

SEIKH SAMSUDDIN

United Arab Emirates

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CAREER OBJECTIVE

Results-driven professional with expertise in healthcare inventory management and vendor relations. Skilled in optimizing operations, ensuring compliance, and leveraging data for strategic decision-making. Known for fostering effective teamwork and enhancing organizational efficiency through innovative problem-solving.

PROFESSIONAL EXPERIENCE

ORIANA SPECIALITY HOSPITAL- UAE (NOVEMBER 2022-Current)

PURCHASE ASSISTANT AND STORE EXECUTIVE

- Managed the receipt, verification, and organization of medical supplies and equipment, ensuring compliance with orders and storage protocols.
- Conducted inventory audits and utilized systems to forecast needs, optimizing stock levels and preventing shortages.
- Created and processed purchase orders, tracked their fulfillment, and resolved issues related to supply, quality, and invoicing
- Generated reports for budgeting and strategic planning, providing data insights to support hospital departments.
- Maintained accurate records, addressed staff inquiries, and ensured the timely availability of supplies while overseeing store operations.
- Coordinated with suppliers and vendors for timely delivery, negotiated terms, managed returns, and ensured compliance with hygiene and safety standards in the store.

PROFESSIONAL SKILLS

- **Healthcare Inventory Management:** Managed medical supplies and ensured regulatory compliance.
- **Vendor Relations:** Coordinated with suppliers, negotiated terms, and handled procurement.
- **Operational Efficiency:** Streamlined store operations and adhered to healthcare standards.
- **Data Analysis:** Generated and analyzed reports for budgeting and decision-making.
- **Multilingual Communication:** Utilized English, Hindi, Nepali, and Bengali to effectively communicate with diverse stakeholders and enhance interactions.
- **Technical Proficiency:** Utilized Microsoft Office (Word, Excel, PowerPoint), Tally ERP, Hospycare, and inventory management systems.
- **Problem-Solving:** Resolved issues and ensured timely supply availability.
- **Compliance and Safety:** Maintained health and safety regulations in supply management.
- **Team Collaboration:** Fostered effective teamwork by collaborating with colleagues and supporting staff training and development.

ACADEMIC QUALIFICATION

- Master of Business Administration (**MBA**) in Finance - ICFAI UNIVERSITY, SIKKIM.
- Bachelor of Business Administration (**BBA**) – GEORGE COLLEGE.
- HIGHER SECONDARY – SAINT ALPHONSUS SCHOOL
- ICSE – SAINT ANTHONY’S SCHOOL