



## 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 18 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 Jun' 23**  
**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 -2023 : 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 Jun' 23'

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

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