

Ajay Sharma

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Career Objective

- ❖ Looking for a good opportunity in Purchase, Procurement and Sourcing department. As a professional I am would love to work for an organization that provides me an opportunity to learn, grow, contribute and excel to the best of my abilities in the field to help it utilize its resources effectively.

WORK EXPERIENCE

- ❖ **Pursuite Enterprises Pvt. Ltd. - Sourcing Manager - (14th Feb 2017 – till date)**

Pursuite is an online solution space for hospitality procurements committed to revolutionize the industry practices of purchase business management.

Job Responsibilities:

- **Associate with Sales & Business development team to drive business in Covid Situation.**
- Brand/Seller Registration: Networking and on-boarding suppliers/brands.
- Order Decision Making Trading/ Market place.
- Sourcing of products for variant hotels against the operation requirement.
- Supply Chain Management & Logistics.
- Cost Analysis.
- Commercial Negotiation
- National & International Sourcing.
- MIS Reporting.

Projects undertaking:

- Have done Procurement for OS&E for 100 rooms property **Mercure Sriperumbudur**, Chennai owned by SAK Buildtech Pvt. Ltd.

Another Small Milestone

- Sourcing Assistance for OS&E products (Fabricated equipments, Engineering Hand Tools & Safety products) for Taj Aravali.
- Procurement of OSE service assistance to Bristol Hotel renovation in 2017.
- Supply Chain assistance of In-room Items for Tree of Life, Varanasi 2017.

❖ **Triguna Hospitality Ventures (India) Pvt. Ltd. (Accor Hotels) – Senior Procurement Executive (10th July 2015 – 7th Feb. 2017)**

Triguna Hospitality Ventures (India) Pvt. Ltd. is a tripartite joint venture, established in 2010, between **APHV India**, **Accor Group** and **Inter Globe Group** to develop Accor managed hotels (comprising upscale, midscale and budget hotel) across India

Projects undertaking

- Have done Procurement and Logistics for **Novotel & IBIS OMR, Accor Combo Project** at Old Mahabalipuram Road Chennai for 153 + 189 Rooms.
- Have done OS&E and FF&E procurement for **Pullman and Novotel Dial, Aerocity**, New Delhi.

Job Responsibilities:

- Working with multifunction team to establish the true nature of requirements.
- Request for Quotation & Request for Technical Information from Suppliers.
- Arrange proposals in Lead Time of biddings.
- Preparation of Comparatives.
- Commercial and Noncommercial Negotiation.
- Preparation of Purchase order & Execution.
- Coordination with supplier for order confirmation and accurate documents for payment as per requirement of finance dept. to process the payment in time.
- Coordination for EPCG License application and registrations.
- Follow up with vendors for material delivery.
- Coordination with CHA for Duty, Customs Clearance and delivery of material.
- Logistics & Transportation. (Check the rates of full load & take quotation on weight basics, volumetric weight and actual weigh in market.) Negotiation on CFT - KG weight and full container loads. And try to reduce the freight cost.
- Coordination with Stores team & supplier for material inspections.
- Preparation of Letter of Certificate of Installation and to submission of Certificate of Installation to DGFT with coordination of Consultant.

❖ **Lemon Tree Hotels Limited – Corporate Purchase Executive (1st April 2013 – 8th July 2015).**

The Lemon Tree Hotel Company is India's 3rd largest & fastest growing hotel chain in India by owned rooms of upscale, midscale and economy hotels. This award winning Indian hotel chain was founded in September 2002.

Projects undertaken

- Have done OS&E & FF&E procurement for **Lemon Tree Hotel Whitefield**, Bangalore for 78 old room & 52 new rooms.

- Have done OS&E & FF&E procurement for **Lemon Tree Hotel Gachi-Bowli**, Hyderabad for 190 rooms

Job Responsibilities:

- Working with multifunction team to establish the true nature of requirements.
- Request for Quotation & Request for Technical Information.
- Arrange quotations in Lead Time.
- Preparation of Comparatives.
- Preparation of Purchase order & Execution.
- Coordination for EPCG License application and registrations.
- Follow up with vendors for material delivery.
- Coordination with CHA for Duty and Clearance.
- Logistics & Transportation. (Check the rates of full load & take quotation on weight basics, volumetric weight and actual weigh in market.) Negotiation on CFT - KG weight and full container loads. And try to reduce the freight cost.
- Responsible for timely passing the bills to accounts
- Preparation of estimated cost per room (CPR) for new hotels projects.

