## CURRICULUM VITAE

## ROHIT KUMAR MISHRA

### H.NO-262 B/A,3RD FLOOR, ASHA RAM GALI , MANDAWALI, DELHI-110092.

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Career Objective:

Being an ambitious and hardworking person, desire to work in a professional and challenging environment, where my abilities and potential can be put to the best use possible, consistently perform, deliver the output expected of me and grow along with the Organization.

Current Employment :

* Presently working with **METRO GROUP OF HOSPITAL**, Noida. Worked as a **Purchase & Stores In-Charge** since Dec 2009 till date.

WORK EXPERIENCE:

* Worked as an Purchase Officer in **SUMITRA HOSPITALS from Dec 2008 to NOV 2009.**
* Worked as an Ass. Accountant in **VIDHYA PUBLIC SCHOOL** FROM April 2006 to Dec 2008.
* Worked as an Assistant accountant in **GEETU ELECTRICAL SYSTEM P. LTD**.
* Worked as an Assistant accountant in **M.K. ASSOCIATES** (C.A. FIRM).

Responsibilities Handled: Purchase Of Material

* Handling purchase planning as per lead time, consumption & indent.
* Preparation of purchase order.
* Ordering material through phone, Fax, Mail and follow up.
* Handling all type of Hospital purchase (Like building Material, electrical item, plumbing Items, Linen & Uniforms, Hospital & surgical equipment’s, x-ray film & Apron, Printing & Stationary, computer and Bio-medical Accessories etc.)
* Taking requirement from all departments.
* Planning of order as per requirement.
* Placing order to supplier.

**Gases oxygen**

* Order to supplier regularly considering Buffer Stock.
* Informing all dept. to return empty cylinder to store.

**Housekeeping Material**

* Order to supplier as per requirement indent.
* Receiving material from supplier checking quantity & quality as per order.
* Giving material to housekeeping department as per receiving indent.

**F & B Department**

* Order to supplier as per requirement indent.
* Receiving material from supplier checking quality & quantity as per order.
* Giving material to department as per indent every morning.
* Receiving requirement for user department.
* Taking prior approval from general manager of Hospital.
* Preparation of Manual purchase order & Fax it to supplier.
* Follow up with supplier.

**Receipt Of Material**

* Physical verification of material by checking quality & quantity.
* Keeping Material at Proper place to maintain **FIFO** method.
* Preparing **GRN** though system by following Method.
1. Receiving by 2. Quality check 3. Purchase Receipt.

**Issue Of Indent**

* Issue of consumable indent.
* Taking print out from system.
* Preparing kits as per the requisition of respective department.
* Dispatch material through delivery boy to respective dept. system and record maintain File.
* Issue material through system.
* Maintain consumable indent file.
* Issuing pending material as far as possible in minimum time.
* Arranging material as per requirement of respective dept.
* Dispatching material to respective department.

**Preparation of gate pass:**

* Preparing returnable & Non returnable Gate Pass.
* Taking signature of Receiver.
* Taking signature of Authorized signatory.

**Forwarding bills to accounts department**

* checking of bills in respect to challan, quantity and rates.
* Entering all bills in to Excel file (Bill sent for payment file)
* Filling of bills as per due dates.
* Forwarding files to Accounts Department.
* Follow up with supplier for invoice.
* Informing supplier about used items if material is on consignment basis to give invoice.

**Appointment for new vender.**

* Receiving telephone from supplier asking about appointment.
* Giving appointment to supplier.
* Attending meeting with sir.
* Taking quotation, sample.
* Forwarding sample to user dept. for feedback.
* Taking feedback from user dept.
* Informing supplier regarding feedback of product.

**Negotiation & comparison.**

* Taking quotation from different supplier.
* Preparation of comparison sheet after considering quality, rates, payment terms,
* Fixing meeting with supplier.

**Consignment**

* Give calls to supplier regarding replenishment of stocks.
* Receive consignment material after checking quantity, expiry date & lot no.
* Every morning preparing receipt & purchase order through system for item used on previous day.
* Scrap and surplus acceptance, disposal and salvaging.

Professional Qualification:

* One Year course of Accounting from **“CAREER EDUCATION ACADEMY”** Sector-19, Noida.

Conversant with:

* Manual & Computerized Accounting of Purchase related Work.
* Knowledge of P.F., ESI, & Factories Act.
* Knowledge of Sales Tax, VAT, Excise Duty, Income Tax & Service Tax

Educational Qualification:

* Class 10 Passed in 1995 from B.S.E.B. Patna.
* Class 12 Passed in 1997 from B.I.E.C. Patna.
* B.Com (H) Passed in 2000 from T.M.U. Bhagalpur.

Computer Skills:

* Accounting Package: Tally 7.2. / 9.0, and H I S.
* Other Package: MS Office (Word / Excel).
* Knowledge of Internet @ E-mail.
* Presently working on ORACLE Software.

Personal Profile:

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| Father’s Name: | SH**. RAJINI KANT MISHRA**  |

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| --- | --- |
| Date of Birth: | 25TH AUG’1980 |
| Nationality: | Indian |
| Marital Status: | Married |
| Languages Known :- | Hindi & English |
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**STRENGTHS::**

I am positive Thinker, Hard working and Energetic. Always working in the interest of Organization and willing to take up any challenges given by the Organization.

I hereby declared that the above information is correct to the best of my knowledge and belief.

Date:

## Place: (Rohit Kumar Mishra)