

ANIL BISHNOI

Dammam, Eastern Province, Saudi Arabia | +966 55 300 7103 | +91 89009 20829 |
anilbishnoi093@gmail.com

PROFESSIONAL SUMMARY

Results-driven Procurement Officer / Specialist with over 5 years of experience in Manufacturing Construction, Hospitality industries. Expertise in strategic sourcing, vendor negotiation, cost control, supply chain optimization, and procurement compliance. Currently managing end-to-end procurement cycle for Guardian International Technical Contracting (GITC), ensuring timely and cost-effective acquisition of materials for portable cabins, light gauge steel structures, building materials while maintaining quality standards and profitability.

WORK EXPERIENCE

Procurement Officer

Guardian International Technical Contracting (GITC), Saudi Arabia
July 2023 – Present

- Developed and implemented custom procurement strategies targeting key suppliers and contractors to achieve cost-effective project delivery
- Built and maintained strong relationships with market-leading vendors, successfully negotiating substantial discounts through bulk purchasing and competitive bid evaluations.
- Collaborated with finance, project management, and operations teams to optimize procurement supply chain and logistics processes.
- Ensured full compliance with company policies and local/international procurement regulations.
- Monitored Saudi Arabia market conditions and regulatory changes to minimize risks and maximize savings.
- Facilitated international procurement and logistics from China, UK, USA, Bahrain, UAE, Kuwait, India and Qatar.
- Negotiated supplier terms to keep projects within budget and maintain profit margins

Food & Beverage Supervisor

The Ritz-Carlton Hotel, Oman
2023

January 2022 – September

- Managed daily operations of a luxury all-day dining restaurant to deliver exceptional guest experiences
- Performed accurate forecasting, inventory management, and waste reduction to control costs

- Completed budgeting, scheduling, and resource allocation while ensuring timely project completion
- Tracked business performance using key performance indicators (KPIs) and implemented improvements

Project Officer

Taj Hotels, India
2022

December 2018 – February

- Procured materials and prepared detailed reports for management
- Supervised staff and created duty schedules according to operational requirements
- Trained team members on latest hospitality trends and service standards
- Managed costs in line with company policies while maintaining quality assurance standards

EDUCATION

Bachelor of Science in Hospitality Management

Indira Gandhi National Open University, India

SKILLS

Technical & Procurement Skills

- Strategic Sourcing & Vendor Management
- Cost Reduction & Budget Control
- Contract Negotiation & Compliance
- Inventory & Supply Chain Management
- ERP Systems (ODOO, MS Dynamics)
- Purchase Order Management
- Forecasting & Demand Planning
- Quality Assurance & Product Evaluation
- Global Sourcing & Import Regulations

- Procurement Analytics & KPI Monitoring
- Price Benchmarking & Cost Analysis
- Data Analysis & Reporting Tools
- Supply Chain Optimization

Food & Beverage Skills

- F&B Operations Oversight
- Staff Scheduling & Supervision
- Customer Service Excellence
- Dining Room & Bar Supervision
- Opening & Closing Procedures
- POS System Operation
- Guest Satisfaction & Complaint Handling
- Inventory Control & Waste Reduction
- Health & Safety Compliance
- Team Leadership & Training
- Interdepartmental Coordination
- Cleanliness & Sanitation Inspections
- Supplier Audits

Soft Skills

- Leadership & Team Supervision
- Time Management & Multitasking
- Analytical & Decision-Making Skills
- Communication & Coordination
- Problem Solving & Conflict Resolution
- Budget Planning & Financial Reporting
- High Energy & Positive Attitude
- Performance Monitoring & Feedback

References – Available upon request.

Relocation – Willing to relocate .