

Curriculum Vitae

■ **Pardeep Goswami**

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🏡 Ward No. 15, Near ITI, Matindu Road, Kharkhoda, Sonipat, Haryana – 131402

Career Objective

Dedicated and detail-oriented **Purchase Executive** with over 3 years of experience in procurement, inventory management, and finance operations in the hospitality industry. Proven expertise in sourcing, cost control, vendor relations, and internal coordination. Seeking to leverage my skills and knowledge to contribute to efficient and cost-effective purchasing operations in a dynamic hotel environment.

Professional Experience

Currently working as a Purchase Executive at Courtyard by Marriott, Sindhu Bhavan, Ahmedabad from March 2025 – Present

Worked as a Purchase Associate at Courtyard by Marriott, Sindhu Bhavan, Ahmedabad from April 2024 – February 2025

Worked as an Purchase & Store Associate in Finance Department at Courtyard by Marriott, Sindhu Bhavan, Ahmedabad from Feb 2023 – March 2024

Worked as an Associate in Finance Department at Courtyard by Marriott, Sindhu Bhavan, Ahmedabad from 10 January 2022 – 31 January 2023

Job Responsibility

Responsible for managing and maintaining stock requirement in line with budget and demands.

Processing all paperwork relevant to the purchase and receipts of goods.

Monitoring and managing supplier performance.

Maintains the store & purchase standard as per sop.

Proper knowledge about in webprolific software.

Complete the formalities necessary at the time receiving.

Focus & control on cash purchase order.

Focus & control on the expiry and damages in store.

Identify and recommend solutions that best fit their requirements.

Handle the responsibility of making local purchase contract.

Proper knowledge to making compression for purchasing required material.

Monitoring and managing the store inventory as per system and physical.

Educational Qualifications

Qualification Institution / Board Year Marks

M.Com MDU University, Rohtak 2021 63%

B.Com MDU University, Rohtak 2018 57%

HSC (12th) H.B.S.E Board, Haryana 2014 66.66%

SSC (10th) H.B.S.E Board, Haryana 2012 79.90%

Key Skills

- Procurement & Purchasing
- Vendor & Supplier Management
- Inventory & Stock Control
- Budgeting & Cost Control
- Documentation & Reporting
- MS Office (Excel, Word)
- Communication & Teamwork

Personal Details

- **Date of Birth:** 09 June 1996
- **Languages Known:** Hindi, English
- **Nationality:** Indian
- **Marital Status:** Unmarried

Declaration

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

Pardeep Goswami