

Dr Ahmed El Tukhy
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Dear Director of Human Resources

Please accept this letter as an expression of my interest in the Purchasing Supply Chain Manager position. I am a highly motivated and progress-focused Purchasing Manager with a long-standing background in Hospitals, Poly Clinics, Medical Centers, Medical Stores and pharmacies chain group. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to your great company.

My area of experience multi-talented man that include the following :

- Pharmacist with good experience as sales supervisor and Sales manager able to lead any pharmaceutical project for development.
- Pharmacist with high fully practical awareness of Medical Stores management and governmental regulation and standards .
- High and good relationship with all medical vendors and supplier in Saudi market and able to move your profit target to up and high level
- Procurement and purchasing progressive experience that can help your great company and to be add value for the place.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

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PROFILE

- Experienced professional Supply Chain / Purchasing Specialist with 15 years experience in pharmacy, medicine market , medical centers, medical non-medical items, hospital , contracts management and clinic Supplies.
- Also with great experience in managing Medical Store with all its SOP files , operation and processing .
- With standard experience about Control pharmacies and pharmacists developing sales and team growth.

OBJECTIVE

- To work in a professional and team oriented organization which appreciates professional approach and hard work, where I can utilise my knowledge, vast experience, various skills towards fulfilling the company's growth objectives and develop my career.

EMPLOYMENT HISTORY

Alwarood Medical Center (Day Surgey)
Purchasing Supervisor supply chain manager

2021 -2022

- Under the supervision of Operation Manager undertake the efficient, cost effective and timely purchase and procurement of pharmaceutical supplies, Medical, Non-medical and all other items required by the organization and to facilitate effective communication between the department, end users and suppliers.
- Coordinates and supervise department operation.
- Develops and maintains purchasing services in accordance with the requirement of the regulatory agencies, accepted standards,

professional practices and policies.

- Undertake the regular ordering of pharmaceutical, Medical, non-Medical and all others consumables ensuring stock available to meet demand.
- Formulates reviews and revises Policy and Procedure manual.
- Responsible for the planning, supervision, coordination and successful execution of all activities related to the purchasing's operations.

Opal Medical Company Pharmacy & Poly Clinic's Chain Group

Purchasing Manager / Store Manager

2017-2021

- **Opal Medical Company consist of Tow big general poly clinics , Eight poly clinics specialized in derma and dental , Group chain pharmacies with 7 branches and Medical Store.
- Manage the purchasing and replenishment of the retail products for different branches.
- Maintaining the stock levels within the budget set by the business.
- Assisting the non-dispensary staff to achieve the required OTC sales and maintaining store sales standards is a KPI for this role.
- Leading warehouse team, adopting the best practices of products stocking, distribution with excellent logistic activities to achieve interdivision and divisional business objectives.
- Oversee and assume responsibility for the POS system and the Electronic Ordering Systems.
- Purchase inventory within the agreed budgets.
- Negotiate the best possible prices / deals / promotions.

Asl Aldawa Pharmacies (Alhayat Medical Centers)

2016-2017

Sales Manager / Pharmacy Buyer

- Management of daily pharmacy division operations.
- Develops policies, procedures and competencies for technical functions and oversees the orientation and training of the pharmacist and other administrative staff.
- Assist in completing the performance evaluations, provides counseling and assistance for job performance concerns.
- Roles responsibilities: Regular visits for pharmacies.
- Provide visit s feedback through reports to the Retail Operations Manager.
- Responsible to develop, mentor, orient, and train pharmacy staff.

- Directs daily divisional workflow including communication within retail pharmacies division.

Farhan El Nader Pharmacy Chain Group

2014 - 2016

Pharmacies Sales Supervisor

- Responsible for the supervision of all Pharmacist and other support operational employees assigned within the retail pharmacy division.
- Oversees pharmacists and pharmacy technicians.
- Hire and interview pharmacists and their aides, then schedule and supervise them once they are members of a staff.

Al-Gannas Pharmacy Chain Group

2006-2014

Phamacist / senior pharmacist

- Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies.
- Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities.
- Dispenses medications by compounding, packaging, and labeling pharmaceuticals.
- Controls medications by monitoring drug therapies; advising interventions.
- Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections.
- Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies.
- Develops hospital staff's pharmacological knowledge by participating in clinical programs and training pharmacy staff, students, interns, externs, residents, and health care professionals.

Seif Pharmacies Group Chain (Egypt)

2005-2006

Pharmacy Branch Manager

ACADEMICS

On-Job Training / Courses

- Procurement in Supply Chain Management (TCS Digital Learning Hub Apr 2022)
- Sales Order Management in Supply Chain Management (TCS Digital Learning Hub Apr 2022)
- Supply Chain Management (TCS Digital Learning Hub May 2022)
- Supply Chain Planning and Scheduling (TCS Digital Learning Hub jun 2022)
- Vendor Management in Supply Chain Management (TCS Digital Learning Hub JUL 2022)
- Data Management (TCS Digital Learning Hub Aug 2022)
- Financial Management For Administratives (TeraCourses Aug 2022)
- Excel dvanced Level (UDEMY Aug 2022)

Social skills:

- Able to work successfully with a group.
- Showing understanding and empathy for others.
- Identifying social cues (verbal, physical) to determine how others feel.
- Predicting and understanding others' feelings and reactions.
- Practicing empathy, including perspective taking.
- Recognizing individual and group strengths and differences.

HOBBIES

Football, CHESS, Volleyball, Tennis, Internet browsing & Reading the new scientific & medical researches.

REFERENCE

Available upon request.