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## Career Summary:

A solution-oriented Procurement Manager with 14 years of experience in Hospitality (Pre-opening & Operations), who can formulate and drive a consistent approach towards all sourcing and tendering activities, to ensure value for money is maximized and cost savings generated. An expert at delivering individual solutions to specific problems by continually improving purchasing methods. Sourcing the best price goods and services without compromising the quality.

## Skills:

- Execute & develop strategic sourcing, sustainability, financial acumen, negotiations & contracts.
- Ability to handle pre-opening and rebranding projects, vendor management & document control.
- Team Leadership, problem solving, training & development.
- Ability to articulate the supply market and take that knowledge to develop a strategy/executable plan & relationship management.
- Strong communicator-Interpersonal skills-ability to build productive working relationship and influence, strong work ethics.
- Extensive knowledge of Inventory management software -IDS, WINHMS, ICMS, iScala, Material control (MC), Prolific, Adaco, ERP-Infor
- Ability to manage multiple priorities, initiatives, customer focus, detail oriented and time management.
- Demonstrable ability of working globally with different cultures

## Professional Experience:

### Procurement Manager

#### Hilton Kinshasa from 1<sup>st</sup> March 2024 - Present

- Strategic Sourcing-Develop and implement procurement strategies, considering budget constraints & quality standard.
- Draft contracts and review for annual contracts for Goods & Services.
- Negotiations, Risk mitigation.
- Manage sourcing of Operational & Capex
- Forecast procurement needs of user department.
- Develop and review purchase requests and ensure authorization as necessary to facilitate.
- Cost Saving initiative
- MC Setup
- Team lead, training, briefing, delegate task
- Importing goods from Overseas
- Establishing foreign and domestic suppliers with market analysis.
- Monitor store and receiving operation on daily basis.

#### Career break from 1<sup>st</sup> April to 29<sup>th</sup> Feb 2024.

- Took intentional pause to focus on full time caregiving my family

### Cluster Procurement Manager

#### Qatar Global Sports Event-FIFA 2022 (68k keys & 600+ properties) From 11<sup>th</sup> Nov2021 – 31<sup>st</sup> March 2023

- Strategic Sourcing-Develop and implement procurement strategies for the pre-opening phase, considering budget constraints & quality standard.
- Vendor Management-Identify and evaluate potential vendors, negotiating favorable terms and agreements. Build and maintain strong relations with vendor to ensure timely, cost & service expectations are met. Evaluate vendor performance and address any issues promptly.
- Participate in Tendering & Bidding process (RFP & RFQ)
- Budgeting, Cost controlling & Risk mitigation.
- Manage category: (Opex & Capex) -OS&E, FF&E, IT, F&B
- Manage services: Manpower, Employees- Visa, Insurance-Travel, Furniture removal services
- Stays abreast of market trend & market survey.
- Delegate task & supervise the work of Procurement Supervisors
- Manage ordering process through material control -ERP software.
- Plan and execute distribution for clusters and sites.
- Procurement System configuration & process flow configuration drive continuous improvement in procurement process.
- Document control & departmental documents archiving for audit.

***Assistant Purchasing Manager (Department Head)***

***Jumeirah RS & Accor-Fairmont from 16<sup>th</sup> July 2018 - 05<sup>th</sup> Nov 2021. Manama, Bahrain.***

- Strategic Sourcing-Develop and implement procurement strategies for the pre-opening phase, considering budget constraints & quality standard.
- Draft contracts and review for annual contracts for Goods & Services.
- Negotiations, Risk mitigation.
- Manage Operational & Capex
- Forecast procurement needs of user department.
- Develop and review purchase requests and ensure authorization as necessary to facilitate.
- Cost Saving initiative monthly analysis & reporting
- FMC Setup (Pre-opening)
- Team lead, training, briefing, delegate task
- Importing goods from Overseas
- Establishing foreign and domestic suppliers with market analysis.
- Monitor store and receiving operation on daily basis.

***Purchase Officer***

***Kharafi Global Riyadh, KSA, 4<sup>th</sup> June 2015 to 07<sup>th</sup> June 2018***

- Forecast procurement needs of user department from different units.
- Local Market survey for new products
- Annual vendor Contract for perishable & nonperishable items (Local)
- Price negotiation & implementing cost savings.
- Establish vendor relationship domestic and International to ensure timely, cost effective and services met expectations.
- Monitor the goods distribution & transportation for the entire outlet.
- Coordinate with Outlets for month end inventory.
- Visit outlet for physical verification.
- ABC analysis & monthly reporting

***Purchase Executive***

***Radisson Blu, Guwahati, Assam. India 08<sup>th</sup> July 2014 to 16<sup>th</sup> Jan 2015***

- Implement & execute procurement strategy and policies for pre-opening and operations to ensure timely, cost and service met expectations.

- Participate in Annual Agreement for Goods & services procurement of operational goods and services, Evaluate, Negotiate contracts.
- Team supervising & training.
- Monitor near expiry, slow moving & nonmoving items in the store, educate team to ensure maintain FIFO, communicate with user department to ensure the stock to be issue before expiry or discard.
- Monitor the stock label & consumption to control the inventory and forecast the demand.
- Analysis ABC for the Procurement cost control
- Monitor month end inventory & reporting.

### ***Team Leader Materials (Purchase In charge)***

***Hyatt Raipur, C.G, India 19<sup>th</sup> Aug 2013 to 11<sup>th</sup> May 2014***

- Implement & execute strategic sourcing, to ensure the timely and cost-effective acquisition of goods & services.
- Tendering, Bidding for annual agreement -Capex & Opex
- Vendor development for better price comparison and availability
- Team Handling, monitor near expiry, slow moving & nonmoving items in the store
- Communicate and follow up with user department for consume the slow moving & near expiry
- Annual Agreements process for Perishable & nonperishable items
- Maintain FIFO in Store / Warehouse for control Expiry and wastage
- Analysis ABC for the Procurement cost control
- Monitor month-end inventory and reporting.

### ***Material Assistant***

***Hyatt Pune, Maharashtra, India 20<sup>th</sup> June 2011 to 14<sup>th</sup> August 2013.***

- Manage store, receiving and Prepare PO
- Coordinate with department for their requirements and specification.
- Maintain FIFO in Store, stacking, tagging for better allocation of items.
- Maintain record of expiry and communicate to concern department for to use before the item get expired or spoiled, Support the Audit team for quarterly audit, HACCP maintain in store.
- Stock issue and update in the system on daily basis.
- Follow up with vendor for delivery lead-time for receiving the goods.
- Month end inventory with the help of F&B Controller.

### ***Sr. Purchase Assistant***

***O Hotel, Pune & Goa, India 04<sup>th</sup> April 2009 to 08<sup>th</sup> Dec 2010.***

- Participate in tendering, bidding for annual agreement & regular procurement process.
- Coordinate with department for their requirements and specification for regular purchase.
- ABC Analysis for to control the excess purchasing & market survey.
- Inviting quotation & prepare comparison & price negotiation.
- Follow up the approval process of capex goods & operational goods.
- Ordering and follow up with vendor for delivery in timely manner.

### **Educational Qualification:**

- Postgraduate Diploma in Material and Logistic Management, University of Pune year-2013.
- Bachelor of Arts (BA), Fakir Mohan University year-2007.
- Diploma in Hardware & Networking year Mitcon e-School-2005.

### **Languages:**

- English, Hindi, Oriya & Marathi.

