

CURRICULUM VITAE

PERSONAL PROFILE

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Birth date: 28th March, 1990
Status: Married
Language Known English, Swahili, Hindi & Gujarat
Nationality: Kenyan

CAREER OBJECTIVE

A challenging pursuit in a reputed organization and to work in an atmosphere which provides opportunities for learning and where I can put in my share of contribution, into its growth, resulting in a relationship of mutual benefit.

To grow up my knowledge, skills and abilities and want to implement it for the welfare of the organization.

EDUCATION

BSc in business administration

WORK EXPERIENCE

JAN 2021 TO DATE: REVITAL HEALTHCARE (EPZ) LTD.

Director Operations & MR

DUTIES;

- Collaborate with executive-level management in the development of performance goals and long-term operational plans
- Maximize efficiency and productivity through extensive process analysis and interdepartmental collaboration
- Set strategic goals for operational efficiency and increased productivity
- Work with company's managers and directors in the development of financial and budgetary plans
- Analyze current operational processes and performance, recommending solutions for improvement when necessary
- Liaise with superior to make decisions for operational activities and set strategic goals

- Plan and monitor the day-to-day running of business to ensure smooth progress
- Supervise staff from different departments and provide constructive feedback
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Manage procurement processes and coordinate material and resources allocation
- Oversee customer support processes and organize them to enhance customer satisfaction
- Review financial information and adjust operational budgets to promote profitability
- Revise and/or formulate policies and promote their implementation
- Manage relationships/agreements with external partners/vendors
- Evaluate overall performance by gathering, analyzing and interpreting data and metrics
- Ensure that the company runs with legality and conformity to established regulations

JAN 2017 TO DEC 2020: REVITAL HEALTHCARE (EPZ) LTD.

General Manager/ Purchase Head/ Management Representative.

DUTIES;

- Over all responsible for plant security & activity
- Responsible for production planning & monitoring of production achievement
- Responsible for handle the legal & dispute matter
- Reporting to chairman cum MD about day to day activity
- Development & assessment of the suppliers
- Placement of purchase orders to approve suppliers as per requirement of store to maintain optimum stock level & local purchase
- Supplier performance monitoring
- Preparation of approved supplier list
- Approving authority of supplier list and performance monitoring of suppliers
- Procure necessary material inputs in cost effective way at time of by Maintaining its quality and minimum inventory level to avoid stock out for sustained production activity
- Internal Audit Planning and scheduling.
- Conducting Internal Audits
- Conducting management Review meeting
- Monitoring of system implementation
- Liaison with certification body
- Ensuring training need identification
- Retaining individual training records
- Implementation of the requirements of ISO Standards, MDD, etc.

PERSONAL SKILSS

- ✦ A Good listener, hard worker, confident and commitment oriented.
- ✦ Adaptable & enthusiastic towards any type of work.
- ✦ Comprehensive problems solving abilities.
- ✦ Excellent organizational and leadership abilities
- ✦ Outstanding communication and people skills
- ✦ Knowledge of industry's legal rules and guidelines
- ✦ In depth knowledge of diverse business functions and principles (e.g. supply chain, finance, customer service etc.)
- ✦ Working knowledge of data analysis and performance/operation metrics

SPORTS & HOBBIES

- ✦ Playing football
- ✦ Swimming
- ✦ Listening Music
- ✦ Reading books/novels, journals, documentaries
- ✦ Exploring new things and environments
- ✦ Travelling

REFERENCES

Mr. Rajnikant C. Vora
Chairman – Revital Healthcare.
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