

# RESUME

## **C. SENTHIL KUMAR**

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## **ABOUT MYSELF**

I am a very practical person with an amiable disposition and strong cultural values. I strongly believe in accuracy and precision in whatever I do. I believe I have good communication skills that would provide transparency and productivity in the organization.

## **EDUCATION QUALIFICATION**

- Presidency College - Bachelor of Arts, Political Science, Allied of Sociology (2001 – 2004) - 67%
- Master of (HRDE) Human Rights & Duties Education – Madras University (2005 – 2007) - 65%
- Higher Secondary Education (HSC) in the year of – (1998 – 1999)
- High School Education (SSLC) in the year of – (1996 – 1997)

## **COMPUTER PROFICIENCY**

- Knowledge in computer MS-Excel, MS-Windows, MS-Office, MS-PowerPoint, MS-Word
- Knowledge in Typewriting-Lower, Tally ERP9
- Medicare Inventory software
- SAP – Inventory and Accounting
- Dia Care – Medical inventory software
- Hinai – Hospital inventory Software

## **TRAINING & CERTIFICATIONS**

- KEN INTERACTIVE / POSH Employee Awareness
- SUPPLY CHAIN MANAGEMENT – SOP of Purchasing policies.
- ISO AUDIT TRAINING PROGRAM
- FIRE AND SAFETY TRAINING PROGRAM

## **WORKING EXPERIENCE**

### **SIMS Hospital – Vadapalani – (Unit of SRM Institutes for Medical Science)**

#### ***Senior Executive Manager – (May 2022 - )***

- Lead to the end-to-end procurement for medical & non-medical consumables across hospital groups.
- Managed vendor quotes, purchase approvals, PO generation, and finance coordination
- Handled GRN, store issuance, and monthly stock audits to streamline purchase processes
- Prepared monthly MIS reports on procurement, GRN, and stores for Chairman review
- Coordinated CAPEX procurement and new project requirements with group CEOs

### **Bewell Hospitals – T Nagar**

#### ***Assistant Manager – Projects (Mar 2021 - May 2022)***

- Managed POs for consumables, CAPEX, housekeeping, and stationery
- Prepared monthly budgets for upcoming requirements
- Conducted branch audits to verify stock and minimize expiry losses
- Generated monthly MIS: closing stock, consumption, vehicle maintenance, and procurement vs issuance

### **Miracle Health Service Pvt Ltd - Nungambakkam**

#### ***Executive Purchase & Inventory (Aug 2019 - Jan 2021)***

- Managed RCC and lab consumable inventory with reorder level tracking
- Handled vendor follow-ups for pending orders and inventory coding
- Maintained manual & system records: expiry reports, damage reports, issue logs, vendor evaluation
- Generated weekly/monthly reports: closing stock, batch expiry, device-wise RCC, shipment TAT
- Coordinated with lab team for stock availability and participated in quarterly audits

### **Dr. Mohan's Diabetes Specialties Centre - Gopalapuram**

#### ***Executive – Purchase & Stores (Sep 2013 - June 2019)***

- Executed POs for consumables, medicines, surgical items, and stationery across the pan branches
- Developed cost-effective SOPs and handled vendor evaluations

- Managed vendor evaluation and rate negotiations and then quotation comparisons
- Handled GRN, stock receiving, and maintained reorder levels
- Conducted monthly branch audits to control expiry stock loss
- Reconciled vendor statements and implemented SOPs PAN India

**Saveetha Medical College Hospital - Thandalam, Chennai**  
***Inventory Assistant – Stores In-charge (Jul 2007 - Aug 2013)***

- Maintained stock levels for medical and non-medical consumables
- Categorized goods and generated item codes to create asset register
- Raised POs for consumables, reagents, printing, stationery & housekeeping items
- Conducted monthly audits to verify stock and reduce expiry stock costs
- Implemented purchase terms, payment modes, and delivery terms with vendors

**PERSONAL INFORMATION**

<b>Father's Name</b>	<u>V.Chakrapani (Late)</u>
<b>Date of Birth</b>	29th Aug. 1982
<b>Gender</b>	Male
<b>Marital Status</b>	Married
<b>Religion</b>	Hindu, Indian
<b>Language Known</b>	Tamil, English and Hindi
<b>Blood Group</b>	B+ Positive

**DECLARATION**

I, Senthil Kumar.C, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**(C. Senthil kumar)**