

RESUME

V.PRAKASH

Sai Ganesh Flats,
Plot No 7/11, Door No: S-1
13th Street, Lakshmipuram Extn,
West Tambaram, Chennai 600045.
+91 9841885577 / 7010992418
prakash.charanya@gmail.com

PRESENT EMPLOYEMENT

1) Employee	: <u>ANNAII MEDICAL COLLEGE AND HOSPITAL.</u>
Designation	: Purchase Manager
Period	: May -2021 – As On Date

Roles and Responsibilities

- Handing Covid 19 relates purchase
- Prepare and process purchase Indent and Purchase Order
- Vendor Management
- Co-ordinate with vendors for prompt delivery
- Co-ordinate with financial head payments for vendors payment
- Delivery Management
- Maintains of all purchase related documents.

EXPERIENCE SUMMARY:

PRESENT EMPLOYEMENT

1) Employee : **PANIMALAR MEDICAL COLLEGE HOSPITAL AND R.I.**
Designation : **Purchase Manager**
Period : July 2017 – October 2020

Roles and Responsibilities

- Prepare and process purchase Indent and Purchase Order
- Vendor Management
- Handling Clinical Lab Related Monthly Requirement.
- Co-ordinate with vendors for prompt delivery
- Co-ordinate with financial head for credit approvals and payments for vendors
- Resolve vendor grievances and claims against suppliers
- Manage the team and constantly mentor them for better performance
- Delivery Management
- Maintains of all purchase related documents.
- Involved in 3 **Medical council** inspection guidelines and procedures for purchase.
- Was involved in getting and helping the hospital to become **NABH** entry level and follow the guidelines required.
- Helped the hospital in obtaining **Indian Council of Medical Research (ICMR)** for Covid19 and processing the purchase and set up accordingly.

PANIMALAR COLLEGE OF NURSING

Roles and Responsibilities

- Looked after the purchase and stock handling of Panimalar College of Nursing.
- Was in charge and looked after the development and set up of the Panimalar College of Nursing.
- Was also involved in **MGR university inspection** and procedures for purchase.

Previous Employment

2) Employee : *Udhyam Enterprises*
Designation : **Manager Admin**
Period : 1st February 2012- 1st June 2017

Roles and Responsibilities

- Cash Management and Planning
- Reporting to Director for forecast and Update
- Co-ordinate with financial head for credit approvals for customers
- People Management
- MIS and Audit Reports
- Time Office Function.
- Handling Grievances among employees.
- Inward/Outward Maintenance
- Stock Reports
- Delivery Management
- Payment Follow-UP Collection
- Administrative support to new joiner's & Guest for accommodation, Transportation.

3) Employee : *The Housing Development Finance Corporation Bank Limited*
Designation : **Assistant Manager Teller**
Period : 06th September 2010 to 03rd Jan 2012

Roles and Responsibilities

Assistant Manager – Teller –Pallavaram Branch
Handling of Inward & Outward Cash
Preparing complete Cash report
Issuing DD , Funds Transfer , RTGS, NEFT, Forex Handling, Suspense Report, Gold Bar
Handling, Depletion Report, Large Scale Transaction Tracking, Suspicious Transaction
Tracking.

Achievements

Apart from Teller responsibility within the span of 6 months also marketed for 25 Savings Account, 5 Current Accounts Fixed Deposits for 2 Lakhs, 2 Swiping Machines & Insurance for 1 Lakh.

Recipient of "**Champion**" award for logging in 3 NOPs...25K each in PG Super II... and became "**Champion of the Week**".

4) Employee	: <u>Coinex Forex Services Pvt. Ltd.,</u>
Designation	: Forex-In-Charge
Period	: March 2010 to August 2010
Product	: Foreign Currency

Roles and Responsibilities

- Authorized Cashier
- Retail Purchase & Selling
- Bank & FFMC Dealing Money Transfer (Overseas)

5) Employee	: <u>UAE Exchange & Financial Service Ltd.</u>
Designation	: Assistant Branch Head - Forex - In - Charge
Period	: November' 2005 to February' 2010

Roles and Responsibilities

- Authorized Cashier
- Retail Purchase & Selling
- Bank & FFMC Dealing
- Operation Head
- Audit Compliance Officer
- MLRO
- Assistant Branch Head Customer Care Officer Money Transfer (Overseas)
- Achieved allocated business targets
- Maintaining daily sales MIS reports and recruitment's for front end.
- Generate new business through sales promotions, out marketing calls.
- Participate actively in sales planning to generate action plans for meeting targets
- Ensure high level of customer service to manage difficult customer situations.
- Ensure transaction are processed with a level of accuracy and commitment in order to satisfy customer needs
- And meet the turnaround time (TAT)
- Responsible for general reconciliation and control activities
- Ensure team building & the development of interpersonal and group skills such as conflict resolution, Meeting management etc.,
- Ability to coach when necessary problem resolving, establish consensus and mediate.
- Developing Customer Relationship

Achievement

Best Staff for Foreign Exchange Business – Tamil Nadu Year July 2009
Selected as **Best Staff** for 3 times for Overseas Branch
Good Database of 100 Customers of which 20 are overseas Customers

6) Employer : Venture Laboratories Pvt. Ltd.
Designation : **Admin & Stores-In-charge**
Period : 2001February – October 2005

Roles and Responsibilities

- Stock Maintenance
- Invoicing
- Payment Follow-up
- Complete Software Maintenance
- MIS Report
- Organizing for Dispatches
- Customer Co-Ordination
- Complete Documentation

Personal Details

Fathers Name : R. Venkatesan (Late)
Educational Qualification : B.A (History)
Languages Known : English, Tamil and Hindi
Sex : Male
Marital Status : Married
Nationality : Indian
Date of Birth : 14th June 1978
Hobbies : Music, Driving, Playing Cricket

(V.PRAKASH)