

KRISHNAPRADEEP P. R
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CARREER OBJECTIVE

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

TOTAL WORK EXPERIENCE

7+ years of work experience

- 5+ years in the field of procurement of laboratory reagents, chemicals, surgical instruments, equipments and consumables) in Amrita Institute of Medical Sciences & Research Centre (AIMS), Cochin.
- 2+ years in the field of inventory management (General Store and Pharmacy Store) and procurement of laboratory reagents in Rajagiri Hospital, Cochin.

SUPERVISORY EXPERIENCE

1 year of supervisory experience in Store/Materials department and successfully managed a team of 6 employees.

PROFESSIONAL EXPERIENCE

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

Designation: Executive - Materials & Purchase (April 2017 - April 2019)

Specialization: Inventory management and procurement of laboratory reagents, chemicals & consumables.

Duties and Responsibilities in Materials Department

1. Acting as an in-charge in Materials department (OP Pharmacy Store)
2. Reordering the materials and keeping sufficient stock at all times.
3. Following up and co-ordinating with purchase department for timely delivery of materials.
4. Monitoring and controlling the activities of down-level staffs and assigning duties as per the requirements of department.
5. Ensuring the proper issuance of materials to user departments against the approved

- indent orders raised by them.
6. Cross checking and approving Goods Receipt Notes.
 7. Co-ordinating for proper and timely submission of invoices to Finance department.
 8. Ensuring the proper return of near expiry, damage, formulary deletion and non-moving items.
 9. Preparation of duty roster.
 10. Cross checking and verifying all registers on daily basis.
 11. Reporting of all departmental affairs and matters to Vice President – Materials
 12. Preparation of reports and documents as per the direction of VP – Materials
 13. Co-ordinating for stock verification in the end of every month.
 14. Giving training to newly joined employees.
 15. Ensuring the smooth functioning of the department.
 16. Fulfillment of other incidental duties as and when required.
 17. Taking overall responsibility of stock and department.

Duties and Responsibilities in Laboratory Purchase

1. Monitoring the arrival of online Purchase-Requisitions from various laboratories.
2. Purchase Order processing.
3. Following-up of materials in daily basis to ensure the timely delivery of items.
4. Monitoring and controlling the activities of down-level staffs and assigning duties as per the requirements of department.
5. Cross checking and approving Goods Receipt Notes.
6. Ensuring the proper issuance of materials to various laboratories.
7. Co-ordinating for proper and timely submission of invoices to Finance department.
8. Preparation of reports and documents as per the direction of VP – Materials
9. Ensuring the smooth functioning of the department.
10. 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: Purchase of laboratory reagents, chemicals and consumables.

Duties and Responsibilities:

1. Monitoring the arrival of online Purchase-Requisitions from various laboratories
 - a) *Obtaining quotations from vendors.*
 - b) *Comparing price and quality of items.*
 - c) *Participating in negotiations with the vendors.*
2. Purchase Order processing and sending 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 – Purchase Dept.
10. Ensuring the smooth functioning of the department.
11. Fulfillment of other incidental duties as and when required.

REMUNERATION

Last drawing salary : CTC 22,000/- per month

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 QUALIFICATIONS

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

COMPUTER KNOWLEDGE

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

MAJOR STRENGTHS

- Self confidence
- Creativity
- Discipline
- Dedication
- Honesty, etc..

PERSONAL SKILLS

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

HOBBIES

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

PERSONAL DETAILS

Age & Date of Birth	29 (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

Rajagiri Hospital, Cochin	
Mr. Jose J Manjooran, Assistant Manager - Materials Rajagiri Hospital, Chunangamvely, Aluva, Kerala, India Mob: 9496334190 Office - 0484 6655000	
Amrita Institute of Medical Sciences & Research Centre (AIMS), Cochin	
1. Mr. Krishna Iyer E.V, Supervisor (Lab Purchase), Amrita Institute of Medical Sciences, Cochin, Kerala, India Mob - 94478 08122 Office - 0484-6681234 (Ex: 8348)	2. 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