

CURRICULUM VITAE

GANESHA SALIYAN

Location: Dubai, UAE

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CAREER OBJECTIVE

To be a part of a professionally managed organization with a scope for challenging and innovative career opportunity for learning, excellence and continuous improvement coupled with growth and individual development.

EDUCATION

Master of Business Administration (MBA) in Finance and HR
Mangalore University, Year 2012

COMPUTER PROFICIENCY

Diploma in Computer Application (Proficient in MS Office Word, Excel, and PowerPoint)

EXPERTISE

- Accounts & Finance Management
- Inventory Management
- Procurement
- Coordination
- Logistics Management
- Administration
- SAP Supply Chain Management

EXPERIENCE SUMMARY

Supply Chain- Store Keeper Cum EDP Coordinator , Choithrams – December 2021 to Till Date

- Follow-up for timely delivery confirmation of all orders received
- Proactively identify issues with day-to-day procurement, logistics, and ordering processes and resolve and/or communicate the issues to management in a timely manner, as needed
- Reviews various reports (Eg. Performance Reports, Open-Orders Reports, Load-Lists, Delivery-Schedules, etc.) and take the necessary actions
- Ensure end-to-end process is clear to suppliers and all information is relayed in a timely manner. Handhold suppliers until they are comfortable with the process.
- Is responsible to proactively participate in routine operational meetings with Logistics, QA, and Sourcing & Supplier Units and lead supplier performance reviews to identify and execute long-term solutions that address root causes and corrective and preventive actions, where necessary
- Take ownership of managing orders in the order book to completion, specifically those assigned to the supplier engagement team.
- System at an order level to ensure internal data accuracy and external reporting are optimal.

- Provide different reports on daily/ weekly/monthly basis as requested by the management
- Adhere to established procurement policies and standard operating procedures
- Perform your duties in a transparent and ethical manner.
- Organize and deliver knowledge sharing sessions and workshops
- Seek and identify opportunities for improvements in the operational processes and daily activities
- Organize and deliver knowledge sharing sessions and workshops
- Document and share all relevant information concerning supplier knowledge
- Handle customer inquiries, - manage client adjustments, claims and quotations &Tenders.
- Coordinating with Accounts for Payments & receivables
- Identifies near expiry, slow &non-moving stocks and informs the Unit Managers as to plan for liquidation and regularizes follow up
- Ensures the slow & nonmoving products are not ordered

Customer Care & Billing Executive, NMC Healthcare - Dubai December 2019 – November 2021

- Handling of Corporate clients (Invoicing, payment follow up and Customer service)
- Cash collection and Petty cash management in absence of colleagues.
- Other reasonable tasks as assigned by supervisor (Payment follow up Creating LPO and negotiating quotations).
- Submitting daily reports to Manager
- Verification of insurance card validity, coverage, and approval status
- Providing a range of reception in take and associated administrative services pertaining to in-coming patients
- Handling registration of new patients which includes explanation of Patients & Family Rights and Responsibilities and maintain the confidentiality of records.
- Provide information about the insurance coverage and co-payment details to the patients before sending them to the doctor
- Prepare Outpatient bills, collect co-payments and discharge the patients
- Verification of insurance card validity, coverage
- Assist customers for call back requests received through emails
- Handle the incoming and outgoing calls by keeping telephonic ethics.

Procurement & Sales Coordinator, NMC Trading LLC, August 2017 – November 2019

- Handle customer inquiries, - manage client adjustments, claims and quotations &Tenders.
- Customer order processing network with all groups and departments involved in customer orders, processing, and support
- Coordinating with Accounts for Payments & receivables
- Business Unit Manager on timely procurement of stocks, control inventory, A & P spends

Purchase Order

- Performs all activities related to Foreign / Local Orders
- Prepare stock orders & B2B orders in liaison with the Business Unit Manager & inputs from sales coordinators
- Procure special prices from the business unit Manager / Principals, on case-2-case basis for stock orders
- Tracking the order status through regular checks on the principal websites or directly with customer service team
- Liaises with the logistic companies wherever applicable
- Communicates with the principals on the shipment discrepancies on case-to-case basis

Inventory Management

- Interacts with logistics & supply chain team to ensure prompt transfer & delivery of stocks to all warehouses
- Identifies near expiry, slow & non-moving stocks and informs the Unit Managers as to plan for liquidation and regularizes follow up
- Ensures the slow & nonmoving products are not ordered.

