**RESUME**

**KARTIKEYAN MAHADEVAN**

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### Administration and Logistics

### *Admin, Logistics& Management Professional*

Over 22+ years of experience managing ***strategic administrative management and product availability*** across medical devices Segment. Highly competitive, passionate, persuasive and articulate, able to achieve objectives under extreme market challenges.

Demonstrated success record in:

* **New Product Launch** project managing.
* **Manage and maintain** various product lines
* **Overcoming logistic challenges** and securing product availability.
* **Experienced in corporate account management, retail supply** strategies for medical Implantable devices and diagnostic systems.
* **Designing creative product management and logistics solutions** targeted towards rural and urban sub-distribution network.
* **Motivating teams** to peak performance levels and to achieve their objectives.

### CORE COMPETENCIES

•Managing Organizational Objectives •Distributor Management

•Product Cycle Management • Market Research/Intelligence

• Competitive/Strategic Planning/Product Launch’s • Budgeting/Forecasting

• New Product Development • Project Management

•Inventory & Expiry Management •People Development

**HIGHLIGHTED CAREER ACHIEVEMENTS**

* **New Product development** – Worked closely with customers, R&D team and product development firm for the development of new products which will change how is currently done. Project managing the new product development from device development and mobile application development.
* **Revenue Consolidation –** Year 2016-17 Managed Expiry and Damages by reducing write-offs.
* **Account Developments –** Worked closely with sales force to ensure optimum stock management to ensure they achieve their revenue goals.
* **Market Penetration** – Implemented successfully Geographic Expansion of supplies of Products to Tier – B & C tier Cities in Telangana &Andhra Pradesh.
* **Effective Inventory Management**– Worked closely with marketing and sales team to design Retail Strategy for promotion and accordingly manage inventory.

**PROFESSIONAL EXPERIENCE**

**SS Associates, Hyderabad Aug’2014 – Till date**

***Sr. Manager – Admin & Logistics (Medtronic India- ENT, NT & Spine)***

* Recruit and coordinate logistics staff according to availability and requirement.
* Supervise orders and arrange stocking of materials and equipments to ensure they meet ends.
* Preparing accurate reports for the senior management.
* Distributing responsibilities to the subordinate executives and monitoring their work.
* Controlling the supply operations, maintaining critical work records and reporting the same to senior officials.
* Providing feedback to the manufacturers of the received product sample and suggesting modifications for enhancing results.
* Developing new relationships and maintaining existing relationships with the consumer hospitals/clinics.
* Interacting with the accounting department to know the status of payment/billing.
* Prepare Sales Orders, Purchase Order and Invoices as per requirement.
* Prepare monthly stocks in the warehouse with expiry dates and batch numbers.

**Innvolution Med System, Hyderabad Jan’2011 –Aug’2014**

***Manager – Admin & Logistics-South East India (St. Jude, Orbus Neich, Invent Bio-Med)***

* Planning purchase of medical equipment’s and tools as per the demands of the warehouse. Determining effectiveness of a newly launched medical material.
* Communicating with the production companies for supply of new material.
* Distributing responsibilities to the subordinate executives and monitoring their work.
* Conducting market research programs and collecting product feedback from the end users.
* Analyzing the market research data and interpreting useful facts.
* Controlling the supply operations, maintaining critical work records and reporting the same to senior officials.
* Maintaining coordination between the supply operations and routine administration at the warehouse.
* Providing feedback to the manufacturers of the received product sample and suggesting modifications for enhancing results.
* Developing new relationships and maintaining existing relationships with the consumer hospitals/clinics.
* Interacting with the accounting department to know the status of payment/billing.
* Prepare Sales Order and Purchase Orders.

