

Mohammad Salman Akhtar

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Location: Patna

Career Summary

More than Ten years of work experience in multi-disciplinary area started as office assistant and later on got the responsibility of independent Supply chain manager Possess good communication skills with a quick responsiveness to learn new technologies and ideas

Career Objective

Seeking a challenging role as a Supply Chain Manager with a reputable organization. My objective is to leverage my extensive knowledge and expertise in supply chain management and operations to drive business success and create a competitive advantage. My aim to effectively streamline supply chain process, enhance operational efficiency, and contribute to the overall growth and profitability of the company.

Work experience

- **Medaz Super Speciality Hospital Pvt. Ltd 2019 - 2024**

- **Supply Chain Manager - March 2021- April 2024**

Promoted to Supply Chain Manager for demonstrated ability to optimize procurement processes and enhance supply chain efficiency

- Make entries in inspection register, arrange inspections, and update stock register
- Prepare weekly/monthly issue statements and reconcile with physical stock.
- Address short-supplied items promptly and inform relevant personnel.
- Prepare installation reports and seek approvals from HOD.
- Organize meetings to solve problems and enhance the system.
- Manage sale of waste materials as per approved tenders.
- Develop network between hospital and vendors for efficient stock management.
- Handle any other tasks assigned by higher authorities.
- Ensure safe custody and management of store inventory.
- Facilitate annual physical stock verification.
- Collaborate on stock verification with designated personnel regularly.
- Make local purchases of essential items under specified limits
- On Emergency arrange goods from local retail purchases.
- Unpack, inspect, and store incoming materials.
- Inspect and report discrepancies in received materials.
- Initiate purchase requisitions and special orders.

I was promoted in just six months because I did better than expected, learned fast, and understood difficult things perfectly.

➤ **Store Manager - April 2020 – February 2021**

- Maintain inventory of daily issuing and receiving materials.
- Maintain track record of balance material in specific locations.
- Process receiving and delivery for purchased items.
- Write purchase requisitions and initiate special orders.
- Prepare goods receipts notes and communicate with finance/purchase.
- Authorize store requisitions after verification.
- Monitor incoming/outgoing materials and stock levels.
- Identify fast-moving, slow-moving, and unusable items.
- Maintain proper documents for receipts and issues.
- Prepare and share weekly stock inventory with the purchase department.

Outline

Working for a leading healthcare company based in Patna.

➤ **Store Assistant Manager - September 2019 – March 2020**

- Create items name master with code, manufacturer master, and supplier master on ERP software.
- Create demand based on consumption.
- Maintain records of return/gate pass and create NRGPs of material
- Maintain inventory of daily issuing and receiving materials.
- Maintain track record of balance material in specific locations.
- Consolidate demand against each specific month from user departments.
- Communicate with purchase to execute supply orders.
- Check and receive material according to supply orders and approval samples.

• **K B Proto Co W.L.L. (Bahrain) - October-2017- June 2018**

Outline

Worked for a reputed 3D Printing Store based in Bahrain, responsible for supporting all processing and preparation 3D model with Computer Operator

- Post-processing and finishing of 3D printed parts.
- Operate 3D printers, thermoforms and machining centers
- Provide support in the maintenance and cleaning of the equipment
- Perform basic inspection operations with digital calipers, thread gauges, etc.
- Other assembly and general duties as required

Other Work Exposure

- Documentation work for **pre- Assessment of NABH accreditation** at Medaz Superspeciality Hospital Pvt. Ltd- **2023**
- Documentation work for **QCI accreditation** at Medaz Super speciality Hospital Pvt. Ltd – **2023**

Education

- MBA (Operation Management) - Dr. D.Y. Patil Vidyapeeth, Pune – **2021-2023**

Research Project

- A study in supply chain management- **2023**

Training

- Basic Life Support - Completed BLS training, demonstrating proficiency in life-saving techniques, including CPR, AED usage, and first aid.- At Medaz Super Speciality Hospital Pvt .Ltd.- **2022**
- Fire Training- Completed comprehensive fire training program, covering fire fighting techniques, fire prevention, and emergency response protocols.- At Medaz Super Speciality Hospital Pvt .Ltd.- **2021**

Computer Knowledge

- Diploma in Computer Application – Vishwa Computer Saksharta Mission – **2013**
- Advance Excel – elearnmarkets – **2021**
- It Dose (Hospital Information & Management System)

Skills

- Management and Leadership
- Inventory and Material management
- Advance MS Excel, MS-Office, and G-suite
- Documentation
- Team work Quality
- Problem-solving.
- Negotiation.
- Time management.
- Flexibility