



AKHIL JYOTHI

Ambattu House,
S.H.Mount P.O,
Kottayam, Kerala
☎ : +91 8086889348
✉ : akhiljyothi91@gmail.com

Objective

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

Professional Experience

2017 – Present: Purchase Manager [HOD of purchase & Store] at Sunrise Hospital

- Heading all purchase requirements & stores of the organization's all branches across India.
- Planning and Controls of projects purchases, General Purchases, Maintenance & engineering Purchases and Stores.
- Maintaining good relationship with new and existing suppliers.
- Inviting tenders and allotting tenders.
- Negotiate and agree contracts, monitoring the quality of service provided.
- Keep detailed records on procurement activity, materials quality, specifications etc.
- Give presentations on market analysis and possible growth.
- Directs the storage of supplies; supervises the completion of perpetual inventory actions and the preparations of various reports.
- Confers with other department heads, vendors and outside agencies concerning purchases, deliveries and acceptability of supplies.
- Identifying potentials and reliable vendors to partner with.
- Develop supplier database and establish annual purchasing contracts for lower value, high value items.
- Supporting and supervise my team in documentations on Oracle ERP system and Bar-coding inventories.
- Monitoring & support in developing ABC and VED analysis of Vendors & Stock as per guidelines of the organization.
- Implemented MOU & AMC contracts with vendors and maintaining NABH standard in documentations & procedures.
- Monitoring the consumption of each department, handling near expiry items, forecasting & purchase of asset, handling team members problems are my day today activities.

2014 – 2017: Material Management Officer at Lourdes Hospital

- Plans and forecast the procurement of supplies and equipments.
- Approves requisitions, prepares purchase orders and other documents related with procurement process.
- Supporting and supervise my team in documentations on Oracle based ERP system and Bar-coding inventories.
- Supervise in analysis of financial planning.
- Supervises the receipts of supplies and verifies shipping documents against invoices and other data.
- Directs the storage of supplies; supervises the completion of perpetual inventory actions and the preparations of various reports.
- Confers with department heads, vendors and outside agencies concerning purchases, deliveries and acceptability of supplies.
- Inspection of stock and issued items to departments in a while in-order to check those are fulfilled their requirements and utilized effectively.
- Control inventory levels and ensure availability of materials during emergencies.
- Maintaining good relationship with new and existing suppliers.
- Negotiate and agree contracts, monitoring the quality of service provided.
- Keep detailed records on procurement activity, materials quality, specifications etc.
- Give presentations on market analysis and possible growth.
- Develops purchasing strategy by using several optimization techniques.
- Attends meeting and trade conferences.
- Executed AMC, MOU contracts with vendors and regular training of staff to improve productivity.

2011 – 2014: Procurement cum Inventory Officer at DSR Engineering Pvt Ltd

- Develop lead and execute procurement strategies.
- Craft negotiation strategies and close deals with optimal terms.
- Partner with end user to ensure clear requirements documentations.
- Forecast price and market trends to identify changes of balance in buyer- supplier power.
- Identifying potentials and reliable vendors to partner with.
- Managing and evaluation of procurement needs of the factory.
- Negotiate contracts with suppliers to obtain best price and service.
- Develop key relationship with business stake holders and strategic supplies partner to improve business.
- Develop supplier database and establish annual purchasing contracts for lower value, high value items.
- Inviting tenders and allotting tenders.
- Negotiate and agree contracts, monitoring the quality of service provided.

Educational qualifications

MBA – Supply chain and operational Management, UK.

University: Leeds Metropolitan University

Year of Passing: 2011

BBA – Business Administration & Health Care Management

University: M.G University

Year of Passing: 2009

Consultancy Projects

- **2011 [5 months]: Keighley & Worth Valley Railways, UK**

Consultancy project conducted in Keighley & Worth Valley Railways, UK, aimed to develop business of the nonprofit organization through prospect funding, partnerships and evaluate present partnerships.

Achievement: Selected as best project among 2011 academic year.

- **2011 [2 months] : Leeds City Council, UK.**

Conducted a project among customers in the **Leeds city (UK)** to identify what are the transport options the consumers are using to access the city in order to **Development of Business** of the City.

Achievement: This study gave me an understanding of how customer's behavior will change in accordance with the facilities which are offered for them.

Professional Skills

- Excellent organizational and leadership skills.
- Familiarity with supply chain and inventory management systems [ERP].
- Understanding of forecasting and budgeting.
- Problem management and strong analytical skills.
- Good oral and written skills
- The ability to adapt to different client needs and to develop and maintain successful working relationships.
- A flair for negotiation and networking.
- The ability to make important decisions and cope with the pressure of demanding tight deadlines.
- A confident and mature approach on day today activities.
- Ensure transparency, fairness, efficiency and accountability in operations.
- Follows QMS of NABH standard procedures.
- Time Management.
- Creativity and problem solving.

Interests and Activities

- Freelance Photography, Watching Movies.
- Travelling, occasional book reading, lessoning to music.
- Freelance online teaching & data processing for international students.

Computer Proficiency

Operating System : MS Windows
Suites : MS Office
ERP : Mediware (oracle), HMS Iware (oracle)

Personal Background

Father's Name : A.P.JyothindraNath
Mother's Name : RemaJyothi
Date of Birth : June 23, 1988.
Sex : Male
Marital status : Married
Nationality : Indian
Permanent Address : Ambattu House, S.H.Mount. P.O,
Kottayam, Kerala, India- 686006.

Declaration

I do hereby declare that the information furnished above is true to the best of my knowledge and belief moreover, I do my duties with the entire satisfaction of my institution and superiors.

Akhil Jyothi