

CURRICULUM VITAE

VIJAY PRAKASH

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Present address:

House no: 2726

Phase 7 Mohali

Punjab

Permanent Address:

Vill- Kesharwala

P.O–Raipur

Dist. Dehradun

State–Uttarakhand

Pin Code– 248008

Personal Data:

Sex : Male

Date of Birth : 08-07-1990

Nationality : Indian

Marital Status : Unmarried

Mobility : Anywhere

Languages Known: English,

Hindi.

Objective:

To contribute outstanding technical skills and strong commitment
And work as a key player in a challenging and creative environment.

Educational Qualification:

Diploma in Pharmacy from Punjab State Board of Technical
Education and Industrial Training (PSBET) Chandigarh 2012.

Graduate from Hemwati Nandan Bahuguna Garhwal University
(HNBGU)Dehradun

Secondary School, GIC Maldevta Raipur Dehradun.

High School, GIC Saura Saroli Raipur Dehradun.

Professional Experience:

Worked as a **Phrmacist** from **March 2015 to August 2017** and
now working as **Pharmacy Incharge & Purchaser in** Indus
Hospital Phase 3b2 Mohali (A Unit Of Indus Healthcare Pvt.
Ltd) from **September 2017 to till date**.

Functional Activities:

- Store Planning according to **NABH** norms
- Procurement and Inspection of items Storage Preservation of
Material up to date.
- Achieve targets set by management team very well on proper
timing.
- Able to purchasing of all Pharmacy requirements with
suitable and best margins.
- Generate Purchase Order and Good Receipt Note

Store Management:

- ☐ Able to make complete store management according to NABH norms.
- ☐ To establish Reorder levels for all stocked goods.
- ☐ To ensure that purchase requisitions are raised in time so that the material can be procured at the right time
- ☐ Able to make complete record for the stocks of all consignment items, maintaining records of their receipt, issue, consumption details and processing of bills
- ☐ To formulate and implement departmental standard operating protocols, policies and procedures
- ☐ Able to maintain proper receipt of material as per the terms and conditions of the Purchase Orders
- ☐ Appraise, review and give feedback to team by rewarding good performance and taking disciplinary action for bad performance.
- ☐ Identify team training and development needs to ensure continuing professional competence for self and staff
- ☐ Able to implement the Store SOPs. Establish control over nonmoving and short expiry goods
- ☐ Supervise process for easy accessibility of items in stores
- ☐ To ensure that no goods expire without being detected and returned to the vendors.
- ☐ Bill of passing, costing of material issued. And Store verification invoice summary.
- ☐ Monthly valuations of incoming / outgoing and stock in hand material.
- ☐ FIFO system properly followed.
- ☐ Segregation of material as per storage requirement.

Inventory Control:

- ☐
- ☐ Able to maintain inventories at the levels set by the management ensuring that there is no overstocking or minimum stock outs.
- ☐ Assume responsibility for the overall management of inventories of all stores and sub stores.
- ☐ Ensure that there are minimum stock approved by management
- ☐ Conducts audits at regular basis

Physical stock taking of medicines quarterly Material Management:

- ☐ To organize physical stock verification in all stores at the stipulated time periods to ensure that inventory is equal to physical inventories
- ☐ Control shortages and excesses in physical inventory

Computers:

- MS – Office, Browsing,
- Worked with Macshell Software

Strengths:

- Research Skills.
- Leadership Qualities.
- Confidently Handling
- Dedicated to maintain high quality standards.
- Able to lead team and planning the regular analysis.

Declarations:

I hereby declare that all the information mentioned above is true, complete and correct to the best of knowledge and belief.

Yours sincerely

(VIJAY PRAKASH)