

Mamta Pundir

H.No. 455, 60 Feet Road, P/C-II

N.I.T. Faridabad, Haryana

Mob: +91 9958898834 | Email: m.pundir1983@gmail.com

To,

Head – Human Resource

Dear Sir / Madam,

I have versatile 17+ years of experience in Administration, Materials Management, Procurement and Vendor Development; I am associated with **Accord Superspeciality Hospital** as **Manager - Purchase**, Since May 2022 onward. I am looking for an opportunity to work in an environment which offers me more roles and responsibilities as Purchase & Store Manager.

As enclosed in the resume, I demonstrate proficiency in acquiring new suppliers while maintaining the existing supplier base. My work involves wide range of responsibilities which mainly includes sourcing the appropriate supplier based on the quotations and budget of the company. Tracking and keeping a follow up with the supplier for timely delivery of products.

My dedication, hard work and excellent performance throughout my career are a source of pride.

I am very interested in talking with you about the contribution, I can make in a new position. You can reach me at +919958898834 or Email: m.pundir1983@gmail.com

I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Mamta Pundir

CURRICULAM VITAE

MAMTA PUNDIR
H. NO. 455,60 Feet Road, P/C-II
N.I.T. FARIDABAD (HARYANA)

Mobile – 9958898834
E-Mail – m.pundir1983@gmail.com

Versatile professional with 17+ years of experience in Administration | Materials Management | Procurement and Vendor Development

Professional Profile

- S *A highly skilled professional of Materials Management and responsible for implementing central purchase policy to ensure that the company makes the best use of its purchasing power.*
- S *Highly proficient in managing suppliers, cost, quality and delivery performance and ensuring that the required material/supplies/services are procured well in time.*
- S *A result driven executive with a track record for acumen in Material Management.*
- S *Possesses skills in identifying and developing alternate sources of procurement for cost reductions.*
- S *Displays diplomacy and diligence while negotiating at different levels with the suppliers and develop a consolidated supplier base to meet current and future materials needs of the company.*
- S *Negotiate contracts with those suppliers who meet the company's requirements to secure the most favorable terms for the business achievements.*
- S *Develop, maintain and implement all necessary policies and procedures to ensure that the purchasing function operates fully and effectively.*
- S *Assist in preparation of the purchasing budget to ensure the effective control of all purchases.*
- S *To drive continuous improvement in all aspects of the procurement process.*
- S *Highly skilled in planning and executing procurement of materials.*
- S *Manage and optimize supplier performance, including continuous improvement, innovations, obsolescence and reduction in total cost of ownership.*
- S *Ensuring that adequate stock levels are maintained.*
- S *Monitoring the stock levels periodically to identify slow and obsolete stocks and recommend to Management on steps to take to address it.*
- S *Ensuring that store items are well arranged and records kept up to date with store items binned.*
- S *As a purchaser we are helping our organization staff by making them available the desire material well in time and this helps them to perform their work in a more planned and effective way.*

Core Competencies

- | | | |
|---|--|---------------------------------------|
| ▪ <i>Purchasing Policy</i> | ▪ <i>Material Management</i> | ▪ <i>Supply Chain Management</i> |
| ▪ <i>Contract Negotiation</i> | ▪ <i>Communication Skills</i> | ▪ <i>Leadership Management</i> |
| ▪ <i>Strategic Planning</i> | ▪ <i>Quality Management</i> | ▪ <i>Computer Proficiency</i> |
| ▪ <i>Procurement & Vendor Development</i> | ▪ <i>Management Information System</i> | ▪ <i>Inventory Control Management</i> |

PROFESSIONAL EXPERIENCE:

Date of Employment: Since May 2022 to Till Date

ACCORD SUPERSPECIALITY HOSPITAL

SECTOR-86, Greater Faridabad

- Presently working with Accord Superspeciality Hospital as **Manager -Purchase** from May 2022 to till date. One of the leading service providers in healthcare industries having its operations in Faridabad.

Other Employments

Asian Institute of Medical Sciences (Near Badkal Flyover Faridabad)	Asst. Manager	Nov 2011 to April 2022
DAV Institute of Management	Admin EA	June 2007 to March 2010

Educational Credentials

- **Bachelor of Commerce from Delhi University**
- **Bachelor of Business Administration from Swami Vivekanand Subharti University**
- One Year Software Diploma in Computer Application (Ms-Office-Ms-Word, Ms-Excel, Ms-Power Point) HTML, DHTML, & Internet etc.
- 6 months Tally 5.4, 6.00 & 7.2 version

PERSONAL DETAIL

Husband Name	-	Mr. Parmod Pundir
Date of Birth	-	25 th August 1983
Nationality/Sex	-	Indian/Female
Personal Strength	-	Put best efforts to discover innovative ideas
E-mail ID	-	m.pundir1983@gmail.com

I assure that the above information given by me, are true to the best of my knowledge and belief.

(Mamta Pundir)