

Resume

Ajit Anant Ghare
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SKILLS

Abilities such as communication and teamwork that help on perform tasks and build relationships with others.

EXPERIENCE

July 2024 - Dec 2024

Store- Purchase executive.

Fairmont Hotel & Resorts Pvt Ltd. (Pre Opening 5 Star 446 Luxury Rooms).

Pre Opening Receiving, store keeping set-up. Project work related follow up with vendors, maintaining material tracker, E tendering Process, vendors source, new development, pre Opening operation All department procurement. With Team work. Ect..

July-2023 - June-2024

Store & Purchase executive

Aurika Hotel & Resorts pvt ltd. (Pre Opening 5 Star 669 Inventory Room).

Hotel Pre Opening Work. Working on SAP.RAW Material Procurement. Very strong at Technical Negotiating. Excellent at Vendor Development. Maintaining Min & Max Stock as Per ABC Analysis. Planning the material based on consumption and Generating Purchase order to the vendor. Generating Purchase Order While Taking due care of Taxes, Rates Terms and Conditions. Ability to manage Credit Purchasing on best terms. Timely Processing Indents and arrange Materials/Spares within the lead-time. Inventory Control & Management across HFL. Vendor Development & Management. Compare, Analysis and Negotiate the Purchase Price within the budget. Timely Processing the Vendors/Suppliers Bills for payments and monthly reconciliation. Statutory Audits & ISO Compliances Effective implementation of SAP & regular updating the data in SAP Module.

Sep-2022 - Jun-2023

Purchase Supervisor

The park Hotels Ltd.

Working on Web prolific software, Receiving, Ordering, materials issue against registration, day wise reports, p.o. and GRN process, cost consumption, rates contract, Engineering items handling & team work.

Apr-2021 - Sep-2022

Stores incharge

Vihang palm club.

Working on IDS SOFTWARE & PETPOOJA SOFTWARE. (Purchase) Purchase planning as per lead-time, consumption, indent & requisition Preparing purchase Order Ordering material through phone, fax, e-mail, etc Follow up with suppliers for timely delivery of Material To make continuously materials that there may be uninterrupted Flow of materials To make purchases in reasonable quantity to keep investment in materials at Minimum Checking Material-quality, quantity according to challans, invoices, purchase Order or order list. To develop alternate sources of supply so that materials may be purchased from Those alternate sources if particular supply the materials Use skills & technique to control the entire monthly purchase. (Store). Keep all materials as per section like liquor, beverage, provision, daily bazaar, dry,

Stationery,maintenance, laundry, etc.Taking inventory of all materials (Counting physical stock and tally with system Stock) Keep minimum & maximum stock level of all materials.Look after safety measures and hygiene of stores. Control loss & damages due to Rodents, etc. (Issue). Issue material according to ‘FIRST IN FIRST OUT’ (FIFO) basis Issue material to various department according to their computerized requisition Daily bazaar & perishable goods directly issued to the kitchen after checking. (Finance Bills processing). Checking bills in respect to challan, quantity, and rates Making entry of all bills&challansinsystem.Forwarding all bills to superior for approval After approval, all bills forward to the accounts department for payment.Coordinateswith accounts for making payment of suppliers and resolving issues if Any Preparing daily M.I.S. reports and forwarding to superiors.Vendor development, (Comparison and Negotiation). Seeking reliable vendors/supplier to provide quality goods at reasonable prices Invite quotations from different suppliers Comparing cost, quality and service in order to get the best value.Preparingcomparison sheets after considering quality, rates, service and payment terms.Meeting with suppliers,evaluate and negotiate the rate & finalize it. (Petty Cash) Control cash purchase.Keep sufficient cash to use for emergency purchase. Making cash purchase vouchers, taking signatures of related employees & department Forwarding vouchers for superior’sapproval, after approval all vouchers submit to Account To reimburse cash.

Feb-2014 - Mar-2020

Store keeper.

Hotel Transit (T24 Residency). (Pre Opening work).

Working on SHAWMAN MMS ULTRA SOFTWARE. Hotel Pre Opening work ,purchase preplan, vendors management,budget,Ordering,Store Issuing, P.O and GRN process, Purchase and negotiation, Cost consumption,Vendors follow up,Inventory & MIS reports.team work.

Feb-2012 - Jan-2014

Store keeper

Hotel Yogi Executive

Working on IDS SOFTWARE. Complete requisition forms for inventory and supplies. Extend all requisitions on a daily basis and update the inventory management software/system. Work closely with Purchasing to order and receive items and equipment. Troubleshoot any vendor delivery issues and oversee/follow up on the return process. Follow up on documentation of after-hours issues ensuring it is in accordance with established internal controls and procedures. Adhere to all Health and Safety procedures particularly relating to food and beverage items. Ensure uniform and personal appearance are clean and professional. Speak with others using clear and professional language. Keep accurate recordings of all incoming and outgoing goods. Notify the store manager/supervisor of any low stock levels. Identify and report any slow-moving items to avoid over purchasing. Verify and track received inventory and complete inventory reports and logs. Perform any other duties as assigned by the management or supervisors.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
S.S.C passed	Kolhapur	52.93%	2006

H.S.C passed	Mumbai University	56.17%	2009
T.Y.B.A passed	Mumbai University	70%	2012
Tally ERP 9	Mumbai University	A" Grade	2014
Desktop management (excel, word & intnet)	Thane board	Pass	2009

ACHIEVEMENTS

- Catering- Food Safety Supervisor. - Sheila Raheja Institute of Hotel Management (2017).
- Aurika Mumbai sky City. - Pre-Opening certificate got. dedication, hard work & best performance.

HOBBIES

Cooking, Reading news & Gym.

STRENGTHS

Self motivates, hard work & Honestly.

ADDITIONAL PERSONAL INFO

Address	Sai Krupa Niwas Room no 03,near station Diva East Thane - 410612. Maharashtra.
Languages	English, Hindi & Marathi.
Date of Birth	16.08.1990
Marital status	Married
Nationality	Indian
Religion	Hindu
Passport	BON068776293823
Gender	Male
Driving license	MH0820200007656