



VISHNU PARAKKANDY

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Kozhikkod, Kerala

Professional Summary

Store assistant with 6.5 years experience in medical environment. Skilful in processing transactions, handling materials for medical procedures, using registers and arranging merchandise. Maintaining adequate stock in sub-stores and main store by effective handling the needs and complaints of user departments

Skills

- Inventory management
- Logistics and stock control
- computer operation knowledge
- Knowledge of asset suite and other store related Software
- Procurement and vendor management
- Billing knowledge
- Record keeping
- GRN, GDN, DC, PO, PRQ, MIS Reporting

Work History

1. Amrita institute of medical sciences and research center
Store assistant
Materials management
From 2017 May 15 to 2023 Nov 3
 - Worked in Materials main store, OT store, Cathlab and Radiology stores
 - Hands-on experience in receiving, stocking and issuing materials
 - Profound knowledge in store operations and inventory management
 - Familiar with operating computerized record keeping systems
 - Handled and answered inventory order and availability related questions
 - Prepared, maintained and submitted all inventory related records and reports of stock in stores
 - Maintained continues verification of stock, ordering and re stocking materials and participated in annual stock verification
 - Billing of materials that used for medical procedures
 - Arranged materials for special procedures
 - Handled vendors and Cleared problems regarding quality and quantity of supplied materials
 - Trained new staff and maintained performance and accuracy of work inside fast faced environment
 - Handled Ortho and neuro spine implants and maintained good relation with suppliers and company staff

- Education
- Bachelor of computer application
Nehru arts and science college Coimbatore
Bharatiar University
2013 to 2016
 - Higher secondary Biology science
B.T.M.HSS Thurayur
2011 to 2013
kozhikod kerala

Personal information

Age:- 27
DOB:- 30/09/1995
Sex:- Male
Nationality:- Indian

- Reference
- Mrs. Binduraj
HOD
Materials management
Amrita institute of medical sciences
 - MR. Rajeevan p s
DM
Materials Management
Amrita institute of medical sciences

Declaration

I Vishnu P K declare that the information furnished above is true to the best of my knowledge and belief and can be supported with reliable documents