

CURRICULUM VITAE



GAURAV KUMAR ARYA

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CAREER OBJECTIVE: -

To work in challenging atmosphere that provides me ample opportunity for Learning and growth & where my professional skills combined with knowledge will make a solid contribution to the growth of company.

TOTAL WORK EXPERIENCE: - 21years.

CAREER HISTORY:



FROM OCT .21 TO TILL DATE

Africare Group, Kenya

Currently work with LIFE CARE HOSPITAL, Kenya As Deputy Manager – Supply chain.

- Handling Store / purchase medical/ non-medical/ biomedical/support services / general.
- Achieved best employee of the Year.
- Participate in achieve level 5 safe Care to Hospital in Africa.
- Developing reports on various programs run for vendor development for top management.
- Assume all operational responsibilities including financial performance



Sept. 2018-to till date SEPT. 2021: MEDANTA MEDICITY, GURGAON (JCI ACCRID. 1250 bed Largest Hospital in India).

Designation Held: Assistant Manager –Supply Chain (Purchase)

- Maintaining inventory control on a regular basis and familiar with all major companies.
- Supervise work and activities of a staff of buyers in purchasing in all manners of the day to day operation of the purchasing division.
- If necessary, inspect invoices and troubleshoots with buyers as to wrong payments, credits payment terms and duplicate billings.
- Maintain purchasing division performance data, procurement documentation and all other pertinent information.
- Assist in maintaining the goals, standards and objectives of central purchase.
- *Presentation of MIS Reports.*



**Worked with NMC Hospital Abu Dhabi (UAE)
Jan 2015 to June 2017**

Designation Held: Executive –Store

- Maintaining the stock of material without any variance by conducting stock
- Verification and documentation.
- Implementing Standard Operating Procedures within the Store.
- Regularizing material receipts and ensuring the fluidity of stocks from within stores.
- Maintaining accurate records of all pricings Invoice and activity reports.
- Timely clearance of payments & handling vendor inquiries.
- Running programs to evaluate vendors based on the feedback from internal stake holders.

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MAY 2011-Jan 2015: MEDANTA MEDICITY, GURGAON (JCI ACCRID. 1250 bed Largest Hospital in India)

Designation Held: EXECUTIVE- SUPPLYCHAIN (PURCHASECONSUMABLES)

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Inviting and allotting tenders.

HONEY MEDICOSE

AUG 2002-April 2011

Designation Held: - STORE SUPERVISER

- Supervise all activities in to the Medical store.
- Maintain verification on the stocks plus managing inventory management.
- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with our purchase orders; reports, documents and tracks damages and discrepancies on orders received.

ACADMICS: -

- **MBA in supply chain** from Jaipur National University.2021.
- **Diploma in Supply chain** Mgt. from Alison, Galway Ireland.2015
- **B.Sc. in science.** (PCB) 2012.EILAM University, Sikkim.
- **Diploma in Material mgt.** from National inst. of Labor mgt. Chennai. , specialization in Inventory control, store, Purchase. 2010.
- **D.PHARM (Diploma in Pharmacy)** from D.H.L. College of pharmacy, Bangalore, 2002Karnataka.
- 10+2 from Board of Secondary Education. U.P .bord 1998.
- 10th Board of Secondary Certificate School, U.P .bord.1996.

CERTIFICATE:

- Certified with Ethics and epidemic: caring in time of Covid 19 from Harvard medical.
- Certified with Impact on oral health education & training from Harvard medical 2020.
- Certified with COVID-19 from Harvard medical 2020.
- Certified with **Supply Chain Management** from e-learning College.
- Certified with Introduction to Peace building micro course from United State Institute of Peace.
- Certified with Emerging Respiratory Virus include Covid 19 from W.H.O 2020.
- Certified with Basic Nutrition from Poshan Abhiyaan eLearning ICMR-NIN Module.
- Certified with Immunization from Poshan Abhiyaan eLearning ICMR-NIN Module.
- Certified with from Poshan Abhiyaan eLearning ICMR-NIN Module.
- Certified with NonCommunicable disease from Poshan Abhiyaan eLearning ICMR.
- Certified with Commitment from CENTRAL VIGILANCE COMMISSION.
- Certified with Introduction of Monkeypox from W.H.O 2020.
- Certified with **Inventory mgt.** from HP Life e learning in 2015.
- Certified with **Operation Mgt.** Course from Udemy USA 15.
- Certified with **Microsoft office 2010** from Udemy USA Oct .15.
- Certified with **Back care and Manual Handling** from Alison, Galway Ireland.2015.

COMPUTER SKILLS:-

- SAP, HIS, Oracle, Med360.
- MS OFFICE, MS WORD, MS EXCEL, MS POWER POINT and Internet.

SEMINARS & TRAINING:-

- ❖ **Complete fire safety training. lifecare hospital Kenya.**
- ❖ **Complete OSHO (occupational health and safety training. Lifecare. Kenya.**
 - Training Completion certificate for **INFECTION CONTROL** by Medanta-Medicity .
 - Training Completion certificate for **Facility Mgt. Safety** by Medanta-Medicity .
 - Training Completion certificate for Radiation **Safety** by Medanta- Medicity.

- Training Completion certificate for **Fire Safety** by Medanta- Medicity.
- Participated in **JCI Audit** which is done by NMC Health Care Abu Dhabi.
- Participated in **EHMS Audit** which is done by NMC Health Care Abu Dhabi.
- Certified with active Participate In event during **World day for Safety and Health** NMC Health Care Abu Dhabi.
- Participated in **Stock Audit** which is done by **NMC Health Care Abu Dhabi.**
- Participated to procurement items **for Medanta Duke Research Institute - Service**



- Provider of clinical pharmacology, drug development & clinical development services.
- Participate in **JCI Audit** which is organized by Medanta -Medicity hospital

PERSONAL INFORMATION:-

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| ➤ Father's Name: | Late Shri Devvrat Arya |
| ➤ Date of Birth: | 31 st Dec 1981 |
| ➤ Place of Birth: | India |
| ➤ Languages Known: | Hindi & English |
| ➤ Marital Status: | Married |
| ➤ Nationality: | India |

DECLARATION: -

I hereby declare that above data furnished by me is true to be the best of my knowledge.

Gaurav Kumar Arya

