



# CIRRICULUM VITAE

## VISHNU SURESH

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### CARRIER OJECTIVE

To gain employment with an organization which can explore my potential and want to be a part of the challenging team which works for the better growth of the organization.

### SKILS

ADMINISTRATION

OPERATIONS

MANAGEMENT

MATERIALS & PROCUREMENT

STORE MANAGEMENT

PURCHASING

STRATEGIC PLANNING

CONFLICT RESOLUTION

PROJECT MANAGEMENT

NEGOTIATION

VENDOR MANAGEMENT

BUSSINESS DEVELOPMENT

DOCUMENTATION

INVENTOY CONTOL

AUDITING

### WORK EXPERIENCE

**BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL THIRUVALLA**

**KERALA,INDIA**

**TEAM LEADER- MATERIALS AND PROCUREMENT MANAGEMENT**

Dec 2014-Oct 2018

- \* ASSISATANT STORE IN-CHARGE
- \* Purchase-CRS-Store Management
- \* Maintain & prevent stock, supplies and inventories
- \* Take inventory & Restock shelves
- \* Setting reorder levels
- \* Team management and training
- \* Store Management
- \* Order and purchase the hospital consumables supplies, medical supplies ,surgical items, printed items ,stationary items and capital items ,Implant items ,laboratory items with negotiable skills
- \* Making purchase orders
- \* Perform other related duties as required, Assigning duties and performance evaluations of the team members
- \* GRN entry
- \* Prepare Debit & Credit note
- \* Check received stock against invoices and PO (quality, quantity, price, etc.)
- \* Documentation of all transaction
- \* Coordination with the finance for the payment process
- \* Coordination with all departments for materials delivery.
- \* Assembling ,Addressing, Stamping , unpacking, verifying ,recording, Arranging transport
- \* Internal Auditing and materials planning
- \* Coordination and Team Development & Training
- \* Monitoring All inbound and outbound activities

**M.H.ALSHAYA GROUPOF COMPANY ( LOGIX FZCO ,JEBEL ALI )****DUBAI,UAE****WAREHOUSE & LOGISTICS OPERATIONS EXECUTIVE**

Nov 2018 –SEP 2019

- \* The warehouse provides logistical support for major retail brands. Regional Warehouse for MH Alshaya company
- \* Materials planning ,purchase, logistics support ,PRC coordination ,Administration support
- \* Receiving ,putaway,Picking ,Closing, palletize, wrapping ,VAS, Stock Control, Load conformation, Dispatch
- \* All inbound and outbound activities
- \* Coordination of material's and procurement management

**OMEGA INSURANCE LLC****DUBAI,UAE****FOLLOW UP CLERK (CONTRACT VISA)**

Jun 2014-sep 2014

- \* Process and record new insurance policies and claims
- \* Correspond with insured or agent to obtain information or inform them account status and change
- \* Modify, update and process existing policies and claims to reflect any change in beneficiary, Amount of coverage or type of insurance.
- \* Examine letters from the policy holder or agents, original insurance applications and other Company Documents to determine if changes are needed and effects of changes.
- \* Check and calculate the interest and premium due and settlement surrender of loan value

**SALETAX CONSULTANCY SERVICE PVT LTD****EDATHUA,ALAPPUZHA****OFFICE CLERK (TRAINING)**

March2013-Sep 2013

- \* Online Filing of Returns
- \* Responsible for a variety of tax-related tasks, such as sending bills, collecting tax payments, and filing and paying sales tax returns
- \* File electronic data for sales, use, or personal tax returns.
- \* Prepare and reconcile accounting and tax documents for individuals or organizations.
- \* Answer questions, resolve issues, and track down discrepancies regarding tax data.
- \* Additional administrative tasks may include filing, photocopying, maintaining calendars, and preparing mail, And tax clerks typically work indoors at a desk in an office setting.

**EDUCATION**

- \* **MBA –OPERATIONS MANAGEMENT** THIRUVALLA,KERALA  
Sikkim Manipal University Jan2015-Mar2017
- \* **B.SC -MATHEMATICS** St. Aloysius COLLEGE,EDATHUA  
M.G University Kerala jun2009- Apr2012
- \* **PROFESSIONAL DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING** IGI, AMBALAPUZHA  
Kerala State Rutronix Jul2012- Jan2013
- \* **DATA ENTRY AND OFFICE AUTOMATION** ALAPPUZHA  
LBS Centre for Science & Technology Feb2014- May2014

## COMPUTER PROFICIENCY

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| * CERTIFICATE COURSE IN ANIMATION     | * ADOBE PHOTOSHOPS                  |
| * VISUAL FOX-PRO                      | * PRAKTORA                          |
| * Hospital Information System {H I S} | * TALLY (ERP 9)                     |
| * C++                                 | * Microsoft office                  |
| * Warehouse Management System (WMS)   | * Integrated Logistics System (ILS) |
| * DBMS                                | * Hospital Inventory System         |

## AWARDS AND HONOURS

- \* DISTRICT WINNER IN SCIENCE PROJECT (2003-04)
- \* PARTICIPANT OF KERALA SCHOOLS SCIENCE FAIR (2003-04) STATE LEVEL
- \* BHOOMITHRA CLUB CERTIFICATE (GOVT OF KERALA)
- \* NATIONAL CADET CORPS CERTIFICATES C & B
- \* NATIONAL SERVICE SCHEME CERTIFICATE

## PERSONAL DETAILS

- |                   |   |  |
|-------------------|---|--|
| * Date of birth   | : | 29/08/1991                               |
| * Nationality     | : | Indian                                   |
| * Gender          | : | Male                                     |
| * Marital status  | : | Single                                   |
| * Languages known | : | Malayalam ,English ,Hindi , Tamil(speak) |
| * Father's Name   | : | Suresh M                                 |
| * Mother's Name   | : | Remadevi                                 |
| * Passport No.    | : | K0087052                                 |
| * Date of issue   | : | 17/02/2012                               |
| * Date of Expiry  | : | 16/02/2022                               |
| * Place of Issue  | : | Cochin, Kerala                           |

## DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place:

Signature of Applicant

Date:

**Vishnu Suresh**