

KAMAL SINGH

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Objective

To work with an organization where I can use my ability to best of its extent. I want to reach at pinnacle in corporate and to fulfill my personal as well as my social responsibilities.

Life Vision & Mission

To live each day with courage & belief in myself. To live true to my principles. To live, to love, to learn and to leave a legacy.

Work Experience

◆ Company Name	:	Narayana Hrudayala Ltd
◆ Designation	:	Sr. Executive (Store & Purchase) - Supply Chain Management
◆ Duration	:	Since Feb 2023 to till date

◆ Company Name	:	The Signature Hospital
◆ Designation	:	Store Incharge - Supply Chain Management
◆ Duration	:	Since Feb 2020 to Feb 2023

◆ Company Name	:	VPS Rockland Hospital Manesar
◆ Designation	:	Sr.Executive Store - Supply Chain Management
◆ Duration	:	Since May 2014 - Feb 2020 (5 Years 9 Months)

Purchase Job Responsibilities:-

- Identifying and evaluating potential vendors, negotiating contracts, and maintaining positive supplier relationships.
- Creating purchase orders, monitoring stock levels, and ensuring timely delivery of goods and services.
- Negotiating prices with suppliers, identifying cost reduction opportunities, and analyzing spending patterns.
- Monitoring stock levels, maintaining inventory records, and coordinating with warehouse staff.
- Working with various departments to understand their needs, providing purchasing support, and communicating effectively with suppliers and internal stakeholders.
- Negotiation Skills: Ability to negotiate favorable terms with suppliers.
- Communication Skills: Excellent written and verbal communication skills for interacting with suppliers and internal teams.
- Organizational Skills: Ability to manage multiple tasks, prioritize effectively, and maintain accurate records.
- Analytical Skills: Ability to analyze data, identify trends, and make informed purchasing decisions.

- Interpersonal Skills: Ability to build and maintain strong relationships with suppliers and internal teams.

Additional Responsibilities:-

- Vendor Updating, Mapping & Registration.
- Making Service & Capex Purchase Order.
- Item code Creation & Mapping.
- Making Comparative & Take Approval from Management.
- Making Purchase Requisition & Purchase order.

Store Job Responsibilities:-

- Submission of Monthly MIS Report to management.
- Making Daily Report (Receiving, Issuing & Consumption) to HOD.
- Preparing a list of shortage items & follow up for supply.
- Preparation of monthly consumption report.
- Preparation a list of Non Moving items, Slow Moving items & short Expiry items.
- Preparation monthly purchase request & submitted in purchase department.
- Follow up for supply.
- Making Goods Receipt Note against received supply.
- Receiving material against purchase order & checked quantity & Quality.
- Responsibility for store activity receiving & issuing material to concern department.
- Issued Material to FIFO & LIFO method.
- Physical stock verification daily, weekly & monthly basis.
- Coordinate to concern department regarding goods supply, Quality & Quantity etc.
- Inventory control behalf of ABC Analysis.
- Prepare to GRN of Bills with PO & without PO.
- Issue to material to concern department.
- Proper hand over to bill to A/C section with proper check & signature.
- Any special task given by HOD.
- Preparing various reports as required by management from time to time like monthly MIS report, monthly consumption report, monthly purchase return report, and daily good receipt report.

Education Qualification:-

Subject	School/College	Year	Board/University	Percentage
Metric	GHSS Domatkhal, Pauri Garhwal	2002	Uttarakhand	51%
Intermediate	NIOS	2008	NIOS	49%
Graduation	IGNOU (New Delhi)	2017	IGNOU	53%

Technical Skills

- ◆ Familiar with MS Office application including Word & Excel.
- ◆ Familiar with online research techniques.
- ◆ Proficient in HIS Software, WIPRO Software.
- ◆ Proficient in HINAI WEB Software, Care Software,
- ◆ Proficient in Oracle, ATHMA & SAP.

Extra Skills

Good communicator, problem solver, always strives for excellence, team leader, self-responsible and goal oriented person.

Total Experience : 10 years
Current Location : Katra, Jammu
Expected CTC : As per organization rule.
Notice Period : 30 Days

Declaration: I promise to do my best if given an opportunity to work with your organization.

DATE: -
PLACE: -

(Kamal Singh)