Dear Sir,

Ref: Logistics Officer

I am writing this letter to apply for the Logistics Officer post based at Various Locations. I saw an open call for the applications on your website

I am very familiar with the work of Logistics Officer, since I was doing the same earlier Moreover; I was very pleased to find out about this employment possibility, since I perceive your Organization as one of the leading companies/organizations.

I believe that my strong educational background and extensive experience in the medical field make an appropriate candidate for the advertised position. As you can see in the enclosed resume, I have been working as a Procurement/Logistics Officer with Deepak Care Ltd for one and a half years. Since, my responsibilities and duties were quite similar to those required in the ad of your organization; I strongly believe I can perform well all the delegated duties and tasks.

On the previous posts I have been always receiving excellent feedback from my employers, which proves my strong commitment to perform my responsibilities in professional and effective manner. I like to work in a team, but I am also comfortable working on my own.

I perceive this employment opportunity as a significant advancement in my career, since ARFH is the leading company in the field. I believe that work in ARFH can be a good environment to show off my full potential and utilize my skills and knowledge. In that line I am looking forward to your call for an interview.

**NOTE: Ready to relocate TO ANY LOACTION..**

Yours faithfully,

Summary

INTERNATIONAL SOURCING, IMPORTS, VENDOR DEVELOPMENT ETC.

Experience

**Manager at DEEPAK CARE LIMITED**

April 2014 - Present (1 year 6 months)

The Procurement Officer is responsible for the timely procurement and delivery of high

quality, low-cost Medical Equipments, pharmaceutical products and the proper processing

of assigned customer orders.

Oversee the activities of the department responsible for purchases

Responsible for the purchase of products and services in the organization.

The task of maintaining accurate records of purchases and pricing.

Play the role of the link between company and suppliers. She ought to look for

interested suppliers and negotiate the best deal for the company.

Prepare purchase orders on behalf of company.

**Sr. Executive at MY SOURCE INNOVENTURES PVT LTD**

November 2012 - December 2013 (1 year 2 months)

Formulating sourcing strategies, vendor identification and development, supply

chain management for High End Medical Equipments across WORLD

Networking and Negotiating on rate contracts/bulk deals with suppliers/vendors

and transporters for procuring Capital & High End Medical Equipments and

merchandise at rates better than the market to ensure competitive advantage to the

customers

Ensure timely delivery of goods and services through necessary coordination with

manufacturers, sourcing agents and business associates in respective cities

Coordination with sales team/ customers for their specific requirements and

fulfilling their requirements accordingly

Ensuring that all the goods conformed to the quality standards as prescribed

Ensuring all necessary documentation with regard to purchase and delivery. #

Maintaining and evaluating all inventory and purchase records.

**PURCHASE OFFICER at FORTIS JESSARAM HOSPITAL**

August 2010 - September 2012 (2 years 2 months)

1. About the purchase (vendor development, negotiation, finalizing terms & conditions

etc.)of capitals (medical& non medicals).cardiac products, gastro

/ortho/uro/gynae/laparoscopic/laprotomy/surgery items,

consumables, instruments, furniture, stationery, IT, dialysis items, medicines, non pharma,

housekeeping,engg. works etc.

2. BUDGETING(Making of estimates of capitals, justifications etc)

3. STORES FUNCTIONS (handling of stores, inventory control, etc.)

4. Negotiation

**ASSTT PURCHASE OFFICER at SAROJ HOSPITAL AND HEART INSTT**

March 2009 - August 2010 (1 year 6 months) ASSISTING PURCHASE MANAGER

**ASSTT STORE INCHARGE at BENSUPS Multispecialty Hospital**

July 2008 - September 2008 (3 months)

HANDLING STORES

**Pharmacy Executive at M/s Sitaram Bharatia Institute of Science**

September 2006 - June 2008 (1 year 10 months)

Worked as O.T; Having a total work experience of twelve years (since 1999). STORES

FUNCTIONS

(handling of stores, inventory control, etc.)

**SR PHARMACIST at NATH BROTHERS**

August 1999 - August 2006 (7 years 1 month)

DISPENSING OF MEDICINE: preparing medicines

Skills & Expertise

**Negotiation, Vendor Management, Purchase, Budgeting, Purchasing, Vendor Relations,**

**Hospitals, Budgets, Supply Chain Management, Sourcing, Strategic Sourcing, Competitive**

**Analysis, Healthcare, Procurement Management, Operations Management, Retail, Team**

**management, Key Account Management, Strategic Planning, Performance Management,**

**Process Improvement, Analysis, Business Development, New Business Development**

**Supply Chain, Team Building etc.**

Education

**Annamalai University**

M.B.A, International Business, 2011 - 2013

Grade: FIRST

**SYMBIOSIS PUNE**

PGD HOSPITAL AND HEALTHCARE MANAGEMENT, MANAGEMENT, 2006 - 2007

**Symbiosis (Pune)**

PGD, Medico Legal Systems, 2006 - 2007

**Annamalai University, Directorate of Distance Education**

B, Sc; Maths, 1996 - 2000

**B.T.E**

D. Pharma from ADITYA INSTT OF TECH(B.T.E. Delhi), 1998; First Division, 1996 - 1998

Grade: FIRST



**Gulfjobseeker.com CV No:** **1482882**