

## CURRICULUM VITAE

### POST APPLIED FOR ASSISTANT MANAGER / MANAGER - MATERIALS MANAGEMENT SUPPLY CHAIN AND PURCHASE



**Faisal Ashraf Kapdi**  
**Mobile: +971 551136767**  
**Email: - faisalashrafk@yahoo.com**

---

#### Career Objectives:-

To secure a position that offers challenges and fully utilizes my diverse knowledge and skills while simultaneously providing further professional growth and development.

#### Experience:

**Assistant Manager – Materials (Purchase, Store and Supply Chain Management) Working**  
**From September 2007 to October 2020. (Total 13.1 years of UAE Experience)** at different hospitals of NMC Healthcare across UAE.

**Was on a Special Deputation to NMC Healthcare Saudi Arabia as a Supply Chain Consultant to streamline the Materials Management Department and establish standardize procedures across all NMC Hospitals in Saudi Arabia from September 2019 to October 2020.**

**Primary Objective:** To work on cost cutting, assessing cheaper substitutes for expensive consumables and medicines in co-ordination with the Purchase manager and Store in Charges. To co-ordinate with all the doctors to work on the non-moving consumables and medicines. Work with them on occupancy and educate them on validating purchases.

To work with the Supply chain staff, provide training regarding company standards for the same to be practiced in day to day job, ensure proper coordination among the purchase department and other

departments like doctors , nurses , operations and finance, to ensure best purchase practices and optimum utilization of resources with lean management.

**Roles & Responsibilities:-**

- Standardizing the inventory and procurement workflows across the hospital.
- Supplying consumables, Stationary products and Laboratory reagents to various departments in the hospital.
- Preparing purchase requisitions to the Purchase Department according to the present stock.
- Complete knowledge of laboratory reagents and consumables with lonely responsible of preparing external indents according to **(ISO)** re-order level and their follow ups.
- Prompting store management to reorder when level appears low; arranging for return and credit for damaged products. Preparing **Purchase Requisition** and **GRN (Goods Receipt Note)** in **ERP**.
- Responsible for complete **ERP (Oracle)** , **HIS ( Insta health solutions)** and **tally** entries in various departments of entire hospital and laboratory and Procurement related transactions.
- Ensuring that there are no overstocking or stock outs.
- Ensuring regular supplies by maintaining optimum level of inventory ( Drugs and consumables ) in stores when needed so that the hospital can meet patient's requirements.
- Making continuous efforts to reduce procurement prices without compromising on quality by rate negotiations.
- Ensuring that no goods expire without being detected and returned to the vendors.
- Conducting monthly , quarterly and annual stock checking
- Liaise with Finance and operations departments to submit regular reports on non-moving and high value consumables and medicines.
- Working closely with doctors and nursing departments to ensure optimum utilization of resources.

**2) Interim Supply Chain Officer: Sheikh Khalifa General Hospital**

**Worked as an Interim Supply Chain Officer at Sheikh Khalifa General Hospital, Umm Al Quwain from April 2013 to December 2013.**

**Sheikh Khalifa General Hospital Umm Al Quwain Managed by NMC Healthcare.**

**Roles and Responsibilities:**

- Maintaining Tally ERP 9 entries in the store.
- Completing the back log Data of the central store as and when needed.
- Handling entire stock and self-correspondence work related to the store.
- Was mainly deployed for streamlining the entire supply chain management and to closely work on the nonmoving and slow moving consumables and reduce the stock getting expired in co-ordination with the Purchase Manager and all the sub-store HOD's.
- Was in the regular talks with all the Store In Charges of all nmc branches for utilizing all the short expiry consumables lying in Sheikh khalifa General hospital which can be utilized before it gets expired and most of

the stock was already transferred to various nmc locations which was my major success for which I was appreciated by the higher management.

### **3) Interim Supply Chain Consultant : B R Medical Suites FZ LLC**

Worked as a Store in Charge at B R Medical Suites (Dubai Health Care City) from Jan to Feb 2013.

#### **Roles and Responsibilities:**

- Assisting the store in forming new chains.
- Training new employees with regards to store management.
- Help the co-worker by assisting and preparing all the stocks and sizes needed by the customer.
- Update all fast moving stocks to the management and report all suggested material requested by the customer.
- As BR Medical Suites was an unique and Royal unit in whole NMC group. It was paid special attention in supply chain as we were having various nationality doctor's for which their requirements were also totally different. The consumable requirements were also totally different so we need to be very carefully before ordering as excess quantity would lead to non-utilization of the same eventually leading to losses. To the company.

#### **Others Skills :-**

- Holds high self-esteem for measuring high quality, timely and effective results.
- Anticipates and meet the needs of both internal and external requirements within the organization.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions and make recommendations.

**Special Achievements: Won several accolades across years including Employee of the Quarter across NMC Group in 2019.**

**Chosen across the Group as consultant to travel to different units in UAE and Saudi to revive the practices and establish standardization in process.**

### **Educational Qualification:-**

- Diploma in Pharmacy, Mumbai Board in the year 2006.
- Higher Secondary School Certificate (H.S.C) Mumbai Board in the year 2003.
- Secondary School Certificate (S.S.C) from Mumbai Board in the year 2001.

### **Personal Information:-**

Name : Faisal Ashraf  
Gender : Male.  
Marital Status : Married with Kids  
Nationality : Indian.  
Date Of Birth : 14<sup>th</sup> November 1982.  
Languages Known : Hindi, English.

### **Hobbies:-**

- Watching and Reading News.
- Playing Cricket.
- Daily Exercise and Walking.

### **Passport details:**

Passport no : N7971013  
Visa Information : Visit Visa **(Valid till 15/01/2022)**  
Driving License : **Valid UAE driving license – 1859096**

### **Declaration:**

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

**Faisal Ashraf**