

CURRICULUM VITAE

SANDHYA BABU
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CAREER OBJECTIVES:

- > To make worthwhile contribution to your organization utilizing the knowledge gained so far and continuously upgrading the same for the benefit of the organization and self-satisfaction.
- > To undertake challenging tasks in an organization that offers rewarding career opportunities and will benefit from my initiative and capabilities.
- > To adapt myself to the present scenario of the organization and to make it reach the pinnacle of success by utilizing all my professional and technical aspects of education.

ACADEMIC DETAILS

D Pharm -2007 74.6%
College of Pharmacy Thellakom
Under Directorate of Medical Education.

Pre-Degree- 1991 64.8%
K.E College ,Mannanam,
M. G University

S.S.L.C -1989 78%
Holy Cross High School,Thellakom\
Kerala state Board

COMPUTER SKILLS

Oracle

His

MS Office, Pharmasol,Excel

Micro Soft Office 98, 2000 and XP

PROFESSIONAL EXPERIENCE

ASTER MEDCITY, KOTHAD, CHERANELLORE

SENIOR EXECUTIVE ,PHARMACY PROCUREMENT [6TH JULY 2015 -TILL DATE

2019-2021 specially assigned in Project Aspire (single vendor concept of Medicines)

Receiver of certificate from PROCUREMENT ACADEMY On Going Professional Development (OPD) as “OPERATIONAL BUYER”

Job responsibilities :

- Procurement of Medicine and Consumable
- Local Purchases
- Biomedical**
- Consumables**
- AMC / CMC of Agreements**

The activities performing in details as and when required

- Reports of procurement of consumables
- And medicines
- FOC report
- Credit note collection
- Engineering PO
- Work order of CSSD & Biomedical
- E & Y margin analysis
- Amendment of medicine Invoices
- Comparisons
- Processing of Purchase requests

Arranging emergency request of medicines

Attending calls and co ordinate accordingly
Substitutin suggestions

Arrangement of Non Formulary medicines

BPA creation and amendments

Item master creation

Codes creations, generic corrections

**Experience summary: A total of 5 years & 9 months
in the procurement field.**

RENAI MEDICITY , MAMANGALAM, PALARIVATTOM

SENIOR PHARMACIST [26TH AUG 2013- 4 TH JULY 2015]

Job responsibilities;

Overall responsibilities of the outlet

Mainly rechecking and dispensing.

Intending medicines

Giving classes to Juniors and managing .

Giving information to Doctors regarding

Suggestions of substitutions

FATIMA HOSPITAL ,PERUMPADAPPU, KOCHI
PHARMACIST [18th MAY 2009 -31st JANUARY 2013]

Job responsibilities:

Overall responsibilities of the outlet.
Team Leader.
Billing, dispensing, compounding,
Stock checking
Stock maintaining

CARITHAS HOSPITAL,THELLAKOM, KOTTAYAM
PHARMACIST (26TH JUNE 2007 - 31ST MARCH 2009)

Job responsibilities:

Dispensing,Compounding,Labelling,
Stockchecking ,Stocktaking, Billing and
Managing

Experience summary: A total of 7 years& 4 months
experience in Dispensing field. **Worked in almost all fields of Pharmacy**
. Seen and understood as far as I could. Client interfacing skills,good co
mmunication skills are my plus points in both the dispensing area and
procurement area.

Overall 13 years 1 month experience in hospital field
itself with almost 6 years experience in Purchase itself

PERSONAL DETAILS

Age & Date of Birth

45 Yrs., 18.05.1975

Gender

Female

Marital Status

Married-widow

Nationality

Indian

STRENGTH

Positive attitude

Confidence

Courage

Responsibility

Sincerity

Hardwork

LANGUAGES KNOWN

Malayalam

English

Hindi

HOBBIES

Listening to music

Dancing

Chatting with friends

Reading

Cooking

DECLARATION

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

Place: Ettumanur

Date:

SANDHYA BABU