**RESUME**

**JERIN VARUGHESE MATHEW**

 **Purathoot House Kozhencherry Keezhukara 689641**

**Pathanamthitta Kerala**

**Mobile:8156938805**

**jerin4us@gmail.com**

 **Objective**

 **Looking for a long-term challenging position in the area of Analytics, which effectively utilizes my professional experience, analytical skills and hard work to meet the goals of the Organization. It is my utmost wish to work in the reputed organization where I believe I can fully utilize and further develop my knowledge, skills and experience.**

**• I T Skills**

* MS Office ,
* SAP & Oracle
* Mail Communications
* **Confidence About**

Awareness of **OT ,Cathlab , Dialysis ,Urology, Ortho, Neuro ,Cardiac ,Gynec,Oncology,Endocrinology,Dental &General medical Consumables product knowledge .**

**• Purchase Department Work Experience**

* **One and Half year experience in Aster Medcity Cochin**
* **ABOVE FIYE YEAR Experienced in VASAN HEALTH CARE PVT Ltd Cochin ( Cooperate Office Kerala )**
* **Six Months Experience in Sunrise Hospital Cochin**
* **One year Experienced in Muthoot Medical Centre Pathanamthitta**
* **Training Programes**
* Muthoot Medical Center Kozhencherry
* Pushpagiri Medical College Thiruvalla
* Medical Trust Hospital Ernakulam Cochin

|  |
| --- |
| **Academic Qualifications** |
|
|
| **Course**  | **University / Board** |  **Year of Passing** |
| MBA in Logistics and Supply Chain ) | Bharathiyar University | Currently doing |
| Bsc. HIA (Health Information Administration) | Sikkim Manipal University College ; Muthoot College Of Allied Health Sciences &Management Studies Kozhencherry | Sep-10 |
| Plus Two | St .Thomas Higher Secondary School Kozhencherry | Mar-07 |
| SSLC | St .Thomas Higher Secondary School Kozhencherry | Mar-05 |

**Course Contents**

➢ Fundamentals Of Hospital Administration

 ➢ Pharmacology

➢ Pathology

➢ Bio statistics & Epidemology

➢ Public Relation Management

➢ Medical Transcription

➢ Computer Application In Health Care

➢ Anatomy

 ➢ Physiology

 ➢ Medical Terminology

➢ Health insurance & Coding

**Hobbies**

* Listening Music and Traveling.
* Languages Known English, Malayalam, and working with Hindi& Tamil .
* Area of Interest Hospital Administration & Public Relation

**Previous Experience**

* **Vasan Health Care Pvt Ltd (January 2010 to August 2015)**

**Designation: Purchase Manager ( Kerala Region )**

\* Dealing all the Pharmacy , OT Medicines , Hospital Equipments , Surgical Instruments , Contact Lenses , IOLs ,Purchasing

\* Revenue generation to meet planned and acceptable returns through effective operations support management

 \*Day to Day Purchase Administration activities

\*To ensure that the cost benchmarks are met at each location.

 \*To establish the Key Performance Indicators for Operations & Customer Service team (s) regional level. \*To ensure that each location meets/ exceeds the set benchmarks on various Key Performance Areas. \*Experience in SAP Management.

\*To meet at least customers on a monthly basis and the Sales/ Key Accounts team once every fortnight to discuss issues and share operational progresses.

 \*To ensure that the facility is maintained as per standards and all cartons are stored as per procedure. \*To ensure that all escalations are resolved within the stipulated timeframe.

\*New vendor development and administrating vendor management.

 • Analysis Day to Day purchase activities in regional. • Branch wise indents scrutinized and arranging for approval from Board Director's.

 • Verify audited purchased stock consumption report.

• Developing smooth relationship between vendor & CPO Management.

 • Visiting branches and developing purchase administration activities.

• Ensuring total utilization of existing resources and manpower through proper control.

 • Managing Processes, Transition of new processes, Plan Resources and optimally deploy to achieve high level of productivity with minimal resources.

• Ensuring all operations staffs are focused on 100% customer satisfaction through absolute communication, commitment to their job.

 • Ensuring total utilization of existing resources and manpower through proper control.

**Aster Medcity Cochin**

**Above One and Half year experience**

* Materials Procurement
* Inventory Management
* Non- Moving items Liquidation
* Vendor Rating
* Vendor Management
* Department Auditing
* **Mainly focused on OT ,Cathlab , Dialysis ,Urology, Ortho, Neuro ,Cardiac ,Gynec,Oncology,Endocrinology,&Dental Consumables dealings .**

**• PERSONAL PROFILE**

Age & Date Birth: 14, 08..1989

Sex : Male

 Father’s Name: Yohannan Mathew

Marital Status: Married

Religion & Caste: Christian & Orthodox

Nationality: Indian

• Reference

* Mr . A. U . Somiah

 Purchase Manager

 Fortis Hospital Banglore

* Manju

General Manager – Purchase & Stores

Aster Medcity

Cochin

8111998139

I hereby declare that all the above-mentioned facts are true to the best of my knowledge and belief.

Date 22/6/15

Place: Cochin Jerin Varughese Mathew