***CURRICULUM VITAE***

**Kuna Nayak**

Address: 2c, Street No-17

Molarband Extension

Badarpur, New Delhi-110044

Mobile No: +919958618493

Email: kunaapollo@gmail.com

***Objective****-* **Operations, Administrative, Inventory control, Procurement & Supply Chain.**

**Summary-**

\* 17 years’ plus working experience with **Apollo Hospitals Enterprise Ltd** & **Paras Hospitals Ltd**.

\* Established & managed some new set up for **Apollo pharmacies**, **Dr BL Kapoor Hospital, Paras Hospitals** **, Fortis Escorts Hospitals & Aditya Birla Memorial Hospital-Pune.**

\* Fully Capable to perform as a role model and a leader.

**Professional -**

\* One year Specialized **Diploma in** **Material & supply chain Management**

\* One year **Diploma in Computer Education** (MS Word, excel, Power point, Outlook express etc.)

\* **B. Pharma** from Orissa Pharmacy Council in 2004

\*Attended session on **Good Pharmacy Practices** with Apollo Pharmacy.

\*Attended session on **Lean Six Sigma** with Apollo Hospitals, Sarita Vihar, and New- Delhi-110076.

\* Attended session on **Diabetes Management** with Apollo Pharmacy and BD etc.

**General** -

\* **Graduate** from Utkal University in 1999.

\* **Intermediate** from Orissa. Board in 1996.   
\* **High School** from Orissa. Board in 1994.

***Project Work-***

Project work done at **Six Sigma Applications** in Organizations with Apollo Hospital Enterprises Ltd. from May-2009 to Aug-2009.

***Others –***

* Coaching
* Performance Management
* Resource Management
* Conflict Management
* Presentations

***Current Job Profile-***

* Procurement of pharmacy items, with a strict Quality control.
* Purchase of **Pharmaceuticals, Surgical Consumables and Orthopedics & Cardiac implants.**
* In Patient, Out Patient, OT, Cath Lab, Medical & Material Stores Pharmacy Operations & control.
* **Managing overall Hospital’s Inventory (Medical & Non Medical) worth Rs. 6.0 Cores of all**

**Specific Stores.**

* Looking after dispensing of medicines against indents/ prescriptions, billing of pharmacy items &

Medicines with automated Hospital Inventory Management System.

* Regular checking for expiring drugs and returning the same to Distributors against Cr. Note or Item.
* Regular Analysis of Moving & Non Moving items
* Looking after proper storage of medicines & stock maintenance
* Purchase orders Authorization & purchase returns.
* Patient Counseling Staff Motivation & creation of good, disciplined working atmosphere.
* Maintain FIFO for All Items as well as consumables.
* Review status of previous day’s receipts.
* Perpetual stock taking Supervision for ‘A’ ‘B’ ‘C’ class items on daily basis.
* Biomedical Waste Management as per rules & regulations.
* Generation & Review of Status for Pending Form-C & Way Bills.
* Regular Updation of Medicine/Material Shortage for Patient/Hospital service.
* Always look for opportunities for cost reduction, Rate negotiation with Companies.
* Preparation and Analyzation of MIS reports on regular Basis etc.
* Sensitizing the Eco- friendly tips to the staff on regular basis with suitable study material
* Day to day based all legal, organizational reports preparation, completion & review.
* Man Power analysis for better Human Recourse Utilization.
* Rate Contract from different parties
* All software related problems capturing, data interpretation & record for IT Dept.& solution finding.
* Gate pass authorization, all security related parameters follow ups, key management.
* Bill processing review & Authorization for Finance Department.
* Time Management for Staff & TAT analysis of OP & IP Transactions.
* Physical Stock Verification Reports Review & Solution finding.
* Indent & PO Indent generation Review for all Departments.
* GRN & GIR Registers review and follow-ups
* Staff training related to HMS, NABH, Inventory management & Service improvement
* Pending PO review and updation, instruction to Purchase department
* Department Consumption, Pending acknowledgement, Dept. Issue & Returns review & updation of

all 78 Departments.

* Preparation of Quarter / Annual Audit with Finance Dept. & Do, AI/AR generation based on reports
* Providing necessary stuffs for Annual Budget Preparation
* Regular visit of OPD for Consultant/ Doctors need related to Medicines/ Materials
* Daily Stock Checking Reports review & control
* New Item requirement analysis, code creation & updation
* Bill/ Invoices processing & authorising with sign for the finance dept
* Facility Management, Interdepartmental Communication, HOD Morning meetings are routine
* Pharmacy sales promotion programmes planning & Implementation
* Currently taking reporting of more than 50 staff personnel’s, authorizing their Duty Charts, Leaves & other needs i.e. Salary Advance, ESI Cards etc.

