



Curriculum Vitae

SYED ASAK

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Seeking a challenging position in a dynamic organization where hard work and dedication is not only appreciated, but rewarded with increasing responsibility and professional growth.

CAREER OBJECTIVE

Facing the Challenges is my way of life and flying high is my passion and in this venture and adventure I have full confidence that with multidisciplinary skills and innovative ideas I can synergies my capabilities to work with Utmost satisfaction, towards achieving goal of professionally managed organization and to reach to the pinnacle of success.

EMPLOYEMENT BACKGROUND AND WORK EXPERIENCE

- ✚ **Burjeel Hospital LLC, A Unit of VPS Healthcare, Abu Dhabi – UAE as OT Store Executive - Purchasing i.e.,**
(from 07th July' 2014 to 20th Feb 2021)
- ✚ **Cosmesurge Investment LLC, A Unit of NMC Healthcare, Dubai – UAE as Central Store Executive**
in Sharjah (from 05th Sep' 2022 to 04th Sep, 2024)

✓ **Job responsibilities:-**

- ❖ Independently looking after the Stores & all the Disposable, Consumable & Non-Medical of the Hospital, which included all Local Purchase and hospital purchase.
- ❖ Short Expiry & Non-Moving Management.
- ❖ Inventory Management through latest Management Techniques (ABC Analysis, Min. stock Levels) Monitoring stock Levels
- ❖ To effectively interface with Central Store and Purchase team, HODs, Nursing Heads, Commercial team users.
- ❖ To follow appropriate inventory policies & manage accounts.
- ❖ Reports for Keeping Track of Rejected Stock.
- ❖ Looking after Inventory All across Hospital, to meet the Targeted inventory label. Including nursing station as well.
- ❖ To ensure effective management of Perishable items.
- ❖ Disposal the expired material on time & ensure ordering and reordering of Material.
- ❖ To monitor proper receipt & issue of materials and maintain daily distribution of inventory/indents.
- ❖ To facilitate inspections and quality checks of goods received & cross check optimum storage conditions in stores.
- ❖ To comply with the service quality Process, environmental & occupational Issues & policies of the respective area.
- ❖ To comply with patient safety policy.
- ❖ To provide technical guidance, assistance and instruction to employees; train new personnel.

- ❖ To follow inventory standards and waste control.

TECHNICAL AND OTHER SKILLS

- Basic Computer Knowledge
- SAP Analysis
- ORACLE
- Procedure of surgeries
- Consumables purpose of use in the surgery.
- Knowledge of important consumables for surgery
- Familiar with all Hospital consumables
- Inventory management

ACADEMIC CREDENTIALS

- Bachelor of Commerce with Computer Application (**B.Com**) - from Alagappa University, Karaikudi, 2011
- Board of Intermediate – from Syed Ammal Higher Secondary School, Ramanathapuram, 2008
- Board of Secondary School Certificate (**S.S.C**) - from Syed Ammal Higher Secondary School, Ramanathapuram, 2006

PERSONAL DETAILS

Father's Name : ABDULRAZAK
Date of Birth : 20THJULY,1988
Nationality : INDIAN
Languages Known : English, Tamil, Hindi, Malayalam Religion
: Islam
Permanent Address : Ramanathapuram, India.

Date:

Place:

Signature

Syed Asak