CURRICULUM VITAE

**NITIN SHARMA**

**# 188, V.P.O- Kakroi**

**Distt - Sonipat, Haryana**

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**Future Objective**

* To secure a position where my ability to communicate and liaise effectively with diverse stakeholders in a friendly and diplomatic manner can be put to good use for the benefit of the Organization.To acquire new skills by my hard work, dedication and the ability to learnto be an asset to theOrganization I work for.

**STRENGTHS**

* Excellent communication skills.
* Excellent planning and problem solving skills.
* Always willing to take additional responsibilities.
* Training, management and motivational skills.
* Disciplined and Punctual.
* A team man

**Professional Experience**

* Presently working in **Hartej Hospital, Amritsar (120 Bedded) as Manager Purchase** since September 2013**.**
* Worked in **Rikken Instrumentation Ltd**. As **Manager Purchase & Bidding** from **Dec 2010 to December 2012**.
* Worked in ***Prognosys Medical Systems Ltd***. As Senior Executive- Technical Support & Quality Control from **October 2006 to Nov 2010**.

**JOB RESPONSIBILITIES**

* Formulate policies & procedures for purchase department according to **NABH standards.**
* To seek reliable [vendors](http://en.wikipedia.org/wiki/Vendor_(supply_chain)) or suppliers to provide quality goods at reasonable prices.
* To negotiate prices and contracts.
* To review technical specifications for [raw materials](http://en.wikipedia.org/wiki/Raw_materials), components, equipment or buildings.
* To determine quantity and timing of deliveries.
* Forecasting upcoming demand.
* Maintaining meticulous records of goods ordered and received.
* To locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
* To prepare and process requisitions and purchase orders for supplies and equipment.
* To control purchasing department budgets.
* To review purchase order claims and contracts for conformance to hospital policy.
* Perform other duties as assigned.
* Prepare data-based reports for the higher management to enable them take informed decisions.

**Achievements**

* **Actively participated in NABH Pre-Assessment** of Hartej Hospital held on 7th& 8th June 2014.
* **Set up Hospital’s in-house pharmacy after terminating the services of the out-sourced agency without a single stock-out from DAY ONE.**
* Improved beneficial growths with effective consumer support system
* Lead, trained and supervised a team of 15 members to achieve the team goals by improving communication and coordination within the team.
* **“100% Attendance” - special award.**
* Reduced bad debts with effective communication with debtors and regular follow-up.
* **In the first year of operation of new pharmacy set by me in the hospital the purchase of over one crore was done yielding a profit of over 100%.**

**Certificates and Awards**

* Successfully Attended & Passed Assessment Examination of ***INTERNAL ASSESSOR PROGRAMME ON NABH*** with Grade 'A' conducted by ***India's 1st & World's 4th largest Health Care Consultancy Organization- Six Sigma Star Health Care Pvt. Ltd.***
* Successfully Participated in HospiArch-2012 a Conference on ***Hospital Planning, Design & Architecture*.**
* Successfully Attended & Passed assessment Examination of ***INTERNAL ASSESSOR PROGRAMME ON NABL***with Grade 'A' conducted by ***India's 1st & World's 4th largest Health Care Consultancy Organization- Six Sigma Star Health Care Pvt. Ltd.***

**Administration Qualification**

* **MASTERS IN HOSPITAL ADMINISTRATION(M.H.A)** from **Global Institute of Health Care Management - Delhi**
* **Bachelors in Business Administration** from**Era Institute of Management and Technology** with 1st Division.

**Technical Qualification**

* Three Years Diploma in Electronics with specialization in **Medical ElectronicsEngineering.** From **C.R.R.I.T**, Delhi.

**Academic Qualification**

* High school passed with 1st division **from ShambhuDayal High School**- Sonepat
* Senior Secondary school passed from **National Open School** - Delhi

**Extra-Curricular Activities**

* Attended Community/Public Service Programs.
* **Awarded Gold medal in inter college championship**.
* Played Volleyball at Zonal Level-North and got silver medal

**Computer Skills**

**Languages**- XHTML, HTML, CSS, C+, C++, Java

**Operating Systems**- Windows NT/2000/XP/Vista, UNIX, Linux,

**Personal Details**

**Date of Birth** : 07th June 1987

**Father’s Name** : Sh. R. K. Sharma

**Nationality** : Indian

**Marital Status** : Married

**Languages Known** : English & Hindi

**Date: (NITIN SHARMA)**