

CONTACT



+91 7838195810



orders@resumewriterindia.in



Indian

PREETHI NAYAK

Supply Chain | Procurement | Back Office Administration
Organized | Self Motivated | Team Builder | Communicator

Date

(Name of Person at Company)

(Title of Person at Company)

Dear Mr. /Ms. (insert name),

I am a Supply Chain Management & Back Office Operations Professional with 11+ years of experience in end-to-end supply chain and program management expertise that directly results in efficiency improvements and cost savings. I have in-depth knowledge of all areas associated with Supply Chain, Logistics, Inventory Management, Procurement, Customer Service, Transportation, Warehouse Management and Back Office Operations. I am seeking a challenging position with a dynamic organization to contribute accrued skills in formulating organizational objectives and charting a mutual growth path.

As apparent from my CV, I am currently serving as Deputy Manager at Avighna Systems Pvt. Ltd. I am leading multi-million dollar projects and overseeing all aspects of equipment and material management, program planning and execution, and multi-national logistics. I keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective. I am responsible for completing detailed process documentation and getting documentation approved for clearance purpose. I correspond and follow up with suppliers, vendors and service providers regarding short/ wrong/ Defective/ Damaged Shipments.

I am offering an innovative vision and a history of successful contributions in enhancing safety, reducing man-hours, and attaining precision results in the most challenging, technical, volatile geographic environments. I am skilled in negotiating partnerships and alliances with a keen ability to forecast industry trends and capture opportunities. My key includes Supply Chain Management, Procurement, Vendor Management, Data Analysis, MIS Reporting and Team Management.

I believe my commitment to excellence, ability to work with and lead teams towards achieving great results, and immense knowledge and skill base will give me a unique and informed perspective from which I can add significant value to your business and make me a valuable team member.

My attached CV details my experience. I look forward to the opportunity to meet with you to discuss my qualifications further.

Regards,

Preethi Nayak

Enclosure

PREETHI NAYAK

+91 7838195810

orders@resumewriterindia.in

India

Summary



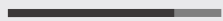
A dynamic and patient-focused professional with an excellent record of healthcare experience in both personal and hospital patient care. Proficient in assisting patients with daily living activities and medication compliance. Passionate Career with an ability to work effectively and with empathy, with people from different cultural backgrounds. An influencer, adept at providing assistance while still allowing patients to remain as independent as possible. Specialized in ensuring that each meal is custom-tailored to fit patients' dietary needs and personal tastes while remaining nutritious.

Core Competencies

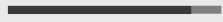
- Personal Care
- Medical Laboratory Procedures
- Feeding Assistance
- Healthy Meal Preparation
- Documentation
- Transportation
- Medication Management
- Professional Bedside Manner

Core Values

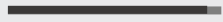
High level of autonomy



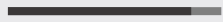
Companionship



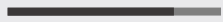
Effective Communication Skills



Patience



Commitment



Trustworthy



Personal Details

Date of Birth

20/05/1990

Passport No

L0987761

Language Known

English, Hebrew, Arabic,

Malayalam, Tamil, Telugu, Hindi

Career Progression

SRM

Patient Care Taker

2020 – Present

Key Accountabilities

- Assisting the patient with personal care including dressing, mobility, administering medication, personal hygiene, meals preparation, feeding, and transporting to doctor's appointments
- Documenting any changes in Patient's health status and informing them to healthcare staff
- Maintaining open communication between families and health care professionals regarding client's medical and emotional conditions
- Responsible for collecting and transporting specimens for lab tests as instructed
- Encouraging the patient to do as much of their own care as possible
- Following physician's instructions to administer medications to the patient

SRMC

Patient Care Taker

2016 – 2020

Key Accountabilities

- Assisting patients with bathing and other personal hygiene activities
- Maintained detailed records of services provided to each patient that include any progress or other changes in their health
- Assisted patients and their families to understand hospital procedures
- Responsible for communicating the patient's needs to effective channels
- Assisted in changing the position to prevent bedsores for bed-bound patients
- Advised clients and families on nutrition, personal hygiene and sanitary living conditions as required
- Maintained confidentiality of patients

Academics

B.Sc.

Radiology Technician, Vinayak Mission University

2014

HSC

National Open School (NOS)

2008

SSLC

St. Thomas Higher Secondary School

2006