



SUJITH KUMAR

Purchase Officer

Goal-oriented professional offering end-to-end Purchase Operations expertise that directly results in efficiency improvements & cost savings for the Hospitals; targeting assignments preferably in UAE

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🧠 Profile Summary

- Versatile professional offering nearly 17 years of experience in Purchase Operations, Materials Management, Administration and Vendor Management
- Proficient in devising & implementing various innovative procurement processes / procedures; skills in creating vision for objective and translating ideas into clear & actionable business requirements & suggestion
- Rich experience in managing procurement of instruments & equipment both bio-medical and non-biomedical
- Skilled in building & maintaining vendor relations, evaluating vendors, managing buyer processes and analyzing reports
- Competent in managing purchasing function for the procurement for series supplies and new product development & supplier quality assurance
- Expertise in negotiating with suppliers to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time and conditions
- Resourceful in developing request for purchase quotes; expert in reviewing procurement volumes by product class / customization / type, thereby identifying areas for rate / frame contracts and finalizing the same
- An innovative & result-oriented professional with strong leadership, planning, communication, interpersonal & negotiation skills

👤 Core Competencies

Purchase Operations & Administration
Vendor Development & Negotiation
Materials Management
Quality Assurance & Control
Costing & Budgeting
Supplier Management
Logistics Operations
Reporting & Documentation
Team Management & Training

👜 Organizational Experience

Feb'14 to Nov 22
Burjeel Hospital, Abu Dhabi, UAE as Purchase Officer
7 Star Multi specialty Hospital (LLC)
An ISO Certified & JCI Multi Specialty Hospital with 250 bedded

Growth Path:

2002 - 2011: Materials Officer
 2014 -2022: Purchase Officer

Key Result Areas:

- Leading and administering end-to-end procurement functions
- Preparing Enquiries, Request for Quotations Purchase Orders & also prepare Material Received Summary reports
- Establishing suitable systems to calibrate the measuring inspection and testing instruments & equipment both bio-medical and non-biomedical
- Participating in price comparison and raising purchase order for materials
- Steering negotiations of business & payment terms with vendors as per company policy
- Performing budget vs. actual expenses comparison
- Attaining cost savings for the company by establishing alternative local sources for imported materials & spares
- Driving execution of systems to avoid situations like over-stocking or out-of-stock that cause production & financial losses
- Liaising & following up with vendor for forecasting of material, lead time reduction and delivery of material as per plant requirement
- Leading new parts development to meet timelines & cost targets
- Performing supplier evaluation, selection & audits for new source and upgrading current source
- Reducing material cost reduction through value engineering, commercial negotiations, techniques and logistics solutions
- Preparing & releasing purchase orders & amendments

🧠 Soft Skills



Career Timeline

Feb'14 to Nov 22

Burjeel Hospital, Abu Dhabi, UAE

Oct'02 to Oct'11

Ahalia Hospital, Abu Dhabi, UAE

XXXX:

Bachelor of Commerce from Calicut University, Kerala, India

- Assisting spares work through competitive pricing, alternate sourcing
- Coordinating with Logistics Department for timely delivery
- Monitoring & analyzing the demand for services & products for achieving the business requirement; tracking stock levels to maximize business efficiency
- Reviewing trends in supplier & contract base and implementing plans to meet the targets for the same
- Liaising & cementing healthy business relationship with the suppliers
- Coordinating & assisting the Procurement Department in developing & implementing purchasing strategies for the products
- Analyzing & forecasting price trends and their impact on future activities
- Estimating the bids and making recommendations basis commercial & technical factors
- Conducting meetings with users, vendors & other team members for discussing defective or unacceptable new material; determining root cause and suggesting corrective & preventative action for the same
- Interfacing with vendors for procuring quality materials, parts, supplies and equipment on time & within the assigned budget
- Sourcing and pre-qualifying potential suppliers, developing and maintaining their databank
- Procuring equivalent materials that are less expensive but conform to the specifications that should be acceptable to the customers
- Coordinating with Suppliers & Finance department for alteration of the Purchase Control Account and Material in Transit
- Establishing the methods & criteria for selection of vendors/subcontractors; received approved Supplier List, Supplier registration form, Evaluation form, Prepare purchase documents
- Preparing the MIS for Materials Department
- Working with Purchase Officer regarding the purchase of certain high value items



Previous Experience

Oct'02 to Oct'11

**Ahalia Hospital, Abu Dhabi, UAE as Materials Officer
Multi-specialty Hospital (LLC),**

An ISO Certified & JCI multi-specialty hospital with 50 beds, 8 medical centers and 13 well established pharmacies across UAE



Academic Details

- **XXXX:** Bachelor of Commerce from Calicut University, Kerala, India



IT Skills

- MS Office: Word, Excel, PowerPoint, Outlook & Express



Trainings Attended

- Sessions on Fire & Safety by the Mr. Adel Al Kahlout, JCIA Consultant



Personal Details

Date of Birth:	12 th February 1973		
Languages Known:	English, Malayalam & Tamil		
Address:	Kozhikode Kerala ,India		
Marital Status:	Married	No. of Dependents:	2
Nationality:	Indian		
Passport No.:	L 1568725	Validity:	15/04/2032
Driving License No.	NO		