



## ABHIJITH C D

### CONTACT

- +91 9562660296
- cdabhijith6@gmail.com
- Kottayam, Kerala, India

### ACADEMIC CREDENTIALS

#### BACHELOR OF COMMERCE (B.Com. Co-operation) | 2015

- MG University

#### HIGHER SECONDARY | 2011

- Board of Higher Secondary Examination, Kerala, India

#### SSLC | 2009

- General Education Department of Kerala, India

### TECHNICAL QUALIFICATIONS

- Certified Professional Accountant Course | Oct 2015 to Apr 2016
  - The Institute of Accountants
- Diploma in Graphic Designing Course | 2012
  - Sree Sankaracharya Computer Centre

### SOFTWARE PROFICIENCY

- Medical using Software : HIS, Oracle
- Accounting : Tally
- Programming : MS Office/Excel
- Designing : Adobe Photoshop

### CAREER OBJECTIVE

Seeking a dynamic and challenging role in the field of procurement to enhance organizational performance and drive profitability. Eager to contribute my expertise in procurement and supply chain management to continually add value to both myself and the organization. Committed to leveraging my skills and experience to fuel growth and success, fostering a culture of innovation and excellence.

### KEY SKILLS

- Team Work
- Work Ethic
- Strategic Sourcing
- Leadership Quality
- Risk Management
- Time Management
- Inventory Management
- Problem Solving Skills
- Adaptability
- Positive Attitude
- Data Analysis

### EMPLOYMENT CHRONICLE

- EXECUTIVE (Purchase Department) | Dec 2019 – Present**  
BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL,  
THIRUVALLA, KERALA, INDIA
- STOREKEEPER (Purchase Department) | 21 Apr 2017 – Dec 2019**  
BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL,  
THIRUVALLA, KERALA, INDIA

#### Key Responsibilities

- Generate purchase orders, incorporating our terms and conditions, and forward them to suppliers.
- Identify alternative suppliers and negotiate better rates for specific items.
- Gather quotations from potential suppliers for evaluation.
- Implement a systematic process for returning non-moving items, following ABC analyses and utilizing the FIFO method.
- Utilize ABC analyses and the FIFO method to optimize inventory management.
- Monitor and track orders, ensuring timely delivery, and maintaining updated records of purchases and deliveries.
- Proactively manage stock levels, placing orders as required to prevent shortages.
- Compile comprehensive reports on purchases, including cost analyses.
- Coordinate with central stores and substores to maintain accurate storage updates.
- Facilitate the collection of product samples, sending them to end-users for evaluation.

## LANGUAGES KNOWN

English  100 %

Malayalam  100 %

## INTERESTS



Music



Travelling



Reading

## REFERENCE

- **Mr. AJAYAKUMAR C**  
Purchase Manager  
Believers Church Medical  
College Hospital, Thiruvalla,  
Kerala, India  
+91 9846453292
- **Mr. KURUVILLA SAM**  
Audit Manager  
Believers Church Medical  
College Hospital, Thiruvalla,  
Kerala, India  
+91 9447063013

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 29-10-1993  
Nationality : Indian  
Religion : Hindu  
Caste : Ezhava  
Marital Status : Single  
Father's Name : Dasan E.T  
Permanent Address : Cheramperil (H)  
Pariyaram P.O,  
Kottayam, Kerala, India Pin: 686021

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Kottayam

**Date:** 19/02/2024

**ABHIJITH C D**