***Function Head- Purchase and Stores:-***

* Purchase of **Pharmaceuticals, Surgical Consumables and Orthopedic & Cardiac implants**.
* Inventory management Central and Peripheral stores.
* Monitor and control **Key Process Indicator**
* Supervision and **policy implementation** in Stores and Purchase
* Process **Tender and Price negotiation** with companies/vendors.
* **Vendor Development**
* **Vendor Evaluation**
* Presentation of KPI (Key Process Indicator) for continuous improvement in processes
* Track on **rate variation**.
* **Training of staff** as and when required.
* Prepare and circulate monthly **MIS**.
* Member and convener of **Pharmacy & Therapeutic committee**.
* Dealing with medical representatives and Distributors.
* Charging all Imp rest store goods(stents valves etc.) directly to the patients

***Working Experience -*** **More than 17 years**

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| --- | --- | --- | --- |
| Designation | Department | Duration | Location |
| **Manager Pharmacy & Purchase** | **Pharmacy** | **Feb-2015 to Till Date** | **Aditya Birla Memorial -Pune** |
| Asst- Manager | OP Pharmacy | Aug - 2012 to Feb 2015 | Paras Hospitals, Gurgaon |
| In-Charge | OP Pharmacy | Aug – 2011 to July - 2012 | Dr BL Kapoor Memorial Hospital |
| Area Manager | Retail Operation | July – 2010 to July - 2012 | Guardian Pharmacy |
| Sr.Supervisor | Pharmacy | Sept - 2009 to July- 2010 | Apollo Hospitals, Bhubaneswar |
| Supervisor | Main Pharmacy Store | July - 2008 to May- 2010 | Apollo Hospitals, New Delhi |
| Jr. Supervisor | I.P. Pharmacy & Stores | Sep - 2000 to June - 2008 | Apollo Hospitals, New Delhi |

***Day-to-Day Operations-***

* Assure compliance with all legal and regulatory requirements for pharmacy operations.
* Develop and maintain a system and program of continuous quality improvement.
* Regular Monitoring of Pharmacy Operations
* Control and generation of AI/AR, WI/WR, & LB for regular stock updating.

Faced and participated in lot of audits i.e. JCI, ISO, EMS, BMW and regular monthly/annually audits.

***Strategic Planning****-*

* Establish and coordinate the achievement of departmental goals and objectives.
* Develop an organizational structure with clearly defined lines of authority and job responsibilities that enable employees to work together toward common objectives.
* Integrate pharmacy services with other hospital departments and the medical staff to establish a multidisciplinary approach to improving patient care.
* **Find out new business opportunities and process to increase the sale**.

***Financial Management-***

* Monthly MIS, GP, Exempted Vat Items, Generic Items, MRP- EPR control, Monthly/annual audit preparation, Receipt & Issue reports Creation, Generation and as well as their Analysis.
* Seek innovative ways to reduce and contain costs.

Assure that appropriate charge capture and billing systems for pharmacy charges are developed and maintained.

***Responsibilities-***

* Staff management (including Team Leaders and Coordinators) – Split across teams and locations
* Performance appraisal, including conduct and capability management
* Operational management, including feedback scores
* Staff development including ***Training, Coaching*** and competence assessment

***Extra Curricular Activities-***

I’ve participated in lot of activities like G.K., Intelligence test, Cultural Programme & Games, etc.

***Current CTC-*** : 6.24 Lakhs / Anum

***Expected Salary-*** :7.00 Lakhs

***Personal details-***

Fathers Name : Natabar Nayak

Date of Birth : 09/06/1977

Marital Status : Married

Language : Hindi, English & Oriya

Nationality : Indian

Hobbies : Reading Books, Singing, Watching T.V & Listening to Music etc.

***Attributes-***

Self-motivated, Responsible, Diligent, Sincere, Positive-Attitude towards life, Spirit of team work, Honest, Truth worthy, Trustworthy, Hard worker, Down to Earth, Eco- friendly and Pleasant.

DATE:

PLACE: - New Delhi **Kuna Nayak**

Dear Sir,

Since my first information about your organization I have been fascinated with the breadth of services you provide to a wide range of customers. Several articles, as well as a recent visit and tour of your facilities at your site, have reinforced my interest in this organization. I am confident that I have both the skills and the drive to contribute growth and success of this company. Therefore, I would like to be considered for employment with your firm.

The educational background, experience, and skills listed in your advertisement are only the beginning of what I can bring to your firm.

I have a solid history of producing results within a limited budget. I have built and successfully managed a staff of 100, and I deal effectively with customers, as well as Doctors, Nurses, Vendors, Medical- Representatives, Visitors, Apprentice of Management, senior management persons and colleagues on a regular basis. All of these achievements are critical to finish, such as yours that must complete in today's difficult economy. More importantly, I have experience in analyzing; interpreting and making clear recommendations based on the information obtained from day to day Operations.

My resume is enclosed for your review. I am available to meet with you at your convenience. Please contact me to set up a time.

I hope to hear from you shortly.

Sincerely,

Kuna Nayak

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