Rajendra Sanap



**Address**: At/P: Manori, Tal – Sinnar

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Objective:

I am seeking a position within the Materials department, possibly with a purchaser perspective (special interest in Supply Chain Management). To work in a challenging result oriented position that can give me better opportunities to utilize my parent capabilities and enhance my knowledge base for future betterment of the organization and to grow with the organization.

Education:

B.Sc In Hotel & Tourism Management with Second Class in 2009

Institute of Hotel & Tourism Management, Nasik

Higher Secondary Certification (HSC- Maharashtra Board), 2006

From Shree Bramhanand New English School & Junior Collage Dodi BK with Pune University.

Secondary School Certification (Nasik Board), 2004

From New English School Manori (Sinnar)

Competency & Skills:

* Ambitious and Confident.
* Possessing good analyzing and problem solve abilities.
* Communication and Presentation skills
* Teamwork & Networking

Experience Summary:

* Currently Working with Kharafi Global Group in Khobar, Saudi Arabia as a Purchase Officer from Oct 2014 to till date.
* Worked with Hotel Trident Bandra Karla, Mumbai as a Materials Assistant from Nov 13 to Sep 2014.
* Worked for Hyatt Pune, A Unit of IHHR Hospitality Pvt. Ltd, in Materials Department as a Material Assistant from March 2013 to Oct 2013.
* Worked with Deltin Resort Daman Hospitality Pvt. Ltd, as a Purchase Executive from Aug 2012 to March 2013.
* Worked with hotel Ista in Materials Department as a Purchase Team Coordinator from month of Feb. 2011 to Aug 2012
* Worked with Hotel Park Ornate Hotel Pune in Purchase & Store department from June 2009 to Jan 2011

Work experience:

1. **Employer** – Trident Bandra Kurla, Mumbai

**Designation –** Materials Assistant

**Job description**:

* To Know The Proper Work Flow In Working Department.
* To Ensure That Store Security Measures Are Observed I.E. Non-Admittance To Unauthorized Personnel And Enforcement Of Proper Lock System For All Stores.
* To Ensure That Losses On Products Are Kept At A Minimum Level By Ensuring Good Storage Sanitation, Hygienic And Cleanliness And That Store Security Is Maintained.
* To Establish Constant Checks Of Physical Counts Of Items Against System Stock Of Inventories And To Ensure That Inventory Of Store Should Be Match With Current In Hand Stock Level.
* To Responsible For All Inventories In The Stores And Assists In The Bi-Monthly.
* To Ensure That Arrangements Are Made Through The Manager-Material For The Procedures Of Emergency Store Issues During The Absence Of Store Personnel And During Store Closing Hours.
* To Ensure That All Products Entering The Stores & Receiving Have Proper Documentation (Receiving Records, Purchase Orders, Marketing Lists, Etc.) And Initial All Goods Taken Into Storage.
* To Ensure That All Products Leaving The Stores & Receiving Are Supported By Properly Authorized Requisitions.
* To Ensure That No Products In The Stores & Receiving Are Below The Levels Of Established Quantity Par Or Minimum Required Stock. When The Stock Of An Item Falls Below The Minimum, A Request For Replenishment Should Be Made.
* To Ensure That Food Store Re-Order Level Replenish (Prepare) In Yearly Twice. Based On The Established Re-Order Stock Levels Of Food And Beverage And Other Operating Supplies Items, To Prepare Grocery And Beverage Lists And Purchase Requests For Replenishment Of Such Stock Items And Obtain Relevant Approvals From The Manager - Finance/Material For These Replenishments.
* In Recording Addition And Deduction From Stocks, We Should Keep One Copy Of The Store Requisition For File.

1. **Employer** – Hyatt Pune, A Unit of IHHR Hospitatlity Pvt. Ltd

**Designation** – Material Assistant

**Job description**:

* + - * + Responsible for day to day purchase activities in materials.
        + Searching potential suppliers for material procurement.
        + Identifying the supplier in the market & getting quotation from them.
        + Finding the right supplier for the company considering the quality of product, rate & delivery period.
        + Making comparisons of quotations.
        + Negotiation with the competitive suppliers.
        + Finalize the vendor with approval of Materials Manage & Director of Finance.
        + Placing order to listed or approved suppliers.
        + Follow ups for the material deliveries.
        + Doing market survey.
        + Proving purchasing related data for various MIS.
        + All other day to day departmental activities regard to Materials.

1. **Employer** – The Deltin Hotel & Casino, Daman, a unit of Daman Hospitality Pvt Ltd.

**Designation** – Purchase Executive

**Job description**:

* + - * + Responsible for the all purchases.
        + Identifying the supplier in the market & getting quotation from them.
        + Finding the right supplier for the company considering the quality of product, rate & delivery period.
        + Placing order to listed or approved suppliers.
        + Follow ups for the material deliveries.
        + Doing market survey.
        + Proving purchasing related data for various MIS.
        + All other day to day departmental activities regard to Materials.

1. **Employer--** Ista Hotel, Pune (IHHR Hospitality Pvt. Ltd)

**Designation**-- Purchase Team Coordinator

**Job description**:

* + - * + Invite Quotations to find the right supplier.
        + Comparison of quotations.
        + Placing the purchase order to the selected vendor.
        + Ensuring confirmation from supplier.
        + Following up with the supplier.
        + Maintain the store also.
        + Maintain the par stock of each item.
        + Stock inventory in every month.ery month update expiry stock..

1. **Employer--**Hotel Phoenix (The Privilage Group of Hotel)

**Designation—**Associate Purchase & Stores

**Job description**:

* + - * + Maintain the hygiene in store
        + Follow the First In First Out (FIFO) procedure
        + Maintain proper data in excel.
        + Monitoring the daily received & issue goods.
        + Making GRN (Goods Receipt Note) & handed over to finance department on time to time.

Software Know

* Show Man
* Prolific
* MMS ( Materials Management System)
* iScala
* Materials Control (MC)

Personal Details

* Gender - Male
* Date of Birth - 07th May 1989
* Lingual Ability - English, Hindi, Marathi
* Marital Status - Married
* Hobbies & Interest - Listening soft Music, Driving, Internet surfing.
* Permanent Address - At/P- Manori, Tal- Sinner

Dist. - Nasik, Maharashtra- 422606 (India)

Declaration

I hereby declare that the information given by me is true to my knowledge.

References available on request.

Rajendra Sanap

Date: 15.01.2015.