**CURRICULUM VITAE**

**ANKIT PAL**

**H.NO – 148 –B, DAYANAND**

**APARTMENT, NEW RAILWAY**

**ROAD, GURGAON, HARYANA**

**PIN CODE -1122001**

**Phone: 9899079923**

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Career Objective

To seek a suitable challenging position where I can fully realize my interpersonal and communication skills towards a positive contribution to my career and organization

**Career Summary:**

**Working with Columbia Asia Hospital as Pharmacy Supervisor (Gurgaon) from**

**JUN 2010 to FEB 2015**

**Job Profile:**

* Ensuring proper functioning of pharmacy and surgical store.
* To ensure that needed supplies arrives on time and a price that support organization objectives.
* Identify new suppliers agree terms and negotiable supply agreements where

Appropriate, including discount structure and volume rebates.

* To make the purchase order in accordance with company policy and negotiated terms and condition.
* Timely Rate negotiable with vendors to increase the margin level.
* Proper documentation of records.
* Timely arranging of items which are specially used for IP PATIENTS & OPRATION THEATER
* To make the purchase order and receive the goods receipt note of medical supplies items.
* To check every month near expire items and returns to the respective vendors.
* Maintain the inventory of medical supplies items and drugs.
* Arrange the all surgical instruments for planned & unplanned surgery.
* Good relation with all vendors in Gurgaon and Delhi

**Working with Artemis Hospital as Executive Supply Chain(JCI & NABH ACCREDIATED HOSPITAL ) Feb 2015 to till date.**

**Job Profile:**

* Ensuring proper functioning of purchase of medical consumables.
* Receiving quotation from various vendors / companies and making comparative for that items.
* Rate negotiation with proper documentation.
* Follow up for pending material by the vendors.
* Identify new suppliers agree terms and negotiable supply agreements where

Appropriate, including discount structure and volume rebates.

* Liaise with account payable department to ensure accurate and timely payment of invoice as necessary for the business with the suppliers.
* Proper documentation of records.
* Returns of medical consumables to the vendors with agree terms and conditions.

**Professional Qualification:**

* Diploma in pharmacy with first div.from Gandhi College of pharmacy, Karnal in 2008.

**Academic Qualification:**

* 12th from HBSE with 66% marks in 2004.

**Achievement:**

* Awarded with “**Star Employee of the Month**” in June 2013 in Columbia Asia Hospital Gurgaon.

**Computer Skills:**

* MICROSOFT EXCEL & INTERNET
* SOFTWARE OF CARE 21 (COLUMBIA ASIA HOSPITAL)
* SAP ( ARTEMIS HOSPITAL )

**Extra-Curricular Activities:-**

* Participating in sports activities, cultural activities organized by school, college.

& institutions .

* Took part in many declamation contests, quiz contest, aptitude test in school & college.

**Personal Details**

Father’s Name : Mr. Kali Ram

Date of Birth : 11th November 1987

Gender : Male

Marital status : Married

Nationality : Indian

Languages known : English, Hindi

**Date:**

**Place:**

**ANKIT PAL**