**First Name of Application CV No 1650390**

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**Objective:**To obtain a challenging position deemed suitable for my skills (both technical and management skill sets) and to further my career by joining a highly professional organization and grow professionally through large efforts and innovative work techniques. Excels in multi-tasking and prioritizing work assignments

**CORE STRENGTHS**

|  |  |
| --- | --- |
| Customer Service | Procurement |
| Vendor Management | Cost Reduction/Financial Control |
| RFI / RFP / RFQ | Project Management |
| MS Office/ERP Systems (SAP MM) | Policies & Procedures |
| Negotiation | Sales administration |
| Dispatch & distribution/Supply Strategies  |  |
|  |  |

**Skill-set & Professional Qualifications**

* Excellent knowledge of the ERP systems.
* Extensive experience in SAP MM as end user in Purchase / Inventory modules.
* Excellent customer service skills
* Bright academic records with absolute performance consistency
* Thorough understanding of the fundamental principles of business administration and their practical usage
* Highly organized thought process and well-structured problem dealing attitude with an edge of innovativeness
* Good managerial qualities and skills to handle multiple teams simultaneously
* Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors etc.
* Ability to work independently as well as work with teams having varying backgrounds on complex issues
* Uncommon command over spoken and written English
* Very strong in handling the MS office tools and web search tools

**Work Experience:-**

**Employer 3**

Company profile: **Al Sharq Healthcare, Fujairah, UAE (May 2013 – Present)**

A member of Fujairah National Group (FNG), a highly diversified company, with 40 distinct group companies fit within the following business divisions: Healthcare, Education, Industries, Investment, Real Estate, Hospitality and Trade & Services. Employing over 4,000 people and spread over 50 locations

**Job Profile:-**

* Purchased all Medical and Surgical Equipment and building infrastructure and spares for all Hospital
* Raise Purchase Orders using SAP MM
* Monitor Stock for inventory
* Create and maintain materials on the SAP MM system
* Resolve issues relating to pricing of material in accordance with the markup policies
* Review, evaluate, and approve specifications for issuing and awarding bids to suppliers through RFQ process.
* Schedule store visits and conduct competitor survey.
* Source for new medical equipment and suppliers when the need arises.
* Plan and manage inventory levels of medical materials or products.
* Point of contact for payment related issues between the external vendors and internal accounts payable department
* Generate year end reports of purchase expenditure for various departments and branch medical centers
* Negotiating and supervising supply contracts and formulating policies for suppliers.

**Employer 2**

Company profile: **Jayadeva Hospital, Bangalore, India, February 2010- April 2013**

Hospital is a multispecialty hospital located in Bangalore Most services are based at the Bangalore site but the Trust also runs a highly successful network of HIV and sexual health centers including dentistry, radiology, gynecology and specializes in Cardiology.

**Job Profile:-**

* Ensuring product volumes, and order flow are optimized in order to achieve target service objectives.
* Helped plan the dispose the used surgical items and medicines with expiry dates. Basic functions of Purchasing positions
* Review purchase order claims and contracts for conformance to company policy.
* Develop and implement purchasing and contract management instructions, policies, and procedures.
* Meet with vendors to negotiate improved pricing, product quality, and delivery.
* Negotiating and supervising supply contracts and formulating policies with suppliers.
* Participate in the development of specifications for services, equipment, products, supplies or substitute materials.

**Employer 1**

Company profile: **Northern General Hospital, Sheffield, United Kingdom, Year August 2008-2010 January**

The Northern General is the largest hospital campus within Sheffield Teaching Hospitals NHS Foundation Trust, offering a wide range of specialist services including orthopedics, renal, heart and lung services and a state of the art, purpose built Spinal Injuries Unit

**Job Profile:-**

* Identified new opportunities and negotiated timescales with suppliers. Meeting strict deadlines and ordering on an SAP purchasing system.
* Using SAP to create various reports to check stocks and invoice information. Producing spreadsheets on MS Excel.
* Helped plan the dispose the used surgical items and medicines with expiry dates.
* Maintain complete updated purchasing records/data and pricing in the system.
* Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
* Assist in managing and following up overseas orders.
* Support relevant departments with quotations for the purpose of tenders.
* Coordinate with suppliers to ensure on-time delivery.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
* Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
* Purchase and issue order in accordance to specification.
* Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

**Hexagon Engineers Limited (August 2004 – December 2006: Part-time)**

**Designation: Sales Executive**

**Roles & responsibilities:**

* Dealt with incoming and outgoing mail, filing, faxing, photocopying, incoming phone calls, phoned customers to confirm orders and follow-up quotations which have been sent out.
* Raised all prices, quotes and dealt with any enquiries and complaints.
* Assisted the Commercial Manager with the Purchase Day Book and Cash book.
* Arranged payment for outstanding invoices.
* Also dealt with the ordering and stock check of office equipment and factory stock

**Education:**

**Diploma in Management** from **University of Sheffield, United Kingdom,**

**Engineering** in Information Science from **Atria Institute of Technology, Bangalore**

**Computer skillset:**

**Operating Platforms:** Linux, Windows 7, Vista, Windows 98/XP

**Known Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express, Microsoft Visio

**ERP Systems:** Working knowledge of SAP MM, BI / BO, Informatica

**Personal Details:**

Date of Birth: 11 / 08 / 1985

Marital status: Married

Expected employment status: Full time

Languages Known: English, Hindi, Kannada, and Urdu

Ready to Relocate: Yes