



Mr. Ram Kumar C

Executive - Materials Department

Experience:

Transferred from 01.09.2022 to till date (80 Bedded Hospital)

Senior - Coordinator (Purchase and Stores), Apollo Loga Hospital, Karur.

Transferred from 01.07.2014 to 31.08.2022 (80 Bedded Hospital)

Coordinator (Purchase and Stores), Apollo Reach Hospital , Karaikudi

From August 2012 – June 2014 (230 Bedded)

Assistant (Purchase and Stores), Apollo Specialty Hospital , Madurai

June 2009 – May 2012 (650 Bedded Hospital)

Assistant (Purchase), Meenakshi Mission Hospital, Madurai

Highly-professional and talented Team player with a solid experience in managing or coordinating Materials departments work. Possess strong technical, leadership, multi-tasking, and communication skills.



48, Chandrapalayam,
Thiruparankundram,
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Tamilnadu.



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Summary of Skills:

- ✓ Strong leadership and team-working skills to oversee staff activities, and deliver best care possible
- ✓ Ability to stay up-to-date with the new laws and regulations as well as advancements in medical equipment and materials
- ✓ Ability to think quickly and strategically in order to achieve organizational goals and objectives
- ✓ Effective problem-solving skills to solve various administrative challenges, including work issues or staff disputes
- ✓ Strong organizational skills with ability to handle multiple tasks simultaneously and within strict deadlines
- ✓ Proficiency with MS Office Suite applications as well as using various coding, billing software
- ✓ System Effective communication and interpersonal skills to motivate healthcare personnel as well as maintain strong working relationships with them
- ✓ Excellent data entry skills with the ability to maintain high degree of Confidentiality and accuracy.



Responsibilities:

Purchasing category (Medical - Surgical items & Lab consumables & Reagents / Non medical - Linen, Uniforms, Printing and Stationary, Housekeeping & Maintenance / Medical spares / Capital Goods)

- ✓ Preparing the budget & MIS report to Regional Head.
- ✓ Focused on Cost reduction from multiple source vendors.
- ✓ Maintained adequate inventory level based on FSN analysis.
- ✓ Rate negotiation with vendors & not compromised the quality.
- ✓ Cash Purchasing In-charge & Petty cash Maintenance.
- ✓ Cash issuing authority of the vendor's bills.
- ✓ Cash handling for every month Up to Rs.20 lacks.
- ✓ Rate comparison & negotiation deal with multiple vendors.
- ✓ Purchase order released and issued to vendors by least price.
- ✓ Materials are issued to the user department within the Lead time.
- ✓ Quality Checking of the Materials.
- ✓ Warranty maintenance of the Electronic Items.
- ✓ Monthly once reporting to the Management surveillance to internal activities of staffs & Non-staffs.
- ✓ Quality checking of the materials
- ✓ Keep the record for purchasing materials
- ✓ Control the usage of materials and cost cutting
- ✓ Available materials intimating to user department
- ✓ Restore the expired stocks and non-moving items
- ✓ Reorder level fixed by ABC analysis
- ✓ Fast, slow, non-moving items captured by FSN analysis
- ✓ Rejected materials, Non-returnable, Returnable gate pass report to HOD.

Education

Alagappa University, Karaikudi, Tamilnadu

- Doing M.B.A – Hospitaladministration (DDE)

Madura College, Madurai, Tamilnadu

- Under Graduate : B.Sc., (Mathematics)

HSC: Union Christian Hr. Sec. School, Madurai

SSLC: St. Britto Hr. Sec. School, Madurai

Technical Skills

- ✓ Operating systems : Windows XP , Windows 7, Windows 10
- ✓ Packages : Ms Office
- ✓ Type Writing (Tamil & English)

References [Available upon request]

