



# ARCHANA RATHORE

ASST. MANAGER MATERIAL & PURCHASE

## CONTACT

9810185578

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D-8/180, Sector 6, Rohini,  
Delhi-110085

## EDUCATION

- Master of Business Management (Pursuing) from Sikkim Manipal University
- Master's In Psychology from IGNOU
- Bachelor's in Science from IGNOU
- D.Pharma From Meera Bai College

## SKILLS

- Strong Negotiation
- Logistics
- Demand Planning
- Leadership
- Time Management
- Strategic Sourcing
- Vendor Management
- Data Analysis

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## LANGUAGES

- English
- Hindi

## PROFILE

"Experienced Assistant Manager Material & Purchase with a proven track record of optimizing supply chain performance through strategic sourcing, inventory management, and logistics optimization

## WORK EXPERIENCE

### Indian Spinal Injuries Centre

AUG 2024-PRESENT

#### Vasant Kunj Delhi

##### Assttnt Manager Material & Purchase

- Fulfilled demands of IPD & OPD pharmacies and OT requirements including implants.
- Negotiation with companies and coordinates committee meetings.
- Prepared profit & loss reports, monthly indicators, and DTC reports.
- Managed supplier relationships and payment issues.

### Shree Aggarsain International Hospital

2018-2024

#### Rohini Sec-22, delhi

##### Assistant Manager Purchase

- Oversee all medical purchases including pharma, surgical, implants, lab, blood bank, CSSD, dialysis, instruments.
- Manage purchase and work orders for repair & maintenance (civil, electrical, biomedical, anti-fire works).
- Conduct monthly audits of purchase & pharmacy.
- Authorize and process all invoices for hospital purchases.

### Creceer Healthcare LLP

2014-2016

##### Executive Purchase

- Procure pharmacy supplies for Saroj Super Speciality Hospital Rohini Sector -14 & Saroj Institute Rohini Sector-19.
- Negotiation with companies and managed purchase orders.
- Prepare reports for P&L, Non Moving & Short Expiry and regulate supplier payment issues.

### Saroj Superspeciality Hospital

2012-2014

#### Rohini sector 14 Delhi

##### Pharmacist

- Indent to purchase and inventory management.
- Prepare and maintain all NABH indicators record.
- Supervised pharmacy staff and managed purchase indents.

● **Action Cancer Hospital  
Paschim Vihar Delhi**

2010-2011

Pharmacist in Medical Store

- Indent to purchase for medical store shortages.
- Stock Maintain for all medical supplies including pharmacies and for other hospital departments.
- Maintain records and conduct stock checks.

## REFERENCE

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**Mr. Suresh Sahu**

Sr Manager Purchase

Shree Aggarsain International Hospital

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**Mr. Kailash Chandra Kandwal**

GM Material Purchase, Inventory and Store

Indian Spinal Injuries Centre

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**Signature**