



MANAS KUMAR SAHOO MHA

MANAGEMENT PROFESSIONAL

Hospital Operations | Purchase | Hospital Administration



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Bhubaneswar , Odisha



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EDUCATION

MHA

(Masters Degree in Hospital Administration)

from Sai Institute of Paramedical & Allied Sciences, Dehradun, Uttarakhand in 2021

MBA

from Institute of International Business & Research, Pune, Maharashtra in 2006

B.Com.

from Nimapara Autonomous College Nimapara, Puri in 2004

CORE COMPETENCIES

Supply Chain Management

Material Management

Purchase / Sourcing

Liaison & Coordination

Operations Management

Team Building & Leadership

MIS Reporting & Documentation

TECHNICAL SKILLS

Oracle & SAP

TRAINING ATTENDED

SAP Training
from Xavier Institute of Management,
Bhubaneswar, Orissa

ASSOCIATED WITH THE PROJECT BASED STUDY (PART TIME)

" Terminal Ileal Ulcer"
to detect an
early stage of colorectal cancer.

Seeking valuable, growth oriented career job opportunity in Hospital Administration / Operations management roles & willing to learn different areas of the hospital management where I shall utilize my skills while focusing on integrating holistic practices in hospital organisation and to become a versatile team member with a commitment to ensuring quality care for all patients.

PROFILE SUMMARY:

- **Professionally qualified Masters Degree in Hospital Administration, 2021**
- **MBA** having **13 years** of a successful career with diverse roles distinguished by commended performance in Pharmaceutical and Service sectors.
- Enhanced the operational efficiency by eliminating obsolescence process in Supply Chain and achieving cost reduction through vendor development & material management.
- Developed alternate vendor base to increase revenues, streamline process workflow and created a team work environment to enhance productivity.
- Skilled in managing the selection & purchase of raw materials and vendor management.
- Exposure in **Oracle and SAP**.
- Proficient in budgetary control & vendor negotiations.
- Team-based management style coupled with the zeal to drive visions into reality.
- Work hard to give utmost best for employer and making work environment productive, pro-active and enjoyable for co-workers.
- Acknowledged with **Letter of Appreciation** in recognition of outstanding Performance in all the previous organizations.

WORK EXPERIENCE

Oct'15 – Jun'19 | Geo Solaris Lab Pvt. Ltd., Cuttack, Odisha | Manager – Purchase

Products: API Raw Materials, Excipients

Jan'15 – Sep'15 | Camus Pharma Pvt. Limited, Jaipur, Rajasthan | Manager – Purchase

Products: ARV, Oncology, Anti HIV, Anti TB and Inhalation Drugs like MDI & DPI

Aug'09 – Dec'14 | Akums Drug & Pharmaceuticals Limited, New Delhi | Deputy Manager – Purchase

Products: API Raw Materials, Excipients & Lab Chemicals

Roles & Responsibilities:

- Managed procurement cycles of API raw materials, excipients with effective costing and right quality in right time.
- Administered lead times and purchasing requirements within overall business process of acquisition of goods and services, minimized response time while ensuring needs were met in a timely, satisfactory and cost effective manner.

STRENGTHS

Disciplined and Focused

Resourceful

Fast learner

Collaborative

Self Motivated

Kind /Compassionate

Multi-Tasker

Energetic

Good Listener

Trustworthy

PREVIOUS EXPERIENCE

Oct'07 – Jul'09:
Indus Towers Limited,
Gurgaon
as AM – Purchase

May'06 – Sep'07:
Corbus India Pvt. Limited,
Noida
as Sourcing Analyst

PERSONAL DETAILS

Date of Birth:
28th June 1984

Languages Known:
Hindi, English and Oriya

Present Address:
816/3890, Nilakantheswar Marg,
Barmunda, Bhubaneswar – 751003,
Odisha

Permanent Address:
816/3890, Nilakantheswar Marg,
Barmunda, Bhubaneswar – 751003,
Odisha

- Recognized, evaluated, negotiated & configured the supply across multiple geographies to reduce costs and mitigate risks.
- Interfaced with suppliers & end users in order to ensure local & global acceptance for implementation of sourcing strategy.
- Product COA (Certificate of Analysis) as required by the plant.
- Registration of Documents of API/ Formulation from the manufacturers and shared the same to Regulatory Team to submit at Russian MoH (Ministry of Health).
- Co ordinating with our Moscow , Irkutsk and China office for vendor audit.
- Liaison with the production department to maintain optimum inventory.
- Making presentation to the management on monthly basis on budget vis-a-vis expenditure status.
- Tracked key performance indicators as per contract conditions and took corrective actions to improve contract compliance.
- Conducted global & local market analysis.
- Validated the completeness & relevance of RFI/ RFP in terms of global & local market specifics vis-a-vis internal needs.
- Implemented Purchase to Pay Process of vendors on-boarding & Purchase Order renewals.
- Monitored long-term partnerships with local & global suppliers and periodic review of vendor performance metrics to ensure meeting of service, cost, delivery & quality norms.
- Review of quality certificate of the materials and to take up with the concerned suppliers for replacement in case of any deviation.

Major Career Achievements:

- Implementation of material delivery tracker dashboard in the system for an effective monitoring of inward consignments.
- Associated with the specialist doctor for completing research based study project "**Terminal Ileal Ulcer**" which was awarded by the "**American Journal of Medicine**".
- Excellent performance rating throughout the career.

Other Informations:

- Expected Salary: Negotiable
- Notice Period: Immediate