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| **CONTACT ME AT**

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|  | kinnysharma1230@gmail.com |
|  | +97 1 - 558200721 +91 -8306353477 |

 **EDUCATION**

|  |  |
| --- | --- |
|   | **2010:** MA (English Literature) | MDS University, Ajmer India |
|   | **2007:** BA | MDS University, India |

**CORE COMPETENCIES**

|  |  |
| --- | --- |
|   | Operational Planning & Leadership |
|   | Business Process Re-engineering |
|   | Client Relationship Management |
|   | Claims Processing |
|   | Stakeholder Engagement & Management |
|   | Procurement Operations |
|   | Team Building & Leadership |
|   | Inventory Management |
|   | General Administration |

 **SOFT SKILLS**

|  |  |
| --- | --- |
|   | Change Agent |
|   | Collaborator |
|   | Communicator |
|   | Innovator |
|   | Planner |
|   | Thinker |

 **IT SKILLS**

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| --- | --- |
|   | MS-Office Suite  |
|   | Tally |
|   | Oracle Inventory |
|   | ERP |

**CERTIFICATIONS**

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|  | Aptech Computer Education for Fundamentals |

**PERSONAL DETAILS****Date of Birth:** 28th June 1985**Languages Known:** English, Hindi**Present Address:** Abu Dhabi, UAE**Permanent Address:** Jaipur, Rajasthan**Nationality:** Indian**Marital Status:** Married**No. of Dependents:** NA**Passport:** P3454135**Visa Status:** Employment Visa**Driving License:** Indian Driving License |   | **KINNY SHARMA****PEROSNAL PROFILE*** **A versatile, accomplished & goal-oriented professional** with **over 8 years** of experience in **Operations Management, Process Improvement, Business Transformation, Procurement and General Administration**
* Exposure in **formulating & maintaining Oracle ERP based business solutions** and best practices across process areas with extensive exposure & knowledge of **Consumable, Scientific, Medical Products**
* Currently working as **Administrative Assistant** and effectively **managing inventory levels and the order purchase cycle** so as to maximise efficiency; **evaluated & processed claims** in accordance with policy terms 7 conditions, company policies & procedures according to **DOH productivity and quality standards**
* **Administered inventory policy & procedures** including inventory levels and stock-out rate and approving disposal of obsolete or surplus materials
* Ensured on time delivery and improved purchasing quality through setting up quality check procedures for suppliers and on-site personnel
* **Managed the overall operations and enhanced** the operational efficiency by eliminating obsolescence and **achieving cost reduction through vendor development,** curbing rework & rejection, materials management and inventory control
* **Supported Procure-To-Pay cycle including internal demand management**, specifications standardization,  auctions, bid evaluation, coordination with other departments, negotiations, PO administration & other post order activities
* **People manager** with skills in **managing day-to-day operations** as per policies, addressing escalations, metrics, performance management & appraisals, analyzing training requirements and planning the required training sessions to improve skills and productivity of the members
* **A Team Leader with strong interpersonal skills** able to conceptualize and modify the present system to optimize resources at all levels

**WORK EXPERIENCE****Jul’14 – Present: New Medical Centre, U.A.E. as Administrative Assistant (Pharmacy)****Key Result Areas:*** Evaluating & processing claims in accordance with policy terms and conditions, company policies and procedures according to DOH productivity and quality standards
* Ensuring that targets are met for department turnaround time, quality and productivity
* Mapping & reporting back any type of claims observation or issues that may affect the process
* Managing medical claims related queries and leading the team in implementation of quality assurance programs in order to maintain standards of quality and minimize fraudulent cases
* Preparing & monitoring the annual stock and financial audits (2 internal & 1 external)
* Spearheading & leading a team of 15 employees while managing the entire gamut of activities related to shift scheduling, leave management and volume management
* Evolving plans to ensure uninterrupted business operations and attainment of business objectives
* Preparing inquiry documents (technical & commercial) & floating inquiries to the suitable vendors; following up with the vendors to get the quotations on-time to avoid any delay
* Managing overall operations with a view to ensure timely accomplishment of production targets within the time and cost parameters
* Directing development and implementation of purchase/ procurement strategies and ensuring that plans are aligned with production requirements
* Implementing and monitoring effective procurement schedules along with finalizing the specifications of the materials and establishing the quality & quantity limits for effective inventory control

**2011 - 2012: Aptech Computer, Jaipur, India as Administrative Manager****Key Result Areas:*** Led a team of 6 centre employees
* Reported & managed centre KPIs and submitted detailed reports of targets directly to Centre Head
* Augmented & exceeded centre goals and objectives
* Actively managed the admission process and provided excellent service standards to customers and students
* Deployed a multi-channel approach and worked on marketing & student recruitment
* Designed various learning packages & pricing options to attract new students
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