

Curriculum Vitae

VIKAS KHANTWAL

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Roorkee, Haridwar (UK)

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CAREER OBJECTIVE:

Seeking a career in an esteemed organization that provides challenging environment to utilize my knowledge and skills in developing towards a responsible growth oriented organization.

JOB EXPERIENCE:

Current Company : Aarogyam Medical College & Hospital, Roorkee (UK)
Designation : Store & Purchase Executive
Duration : Dec 2017 – Till Date

- AMCH is 450 bedded hospital having well qualified persons in various fields, educationist and social workers. It has various educational courses like ANM, GNM, Bsc Nursing. AMCH has various facilities such as Pathology, Radiology, Orthopedics, Pediatrics, ENT, Dermatology, Aneasthology, Obstetrics and Gynecology, Endoscopy, Neurology, Cardiology, ICU, HDU, RICU, CCU.

KEY RESPONSIBILITIES:

- Checking of inward and outward materials as per the required specification.
- Inviting for quotation and making comparison rate list Medical, Non-medical & Civil items.
- Ability to manage and maintain good relationship with vendors.
- Checked bills for accuracy against purchased orders.
- Ensuring for preparation of GRN, Excess/ Shortage/ Rejection memo within time.
- Scrap Management. Decide rates of various types of scraps like Carton, Plastic, Iron, and Aluminium etc.
- Participated in all store and purchase activity.
- Provide assistant to the store and purchase manager in his day to day task.
- Create new vendors and making purchase order as per best quotation.
- Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers.
- Able to create and administer a task priority list based on organization needs.
- Handle civil Building construction Items related to Electrical, mechanical, Plumber and painter Department Etc.

- Knowledge of Store items like Surgical, Linen, Stationery, Engineering and maintenance items required for hospital.

QUALIFICATION:

- _MBA (Operation management) from Jaipur National University in (2019-2021)
- Advanced certificate in Warehouse management from Indian School of Business Management and Administration (ISO 9001-2008 Certified International B-School).
- Certificate in Purchase Management
- Graduation in Math's (2014-2017) from HNBGU with Second Division.
- Diploma in Mechanical Engineering (2010-2013) from UBTER with First Division.
- Intermediate in 2011 from NIOS with Second Division.
- High School in 2008 from CBSE with First Division.

INDUSTRIAL TRAINING:

- One month training from Deenbandhu Chotu Ram Thermal Power Plant, Haryana Power Generation Corporation Limited (HPGCL), Haryana.
- Two weeks training from Government Irrigation Workshop, Roorkee.

FUNCTIONAL SKILL:

- 1-year Diploma in Computer Application.
- Having CCC Certificate from NIELIT government of India.
- Working Knowledge of Microsoft Office (Word, Excel, Power Point etc.)
- Knowledge of English and Hindi Typing.
- Knowledge of Tally ERP-9 Software
- Having Auto-CAD certified by Autodesk.

ACHIEVEMENTS:

- Participated in National Cricket Championship held at Madhya Pradesh.
- Qualified the NCC "B & C" Certificate.
- Won first prize in Anchoring Annual Day Function.

PERSONAL ATTRIBUTES:

- Hardworking & Strong Will Power.
- Problem solving ability
- Practical, Optimistic & Adaptable.

PERSONAL DETAILS:

- Date of Birth : 18-07-1993

- Father's Name : Mr. Chinta Mani Khantwal
- Mother's Name : Mrs. Yashoda Khantwal
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Language Known : Hindi, English and Regional Language
- Hobbies : Watching Discovery, Solving puzzles & Reading Books,
Playing Cricket

PLACE
ROORKEE

VIKAS KHANTWAL