**Allen Barnett and Company, Hyderabad Sept’2007 – Dec’2011**

***Manager – Administration & Logistics (Medtronic, Novo Nordisk, Stryker & Roche)***

* Supervised and trained a team of 8 in the duties and operating procedures.
* Attended practice reviews and sales calls in collaboration with sales and marketing professionals.
* Maintain and build good relationships through calls to prospective clients
* Distributing responsibilities to the subordinate executives and monitoring their work.
* Worked with senior executives on developing as well as implementing short and long term business objectives and opportunities..
* Controlling the supply operations, maintaining critical work records and reporting the same to senior officials.
* Worked with physicians' groups, managed care, doctors and hospital administration on performance, compliance, practice, analytic reports, IT and denial issues.
* Attended conferences conducted by Medtronic and also live Total Knee replacement in the Hospital and providing all the required
* Conducted quarterly Patient awareness programs for Diabetes as well as Orthopedic in rural places and major towns.
* Preparing invoices to the customers and also following up for the payments. Also manage petty cash and bank transactions as required.
* Responding to all customer complaints and queries in an efficient manner.
* Monitoring and tracking the flow of goods into the warehouse.
* Conducting monthly inventories and maintaining stock of all the products.

**Arrowpoint Technologies, Chennai May’2005 – Aug ’2007**

***SAP Junior Consultant***

* Customization and Configuration of FI module-General Ledger, AP, AR, Payments, House Banks and Asset Accounting.
* Creation of Vendor and Customer master records, Creation of No. Ranges to customers and vendors group, document type and No. Ranges, Recon A/c’s
* Master Records, Posting of Transaction and Creation of Reconciliation Accounts for A/R & A/P, Financial Statement Version Display Documents & GL display configuration.
* Creation of Vendor Account Groups, Master Purchase Invoice Posting, No Range advance payment, Display Documents & Posting keys.
* Creation of Customer Account Groups, Master No. Ranges, Sales Invoice Posting, Posting Keys & Display Documents.
* Professional expertise in independently configuring and customizing SAP R/3 controlling FI modules.

**Nedware.com Sdn Bhd - Malaysia Mar’2003 – April’2005**

***Asst. Manager – Administration & Accounts***

* Involved in basic accounting of the company, bank transactions and its clients and also manage petty cash.
* Liaise with the educational institutions and also interactions with education department.
* Formulating and dispatch of invoices and following up for payments. Collect the payments from the customers and depositing in the bank and submitting accounts to the Managing Director.
* All adhoc works as per requirement and other administrative works.

**Sri Rama Engineering Constructions June’1994 – Mar ’2003**

***Asst Manager – Project Administration & Man Management***

Joined as a Management trainee (Accounts) and promoted as Asst. Manager (Project Administration). Worked at various sites (Hyderabad, SRSP Canal at Warangal and Akasaganga Dam (Thirumala, Tirupati), looking after the project accounts, liaison with South Central Railway (Indians Railways), Irrigation Department of Andhra Pradesh and Engineering Department of Thirumala Tirupati Devasthanams and Financial Institutions. The job even involved man – management, Inventory Controls and material management.

* Assigning works to office staff and other relevant personnels and coordinating with corporate office and other sister organizations for operational matters
* Processing, checking and matching of invoices, distribution and follow up of non-purchase order invoices
* Attending to the creditors queries and resolving discrepancies
* Drawing up of leave schedules of the employees, working out travel program and make necessary bookings for travelling, and other day-to-day administrative work.
* Controlling the supply operations, maintaining critical work records and reporting the same to senior officials.
* Report to the Executive Director every week and give the detailed report of the week’s progress.
* Prepare quotations for Sub Contractors and also for the materials required as per the norms of the Department.
* Manage day to day expenses and also manage petty cash and also prepare the salaries of the staff (Skilled & Unskilled) as well as the labourers.
* Interact with the department personnels regarding work and also preparing the bills.
* Actively managing Sub Contractors to ensure they perform in line with their contractual agreements.
* Collection of cheques from the department and also do the payments for all the creditors
* Developing new relationships and maintaining existing relationships with the creditors.
* Interacting with the accounting department to know the status of payment/billing.

**EDUCATION**

Bachelor of Commerce and Economics (Osmania University)

PGDCA: Millennium Informatics, Hyderabad, India

SAP FI/CO: Surya Infotech, Hyderabad, India

**PERSONAL INFORMATION**

Date of Birth: 06th April 1970.

Marital status: Single

Languages Known: Hindi, English, Tamil and Telugu.