Supply Chain- Logistics Executive, NMC Trading LLC - Dubai, March 2015 – July 2017

- Review the warehouse inventory using a combination of protocols including the Warehouse Management System and physical counts.
- Liaised with company clearing agent for daily inbound shipment details to arrange proper space to conveniently receive the shipments without any hindrances.
- Managed procurement and distribution operations within the company
- Reviewed shipment receipts in accordance with purchase orders.
- Provided logistic advice and resolved any shipment problems promptly.
- Monitoring regular counts of stock level to check inventory accuracy.
- Implemented best practices for Inventory control and Management.
- Implemented bin Audit and locator management throughout stock area.
- Monitoring supply chain management process and resolving any discrepancies.
- Assist in the preparation of inventory and other reports for customers and internal purposes.
- Ensuring premises, assets and communications are use defectively.
- Maintaining logs and records of warehouse stock, executed orders etc.
- Preparing monthly reports for management for monthly review meetings.

Billing (EDP) &. Accounts Payables Assistant, NMC Trading LLC - Dubai, February 2013 – Feb 2015

- Accounts Payable -Validate and Enter invoices from Suppliers into the system
- Payment -Ensure the invoices are being paid on due date.
- Process Urgent payment request
- Supplier Reconciliation- Make sure that the supplier statement and the books of accounts are accurate.
- Supplier Support- Assist the suppliers on their queries regarding payments via calls or emails.
- Purchase Order Creation and Validation of local purchases.
- Cash-Handle Cash collection from Hospital, Reconciliation, and deposit to Bank.
- Bank Reconciliation.
- Preparing and sending SOA for sundry creditors on monthly basis
- Receiving orders by e-mail, fax, direct from the customer over phone and from the medical reps or salesman
- Prepare Sales Order and then Invoice by following FIFO and passing to the store assistants for further order processing
- If any of the orders are not processed due to any valid reason, it must be communicated accordingly to the source of order maximum by end of the business day.
- Checking prepared orders with invoice/delivery order whether the batch number & expiry are correct according to the documents
- Prepare Credit notes and sample issues
- Handle internal requests and warehouse transfers
- Maintaining files/records for pending LPO and invoice register

- Ensures that all delivery documents are in order with reference to purchase order
- Manage and maintain relationship with the sales team and work with customers to ensure the timely responsiveness of quality supply at the best cost
- Respond to customer inquiries regarding pricing and availability of the items
- Perform other tasks as required by the Manager
- New consignment Entry in system
- Updating GRV in the system

Accountant, Primex International Inc, Bangalore June 2012 – January 2013

- Handling accounts payables, Vendor payments as per payments terms & Conditions
- Checking payables through Invoices with LPO/Goods received Note Etc. and Make Payments
- Handling petty cash expenses
- Managing receivables and Payables
- Monthly Preparation of Bank Reconciliation
- Supplier Support- Assist the suppliers on their queries regarding payments via calls or emails

PROFESSIONAL STRENGTHS

- Ability to apply Knowledge and skills of Business management
- Adaptable to changing working environments
- Capable of learning new things
- Ability to work under pressure
- Experienced in working on **IMS, HIS, SAP, Oracle**

EXTRA CURRICULAR ACTIVITIES

- National Cadet Corps Certificate received B&C
- Degree level selected Student Union Secretary
- Selected Cultural Club President in master's degree level

ADDITIONAL INFORMATION

- Date of Birth : 3th September 1989
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Passport No : U9749411
- Date of issue : 09-04-2021
- Languages known : English, Hindi, Tulu and Kannada
- Visa status : **Employment Visa**
- Hobbies : Cricket, Dancing, Travelling & listening Music

DECLARATION

I hereby declare that the information stated above is true and correct to best of my Knowledge and belief.

Place:

Ganesha Saliyan

Date: