



JANE ANTO

PROCUREMENT OFFICER - BIOMEDICAL ENGINEER

Procurement Officer/Product Specialist with 5 years of experience. To associate with a team which strives for the better growth of the organisation and which explores my potential and provides me the Opportunity to enhance my talent with an intention to be an asset to the organisation.



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TULIPS TOWER-SKYLINE
RIVERDALE ,PETTAH EAST
,KOCHI ,KERALA-682301

SKILLS

Vendor Prequalification

Price Negotiation with in budget

Market Analysis and Updation

Delivery follow up

Excellent in ERP-Oracle.

Quality assurance of the products.

Monthly reports with KPI

LANGUAGES

ENGLISH



MALAYALAM



HINDI



WORK EXPERIENCE

Procurement Officer ThumbayGroup.UAE|Ajman

04/2016 – 05/2018

- Procurement coordination of Medical & Non-medical requirements of entire group.
- Researching & identifying new suppliers to ensure the right product from right person in right price and stay abreast to new products and market trends, as well as maintaining mutually beneficial long-term partnerships with suppliers.
- Support corporate and divisional objectives by implementing Sourcing strategies and give recommendations on items/services for Procurement while maintaining the company's competitive edge.
- Ensure that stock levels are monitored and manage the distribution process of consumables in the Hospital,University and other divisions of the group.
- Periodic review of purchasing activities in order to ensure cost effective sourcing.
- Supplier handling, RFQ, negotiation, Coordination with end users,Vendor Management,Contract Agreement management.
- Ensure that stock levels are monitored and manage the distribution process of consumables in the Hospital,University and other divisions of the group.
- Provide support and maintenance of existing MIS reporting system by generating and distributing MIS reports in an accurate and timely manner.
- Troubleshoot and correct a variety of problems associated with automation of systems within the department.
- Demonstrated ability to manage and meet assigned deadlines through personal initiative on several simultaneously assigned tasks.

Product Specialist Nidhra Associates Pvt.Ltd,Kochi|India

07/2012 – 01/2014

- Facilitate customer relationship between clinical and departmental staff.
- Inspect and catalog new equipment.
- Perform routine maintenance tasks on medical equipment.
- Follow hospital policies and regulations. As Marketing Executive.
- Supervising Field force and Enhancing Sales Performance.
- Giving Product Awareness to the target market.
- Offered full range of treatment options, from following devices. CPAP, BiPAP, Mask, Humidifiers ,Nebulizers.

EDUCATION

Study Program SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY

05/2008 – 06/2012

- B.TECH - BIOMEDICAL ENGINEERING