



TESIMOL JOSEPH

Purchase Executive

Contact Me

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Edathananiyil (H),
Padiyottuchal(PO),Payyannur,
Kannur Kerala,India

Other Info

Computer Skills

*SAP(B1)
*TALLY
*Microsoft(excell, word, power
point, access)

Languages

English, Malayalam,
Tamil(speaking), Hindi
(Reading)

Interest

Music, Travelling

Summary

About 4 year's experience in pharmacy purchase and inventory management. Background in providing excellent service for large corporations that encounter detailed and ever fluctuating purchasing needs. very familiar with procedures involved in the purchase requisition, PO creation, GRN, GDN, quotation requests, invoicing and Indent transfer. Also have a wide knowledge in inventory control. Extremely detail oriented, with a positive, upbeat personality. On the lookout for a suitable breakthrough in the Professional field to learn, develop and grow. This will be absolutely beneficial to the organization.

Education

Kannur University

2010 - 2013

Bachelor's Of Business Administration

Experience

Gimcare Hospital Kannur

2019 september - 2020 september

Executive Pharmacy Store

- * Place non-stock purchase orders accurately to assure delivery of items or services as required.
- * Led negotiations with existing and new suppliers for

References

Mrs.Aswathi Gopalakrishnan
Senior executive
Amrita Enterprises pvt. Ltd.
Ernakulam(dst)
Ph: 9496448314

Birth Date

29/June/1993

lowest cost and highest value.

- * Managed contracts with supplier.
- * Maintain stockroom inventory for selected items, and review usage statistics while adjusting minimum/maximum levels as appropriate.
- * Enter purchase orders into electronic entry system.
- * Verify availability and price of items ordered, and comply with formulary purchasing controls.
- * Resolve invoice problems with respective vendors.
- * Managed the invoice and billing process for all materials and supplies.
- * Responsible for the organization and storage of all pharmaceutical materials and supplies.
- * Personal contact for all wholesalers and supply companies.
- * Against with or without PO, create GRN.

Amrita Hospital Ernakulam

2016 January - 2018 July

Junior Executive Of Pharmacy Purchase

- * Maintaining optimal stock levels to ensure timely availability of products.
- * Keep concentration to all over the inventory area including, Monitor, maintain, raising orders and verify inventory accuracy and product levels.
- * Set and strictly adhere to departmental budgets ensuring cost effective operation.
- * Maintain inventory tracking databases, correspondence files and reporting the management.
- * Controlling stock levels and minimizing stockouts by using ABC analysis.
- * Keep correct SKU and avoid overstock.
- * Identify short expiry, slow moving, fast moving drugs.
- * Maintaing optimal stock level of narcotic drugs & IV fluids.
- * Ensure timely availability of High value medicines.

Holly Cross Nursing College Kottiyam

2015 May - 2015 November

Office Assistant

Worked effectively in a team environment; participated in decision making; and maintained cooperative interaction with staff. Assisting in the office management functions.

Cooperate Bank Cherupuzha

January 2014 - April 2014

Trainee

Work directly to facilitate effective operations of bank. Continuously train and develop knowledge of total bank operations. Include transactions, procedures and security.