Operational Key responsibility

- Tendering & Annual agreements for Perishable & non Perishable items.
- Tender forms selling and collection tracking.
- Execution of agreements.
- Focus on central purchase of Marketing & Guest Collaterals & Housekeeping items.
- Vendors Sourcing of F&B, Kitchen, House Keeping, Printing items etc.

❖ Hospitality Solutions - Procurement Executive (1ST November 2010 till 31ST March 2013)

Hospitality Solution leading furniture, fixtures and equipment (FF&E and OS&E) purchasing firm for the hospitality industry was founded in 2006, Hospitality Solutions efforts to earned cost-effective, industry-leading results.

Project Undertaken

- Have Worked on **Estimated Cost per room (CPR) & Technical Specification Manuals for OS&E items for Novotel (Accor Group).**
- Assistant in Procurement of all **Operating Supplies & Equipments (OS&E) for Novotel Techpark, Bangalore (Accor Group), Owned by Techpark Hotel Pvt. Ltd.**

- Have done procurement of all **Hotel Operation Equipments (HOE) for Double Tree by Hilton, Gurgaon (Hilton Group) Owned by Balprada Hotels & Hospitality Private Limited (JMD Group)**

Job Profile

- Worked with multifunction teams to establish the true nature of requirements.
- Preparation of BOQs.(Bill of Quantity)
- Request for Quotation & Request for Technical Information.
- Arrange quotations in Lead Time from Domestic & International Vendors
- Preparation of Forex with EPCG & Normal duty Rates.
- Preparation Freight Comparatives for Ex – Works Shipments. Coordinate with Freight Forwarder and Clearance Handling Agents for Imported Shipments.
- Follow up with vendors for material delivery
- Drafting & Tracking Budgets of the HOE & OSEs.
- Tracking the Documents for Imported Goods such Commercial Invoice, Packing List, Bill Lading & Airway Bills.
- Responsible for timely passing the bills to accounts
- OSE & FFE **Budgeting** under conversion of **Forex Currency** Rates in INR
- Searching, Inviting, Meeting and Negotiating with vendors of All Hotels Operation Equipments Such F&B, Kitchen Equipments, House Keeping, Engineering etc.

Key Skills

- Tendering Process for Operational items.
- Preparation of Bill of Quantity.
- Identification and specification of requirements
- Find the supplier who can best meet the needs of the strategy
- RFQ & RFI
- Arrange quotations in Lead Time from Domestic & International Vendors
- Commercial Negotiation
- Competitive Bidding.
- To Prepare the Comparatives for Decision Meeting.
- To Prepare Purchase orders according to Terms & Conditions.
- Logistics and Transportation for Pan India.
- Procurement of all Hotel OS& E, FF&E, EQS and HOE.
- Calculation of EPCG Rates & Forex currency according to INR.
- Global Vendor Management
- Preparation of Comprehensive Reports such as Tender Report, PO & Delivery tracking etc.

ACHIEVEMENTS

- Have completed OSE FFE, EQS of Pullman and Novotel (Soft Opening)
- Have done tendering for Lemon Tree Hotels (Pan India Basis).
- Have done procurement of OSE, FFE, EQS & Engineering items for Lemon Tree Hotel, Gachi Bowli, Hyderabad.
- Have done procurement of Kitchen equipment, Bar equipment, Health club equipment, Laundry equipment, Household supplies, Stewarding supplies, furniture, & engineering items for Lemon Tree Hotel, Whitefield, Bangalore
- Have done procurement of Kitchen equipment, Bar equipment, Health club equipment, Laundry equipment, Household supplies, Stewarding supplies, furniture, & engineering items for Double Tree by Hilton Gurgaon
- Assist in procurement for OS&E for Novotel Techpark, Bangalore
- Have completed the CPR & Product Catalog for Novotel Hotel Ahmadabad, Pune, Kolkata .

EDUCATIONAL QUALIFICATIONS

- MBA from M.D. University, Rohtak.
- M.Com from Kurukshetra University.
- B.Com from Kurukshetra University.

COMPUTER KNOWLEDGE

- Basic Knowledge of M.S. Word & M.S. Excel, Outlook.
- Internet surfing.
- Pursuite Makretplace tool.

PERSONAL DETAILS

Father's name : Sh. Surinder Sharma
Date of Birth : 7th January, 1989
Gender : Male
Languages Known : Hindi and English
Marital Status : Married.

DECLARATION

I hereby declare that all the above information furnished by me is correct to best of my knowledge.

Place:

Date:

AJAY SHARMA