

ROY TR

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Profile

➤ Accomplished 13 years of professional work experience in **Indian Army** as a various fields. Like, **Supply Chain Management, Store Management, Security Management, HR Administration, Accommodation Supervising, Office Management, Online Medical Bill Processing (Insurance), Computer Networking & Office Automation**, Extensive background in Logistics, Transportation and Staff supervision. Team player with excellent organizational and interpersonal skills. Adroit at working under pressure situation, cross-cultural & multi-lingual environments.

Current and Previous Job Role

- ❖ Make Local Purchase Order (LPO) after receiving the Material Requisition Form from concerned Medical Department, and after receiving all quotation from suppliers make comparison. **Good knowledge Sage Software**. Prepare forecast list of purchase request for the Main Warehouse. **Played a main role for new warehouse set up and MIMS (Sage software) implementation.**
- ❖ Ordering products before time so that when the company needs them, they are available in the stock and there is no chance of delay in any process.
- ❖ Received deliveries of new Items & equipment and ensured that all the supplies were in proper order and **handling invoices**. Stored the supplies and items received in their designated place with proper coding, to avoid time wasted searching for items and general confusion.
- ❖ Managing & controlling multiple warehouses, 1 Main Warehouse, & All Hospital Sub Store. Handle day to day warehouse operations.
- ❖ Planning of space management in warehouse and sub stores in hospital. & submit MIS reports to Management on a regular basis and ensure to make them available before deadline.
- ❖ Providing MIMS (Software) training and guidance to warehouse staff for material handling process and storage techniques to be used in racks and shelf, along with bar-coding/labeling and material scanning.
- ❖ **During Army Service:-** Take responsibilities of One Army Company HR Documentation & Perform additional duties of IT administration and Network Operations, Accommodation Supervising, Coordinated safety & security requirements, doing inventory as per stock Ledger, to manage staff under my control and attend the daily meetings. Responsible for office management, personnel, fiscal and material resources required to operate administrative support and Documentation and Store keeping.
- ❖ **Entertained all the Empaneled Hospital and Ex Servicemen by providing clarification on the queries and online issues related with Online Medical Bill processing.**

➤ **Still Working as a Supply Chain Receiving & Purchasing Clerk form Dec 2016 to till date at Nation Hospital, Managed by Medical University of Vienna International, Abu Dhabi, United Arab Emirates.**

Employment Summary

S No	Year	Nature Duty (Work)	Organisation & Location
1	Oct 2002 Jan 2015	Army Service: - Military Training, Regimental Duty (HR, Clerk, Store Keeping, Office Management), IT Section Supervising of Online Medical Bill Processing and Material Management Regimental Duty.	70 Armd Regiment, Indian Army
2	Feb 2015 Dec 2016	Shooting Instructor & Material Management	Al Forsan International Sports Resort, Abu Dhabi

Academic Qualifications

Courses	Board/University	Duration	Year of passing
MBA (HR)	National Institute of Business Management	20012-2014	Nov 2014

Technical Skills & Qualification

Professional Qualification (Through Army Service)

Exam passed	Board/University/Institution	Year of passing
Diploma in Computer Application	Institute of Security Management, Technology & Services Director General Resettlement, Indian Army, New Delhi	2014
Fire & Safety Management	Sai Agni Engineering College, Ahmednagar, Maharashtra, India	2015
Diploma in Security Supervisor & Fire Supervisor Course	Institute of Security Management, Technology & Services Director General Resettlement, Indian Army, New Delhi	2014
Advance Data Processing	Armd Corps Center & School, Indian Army, Maharashtra, India	2007

Personal Skills

- Commitment to continued training and learning.
- Team player with good communication skills.
- Efficient time management and reporting skills.
- Dependable, responsible contributor with committed to excellence and success
- Computer Networking and Office automation

Personal Details

Date of birth : 08 Feb 1982
Nationality : Indian
Sex : Male
Religion : Hindu
Marital status : Married
Passport Number : L6954433
Name on the Passport : Thakidimattam Reghunathan Pillai Roy
Place of issue : Cochin
Date of expiry : 19 Jan 2024
Driving License Details : No 2289489, Data of Expiry 16 Jan 2026
Languages : English, Hindi, Malayalam, Tamil.

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Place: Abu Dhabi

Roy TR