**NADIMPALLI RAVI TEJA** **(Purchase Executive).**

Email: nravi723@gmail.com,

Miyapur, Hyderabad-500049,

Phone: +91- 9573471527.

**Professional summary:**

* Senior Purchase Executive with 7+ years’ professional experience in QUALITY CARE INDIA Ltd (CARE HOSPITALS NAMPALLY) General Store Purchase and Store Administration.
* I am a hardworking and motivated person, can work under pressure and complete all tasks given efficiently.

**Work qualification summary:**

* Oversee all operation related activities at each hospital entities. This includes Purchase order generation for inventory & non inventory stocks sourcing for quotations of material & services.
* Oversee the execution of any contract/agreement and maintenance / renewal of existing contracts under the purview of the Materials department.
* Participate actively in cost-saving activities by negotiating with vendors, sourcing alternative product or vendor for best value supplies.
* Assists Procurement Executive in getting new quality vendors to expand vendors’ database to improve competitive bidding exercise.

**Work responsibilities:**

* Preparing Purchase Orders & closing GRNs.
* Check the material received against purchase orders.
* Maintain contact with vendors and ensure that material is shipped on time
* Keep record of all incoming and outgoing goods from stores.
* Sending the received goods for quality checking.
* Forecasting and planning the daily stocking level as per Departments issues demand on daily basis.
* Responsible for end-to-end procurement cycle functioning activities.
* Placing orders and monitoring the delivery schedules all the time.
* Managed the Store inventory levels and follow-up with All Departments.
* Assisting with following up overdue accounts for payments timely to suppliers.
* Develops and maintain constructive working relationships with colleagues, vendors, and management.

**Work Experience:**

• Worked as Purchase Executive & Store Admin Maintenance in QUALITY CARE INDIA Ltd (CARE HOSPITALS NAMPALLY) from February 2014 to February 2022 played Dual role in the company and acquired good knowledge.

**SKILL SET & Computer Proficiency**:

• ERP, Java, Oracle applications.

• Proficient in MS Word, MS excel & Internet applications.

**ACADEMIC QUALIFICATION:**

* **M.B.A.** in HR and Marketing done from **D.N.R.College**.
* **B.Sc.** in MECS from **D.N.R.College**, Andhra University**.**
* **Intermediate (M.P.C)** from Aditya Junior College.
* **S.S.C from** Anu Public School.

**PERSONAL DETAILS:**

DATE OF BIRTH: 05-07-1991

Marital Status: Married

LANGUAGES KNOWN: English, Telugu, and Hindi.

PRESENT ADDRESS: Miyapur, Hyderabad.

Place: Signature Date: (Ravi Teja. Nadimpalli).