

Laxmilata Rana

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Objective

To work in an organization which is challenging but encouraging and always focuses on personal skill development along with the development of the organization.

Academic Qualification

COURSE	INSTITUTE/SCHOOL	UNIVERSITY/BOARD	YEAR OF PASSING	SCORE (%)
MBA (FINANCE)	Srusti Academy of Management, Bhubaneswar	BPUT , ODISHA	2017	81.5
B.COMM	Bhadrak Autonomous College , Bhadrak	Fakir Mohan University, Balasore	2015	72.33
INTERMEDIATE	Tihidi College, Tihidi, Bhadrak	CHSE, Odisha	2012	81.22
10 th	Govt. Girls High School, Tihidi, Bhadrak	HSC Odisha	2010	76.67

EXPERIENCE

Offering over 1.5+ years' experience in Supply Chain Management

- Strong background in procurement and inventory process with knowledge in N.A.B.H. and J.C.I. compliance.
- A strategic planner with proficiency in streamlining business processes, defining continuous improvement processes, accelerating employees strengths and building powerful teams which can conquer any obstacles.
- Currently Working As "Management Executive" In Asian Heart Institute & Research Centre, Mumbai (<http://www.asianheartinstitute.org>)
- Good knowledge in working with Excel and using different functions in Excel.

CAREER CONTOUR

Management Executive ASIAN HEART INSTITUTE & RESEARCH CENTRE

(India's highest accredited hospital with accreditations by JCI (Joint commission International), NIAHO (National Integrated Accreditation for Healthcare Organizations), and ISO (International Organization for Standardization). BKC, Bandra East, Mumbai, Maharashtra)

Accountabilities:

- ☐ Material management- Daily stock inspection, measuring stock levels, daily inventory reports.
 - ☐ Material Inspection - Physical inspection of all items for maintaining quality standard's.
 - ☐ Vendor management- Follow up with vendors for orders, Periodic vendor evaluation
 - ☐ Processing Purchase orders Indents- Meeting daily requirements of user departments. Issuing material to user departments
 - ☐ Processing GRN and vendor invoices.
 - ☐ Performing preliminary negotiation comprising of rates, discount, terms of payment
 - ☐ Preparing QCF of items with respect to vendor's quotations, revision of rates.
 - ☐ Inventory management- To maintain optimum inventory, calculating the reorder level and maintaining maximum and minimum stock levels
 - ☐ Stock Audit- Periodic Stock Audit & fixing ROQ/ROL.
 - ☐ Preparation of Daily, Weekly and Monthly MIS.
 - ☐ Handling all departmental daily activities, coordinating with other department.
 - ☐ Filing and storing material as well as the process for releasing material to user departments.
 - ☐ Confer with doctors and other healthcare providers to ensure that required material is procured and delivered on time for different medical procedures.
 - ☐ Designing, producing and printing of all reports related to vendor, regular and consignment material.
 - ☐ New Vendor development, rate contracts.
 - ☐ Maintaining and updating material records, this includes material histories, quality standards and re-orders levels.
 - ☐ Tracking the Expiry dates of items in order to avoid loss of inventory due to expired items.
 - ☐ Doing periodic ABC *analysis* (or Selective Inventory Control) to optimize inventory level & FIFO system to avoid expiry.
 - ☐ Collecting and analyzing of users consumption data, stock levels, ensuring accuracy of items records, ensuring optimum inventory, managing and maintaining databases, and generating and analyzing reports.
 - ☐ Classification of Items Coding according to categories.
 - ☐ High comfort level working in a diverse environment.
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CORE COMPETENCIES

Process Management

- Mapping User's requirements and coordinating in developing and implementing processes in line with the pre-set guidelines.
- Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize proficiency level.
- Assessing the user's feedback, evaluating areas of improvements & providing critical solutions to the associates on improvements and achieving higher satisfaction metrics.

Quality Assurance

- Conducting internal process audits & process reviews for ensuring strict adherence to the process parameters/systems.
- Managing the near expiry items.

Team Management

- Leading, training and monitoring performance of the team members for maintaining excellence in the service operations, evaluating effectiveness of training & development programs, formulating or reviewing training strategy.
- Determining appropriate instructional methodologies and formats. Creating and fostering a healthy environment which facilitates high performance of team members and organization.

Technical Skills

- **SRIT & Magnum**
- **Tally & MS office**
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Project Undertaken

- Company :- Aditya Birla Money Ltd. Bhubaneswar
 - Duration :- 06/05/2016 – 30/06/2016
 - Topic :- Fundamental Analysis of Oil and Gas sector in India
 - Key leanings :-
 - ✓ knowledge about stock market
 - ✓ Market watch
 - ✓ Fundamental analysis
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Extra-Curricular Activities

- Volunteered on Navy Marathon
- Volunteered on Mumbai Marathon
- Volunteered on National Seminar on “Business Intervention for inclusive and Sustainable Growth Interventions for IT, Finance, HR and Marketing” held at Srusti Academy of Management., Bhubaneswar Odisha

Personal Traits

- Adaptability
- Analytical Skills
- A very good Team Player
- Positive thinking

Personal Information

Father's Name:	Gayadhara Rana
Date of Birth:	15 th June 1995
Nationality:	Indian
Gender:	Female
Marital Status:	Single
Languages known:	English, Hindi, Oriya
Permanent Contact No:	+91-8917553683
Permanent Address:	Badagalo Tihidi Bhadrak Odisha ,756130 .
Current Address:	Poonam Nagar R1-715 Andheri (E) Mumbai.

Declaration

I hereby declare that all the details mentioned above are my own and are true to the best of my knowledge.

Place: Mumbai

(Laxmilata Rana)