

# **RESUME**

## **G. Sandeep**

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### **Objective**

Intend to build a career with a leading corporate environment with committed and dedicated people, which would help me fully realize my potential in line with the vision of the organization. Passionate to work through a challenging and creative environment, partnering with the business to contribute to the success of the organization.

### **Strengths**

- Familiar with local market (that is essential for purchasing) and possess deep knowledge of Microsoft office applications, Accounts, HIS, ERP & SAP.
- Proven track record in leading, managing and reporting on inventory, supplies and purchase requests with agility.
- Experience in engaging with Business in multi-cultural environments.

### **Experience Summary**

- Total experience of 12 years in Healthcare
- Last 5 years in the healthcare industry
- Currently working with a leading healthcare provider in Abu Dhabi

### **Key Skills**

- Working with data from stores reports on the **ERP & HIS** software.
- Maintaining store inventory, reconciliation of stock – physical and digitally maintained.
- Creating and circulating the **MIS** (Management Information System) reports every month
- Deep knowledge of Store and Purchase department works.
- Manage the requirement of items from all the departments.
- Perform the process of issuing material and receiving material.
- Maintain the stock of items orderly as per ABC analyses.
- Maintain a record of all the activities done regarding the stock of items.
- Reconcile the stock of items with accounts regularly.

## Employment Record

NMC Specialty Hospital	01 Nov 2015 - till date	
<b>Industry Type:</b> Healthcare Industries. [Hospital Accredited by joint Commission international (JCI) USA]. <b>Department:</b> Central Store (Materials). <b>Designation:</b> Store Assistant.		
Malla Reddy Medical College, India	2013 - 2015	2 years
<b>Industry Type:</b> Medical College Hyderabad <b>Designation:</b> Medical Lab Incharge		
Narayana Medical College	2011 - 2013	2 years
<b>Industry Type:</b> Medical College - Hyderabad <b>Department:</b> Lab Assistant. <b>Designation:</b> Technician		
Divya Lab Diagnosis, Narasapuram	2009 - 2011	2 years
<b>Industry Type:</b> Lab Medical Lab <b>Designation:</b> Lab Technician		

## Job Profile

- Working directly under Manager of Materials.
- Having requisition through HIS of the various departments.
- Having them approved through senior manager.
- After Approving, generate purchase requisition accordingly.
- Purchase requisition forward to purchase department & follow up time to time.
- Maintaining minimum requisite quantity of the products essential for Patients and day to day administrative and other works with coordination of other departments.
- MIS Report Reconcile every month / Quarterly & Monthly of all Items of Store.
- Receive & Issue Equipment's, Spares, General & Consumable Items.
- Stock material issued through FIFO, LIFO & AVERAGE PRICE.
- Maintain store inventory, raising indents for required items.
- Perform the process of issuing material and receiving material.
- Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.
- Maintain a record of all the activities done regarding after the stock physically verification and computerized and locate every item through code no. in Bin Card.
- Monthly reports (MIS) maintain and reporting to H.O.D.
- Maintain Minimum Stock in Store for all consumable store materials. (Weekly & monthly)
- Daily routine work= Bill verification, Make GRN, Debit note, contractor material record, Bill dispatch to account after GRN.
- Indent all material through computer software System.

### Trainings

- ERP training during working period in New Swan Enterprises.
- JCI standard working rules & policies training working period in NMC Specialty Hospital.
- Safety Facilitator training got in NMC Specialty Hospital.

### Educational Qualification

BSC - CBZ - Punjab National University, Rajasthan  
Intermediate (Vocational) M.L.T.  
Board Of Intermediate Education, A.P. Hyderabad.  
SSC-Board Of Secondary Education, A.P., Hyderabad.

### Personal Details

<b>Full Name</b>	G. Sandeep
<b>Gender/Marital Status</b>	Male/Married
<b>Date of Birth</b>	10 Jan 1988
<b>Languages</b>	English, Hindi, Telugu
<b>Nationality</b>	Indian
<b>Current Residency</b>	Abu Dhabi, United Arab Emirates

I here certify that all the information given above is true, and if would be given a chance to serve this organisation, I will definitely prove to be an asset to the firm.

Place:- Abu Dhabi.

Date:- .../.../.....

**(G. Sandeep)**