

**KRISHNAPRADEEP P. R**  
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## **CARREER OBJECTIVE**

To get a challenging and responsible posting in the field of Procurement to enhance professional capabilities as well as to achieve the goals of the organization.

## **EXPERIENCE**

6 years and 8 months of work experience in the procurement of laboratory chemicals, surgical instruments, equipments, consumables and reagents in the Hospital.

## **PROFESSIONAL EXPERIENCE**

### **1) Rajagiri Hospital, Cochin (Accredited by NABH & Joint Commission International)**

**Designation: Executive - Materials & Purchase (April 2017 - Present)**

**Specialization: Laboratory, consumables, reagents, instruments & general purchase.**

#### **Duties and Responsibilities:**

1. Processing of Purchase-requisitions. Which includes:
  - a) *Obtaining quotations from vendors.*
  - b) *Comparing price and quality of items.*
  - c) *Participating in negotiations with the vendors.*
2. Purchase Order processing.
  - a) *Creating POs through online.*
  - b) *Mailing soft copy of the POs to vendors.*
3. Following-up of materials in daily basis to ensure the timely delivery of items.
4. Checking and replying to mails.
5. Creation of Good Receipt Notes based on the materials received.
6. Verifying invoices with PO and GRN before forwarding the same to Finance Department.
7. Filing and keeping of all relevant documents in an orderly manner.

8. Ensuring the smooth functioning of the department.
9. Fulfillment of other incidental duties as and when required.

**Additional Responsibilities:**

- Acting as an in-charge in Materials department (Inventory Consumption Store)
- Reordering the materials and keeping sufficient stock at all times.
- Issuing of materials to users against approved indent orders.
- Carrying out of stock verification in weekly basis.
- Monitoring and supervising the work of down-level staffs.
- Giving training to newly joined employees.
- Ensuring the smooth functioning of the department.
- Reporting to Vice President of materials.
- Fulfillment of other incidental duties as and when required.

**2) Amrita Institute of Medical Sciences & Research Centre (AIMS), Cochin. (Accredited by ISO 9001:2008, NABL & NABH)**

**Designation: Purchase Assistant – Lab & Equipment purchase (June 2011 – March 2017)**

**Specialization: Laboratory, consumables, reagents and equipment purchase.**

**Duties and Responsibilities:**

1. Processing of Purchase-requisitions. Which includes:
  - d) *Obtaining quotations from vendors.*
  - e) *Comparing price and quality of items.*
  - f) *Participating in negotiations with the vendors.*
2. Purchase Order processing.
  - c) *Creating POs through online.*
  - d) *Mailing soft copy of the POs to vendors.*
3. Following-up of materials in daily basis to ensure the timely delivery of items.
4. Checking and replying to mails.
5. Verifying invoices with PO and GRN before forwarding the same to Finance Department.
6. Filing and keeping of all relevant documents in an orderly manner.
7. Giving training to newly joined staffs.
8. Monitoring and supervising the work of junior purchase assistants and trainees.
9. Reporting to General Manager of Purchase Dept.
10. Ensuring the smooth functioning of the department.
11. Fulfillment of other incidental duties as and when required.

## ACHIEVEMENTS

College topper award received from **Government Polytechnic College, Nattakom, Kottayam** in the year 2011 for attaining high score in Diploma in Commercial Practice (DCP).

## ACADEMIC QUALIFICATION

Course	Period	Board / University
<b>BACHELOR OF COMMERCE (Co-operation)</b>	2012 - 2014 (3 years)	Mahatma Gandhi University, Kottayam, Kerala
<b>Diploma in Commercial Practice(DCP)</b>	2008 - 2011 (3 years)	Board of Technical Education, Kerala
<b>Plus Two (Commerce)</b>	2006 - 2008	Board of Public examinations, Kerala

## COMPUTER KNOWLEDGE

- MS Office tools viz, MS Excel, MS Word, MS Power Point.
- Microsoft Windows.
- Tally 9.0

## MAJOR STRENGTHS

- Self confidence
- Enthusiasm
- Creativity
- Discipline
- Respectfulness
- Determination
- Dedication
- Honesty
- Hardworking, etc..

## PERSONAL SKILLS

Willingness to learn, comprehensive problem solving ability, able to work under complex situations and pressure, etc..

## HOBBIES

Hearing Music, traveling and communicating with people, etc..

## PERSONAL DETAILS

Age & Date of Birth	27 (31/05/1990)	
Sex	Male	
Nationality	Indian	
Permanent Address	Puthupparampil House, Meenadom P.O, Kottayam, Kerala. PIN - 686 516	
Father's Name	Ratheesan P.D	
Mother's Name	Radhamani M.S	
Marital Status	Single	
Languages	Speak	English, Tamil & Malayalam
	Write	English, Tamil & Malayalam
	Read	English, Hindi, Tamil & Malayalam

## REFERENCES

<b>Rajagiri Hospital, Cochin</b>	
1. Mr. Jose J Manjooran, Assistant Manager - Materials Rajagiri Hospital, Chunangamvely, Aluva, Kerala, India Mob: 9496334190 Office - 0484 6655000	2. Ms. Radhika C Nair, Assistant Manager - Materials Rajagiri Hospital, Chunangamvely, Aluva, Kerala, India Office - 0484 6655000
<b>Amrita Institute of Medical Sciences &amp; Research Centre (AIMS), Cochin</b>	
3. Mr. Krishna Iyer E.V, Supervisor (Lab Purchase), Amrita Institute of Medical Sciences, Cochin, Kerala, India Mob -94478 08122 Office - 0484-6681234 (Ex: 8348)	4. Mr. Gireeshkumar M.P, Purchase Officer (Capital Purchase), Amrita Institute of Medical Sciences, Cochin, Kerala, India Mob - 94462 83831 Office - 0484-6681234 (Ex: 8349)

## DECLARATION

I hereby declare that the abovementioned details are true and correct to the best of my knowledge and belief. Certificates and documents can be made available on request.

**KRISHNAPRADEEP P R**