)

Designation : Store and Purchase Manager

Duration : 1st October 2022 to till date

Job Description :

- To order goods and supplies to ensure that maximum/minimum stock levels are maintained.
- To order all items through approved suppliers only obtaining permission or ordering any items which are only available through an alternative source.
- To ensure that goods received are of the quality and quantity ordered and in accordance with the agreed price.
- To ensure the timeous and correct completion of all administration in respect of deliveries.
- To ensure correct stock rotation and that issues are effected on FIFO basis.
- To ensure that all issues are made against requisitions and that no items leave the store room without the appropriate documentation or signature.
- To inform management and follow agreed procedures in the case of spoilage or damage of any items.
- Maintain daily stock records.

Company Name : Atrio (A Boutique Hotel) (A unit of Shokeen Hotels & Resorts Pvt Ltd)

Designation : Purchase Manager

Duration : Feb 2015 – 31st Sep 2022.

Job Description

- Deciding what goods, services and equipment are needed.
- Monitoring and forecasting stock levels.
- Researching and identifying new products and suppliers
- Assessing tenders from potential suppliers
- Negotiating prices and agreeing contracts
- Making sure that supplier deliver on time
- Processing payments and invoices.
- Keeping up with market trends.

Company Name : Hotel Jivitesh (A unit of City Star Hotels Pvt Ltd)

Designation : Procurement Incharge

Duration : Feb, 2014 to Feb, 2015

Job Description

- Getting goods and services for the best price and value.
- Working with suppliers to ensure that key processes are running efficiently and cost effectively.
- Building strong working relationships both internally and with key suppliers
- Contract management and negotiation.
- Understanding and keeping up with new trends and regulations in the business.

Company Name : Mapple Hotel

Designation : Store & Purchase Executive.

Duration : September, 2012 to February, 2014

Job Description

- To order goods and supplies to ensure that maximum/minimum stock levels are maintained.
- To order all items through approved suppliers only obtaining permission or ordering any items which are only available through an alternative source.
- To ensure that goods received are of the quality and quantity ordered and in accordance with the agreed price.
- To ensure the timeous and correct completion of all administration in respect of deliveries.
- To ensure correct stock rotation and that issues are effected on FIFO basis.

- To ensure that all issues are made against requisitions and that no items leave the store room without the appropriate documentation or signature.
- To inform management and follow agreed procedures in the case of spoilage or damage of any items.
- Maintain daily stock records.

Company Name : The Visaya (A unit of Disha Hotels Pvt Ltd)

Designation : Store & Purchase Executive

Duration : May, 2010 – May, 2012

Job Description

- Receives supplies and stock, check conditions of cartoons, package and individual item checks the invoices with the purchase requisitions for accuracy of quantity ordered.
- Issue all items to authorized personnel and record them in the daily issue.
- Ensure that produces are rotated following the rule “First in First Out.
- Assists in periodical physical inventory counts.
- Maintain daily stock records.
- Follows up orders with suppliers to ensure timely delivery.
- Daily receiving and issuing entries in computer.
- Preparation DRR, PO, Re-ordering report, GRN etc.
- Checking of daily issuing checklist and monthly stock statement, Stock tally etc.
- Checking party wise receiving reports
- Rate comparison for tender.
- Preparation tender list.

EDUCATION

Graduate from Magadh University, Bodh Gaya.

PROFESSIONAL EDUCATION

One year Diploma in Computer Science from LCC.

SOFTWARE EXPERIENCE

WINHMS, IDS, Ms-Office, Tally etc

PERSONAL PROFILE

Father's Name : Shree Mahender Singh

Date of Birth : 22nd February, 1975
Nationality : Indian
Religion : Hindu
Language Known : Hindi and English.

Place : New Delhi
Date :

Amit Kumar
