**CURRICULUM VITAE**

**Raj Kumar**
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**Career Goal**
“To achieve high career growth through a continuous learning process and to enrich and utilize my esteem skills in Administration, Procurement, and Management of hospital resource to the best
in a professional environment.”

**Professional Summary**

-Pro-active and result oriented professional with over **11 years experience** of rich, extensive and progressive experience across functional areas.
-Experience in purchase planning, cost determination, purchase of medical equipments & materials.
-Experience in maintenance and operations of a wide spectrum of medical equipments and systems. Enrichment in preventive and breakdown maintenance of various medical equipments.
-Ensuring compliance to quality standards and maintaining all quality control documents.
-Healthy relationship management & negotiation skills with the ability in imparting continuous on the job training to the team.
-A good communicator with the ability to relate to all people.

**Working Experience**

1 Working with **FORTIS FLT.LT RAJAN DHALL HOSPITAL** Vasant Kunj Delhi 110070 as Biomedical Engineer .May 2015 to till date

2 - Working with **M.G.S. Hospital West Punjabi Bagh Delhi** as Biomedical Engineer ( Dec.2014 to May 2015)
3. -Worked with **SUNDER LAL JAIN HOSPITAL. ASHOK VIHAR PHASE-3,DELHI** 110052 as Biomedical Engineer, . ( Jan.2011 to Sep.2014 )
4.-Worked with**-(GE HEALTHCARE ) AMTEK MEDICAL SYSTEM** Pvt.Ltd. 218,Suneja Tower -2 Distic Center Janak . Puri Delhi . Sr.Service Engineer .( Aug.2005 to Jan.2011 )

**Roles and Responsibilities**

-Maintenance and troubleshooting of biomedical equipments clinically as well as technically.
-Handling technical & operational activities of installing biomedical equipments.
-Provide training to new nursing staff on medical equipments installed in ICU.
-Maintain the documentation for biomedical equipments.
-Updating the inventory of all types of medical equipments installed in the hospital.
-Coordination with service personnel of various medical equipment companies.
-Follow up the Preventive maintenance schedule and calibration schedule for medical equipments
-To follow up with the vendors for any breakdown under annual maintenance contract -Update the aging list on daily basis for medical equipments.
-Meet with incharges of critical care departments on daily basis.
-Responsible & accountable for overall Operation of Biomedical Engineering Department.-Oversee the unctioning of biomedical engineers, to maintain the biomedical equipments & keeping downtime to minimum.

 **Academic Achievements**

-Bachelors of Technology- **(B.Tech.) in Electronic & Communication**
-Diploma in **Electronic & Communication Engineering** from Board of Technical Education, Delhi

**Core Competencies**

-Procurement & Operations Management.
-Biomedical Equipment Management.
-Inventory Management
-Leadership, Planning & Control.

**Technical Skills**

-Maintenance of medical equipments on component level. –Excellent knowledge of circuit digram,fault diagnos,troubleshooting & break down complain
-Computer skills: Window XP/Vista; (MS-Excel, MS-Word, MS-Power Point) Internet and other basic etc.
handling training given to other Staff.
-Took Application Training of various medical equipments

Project Done

-Microcontroller Based Digital Timer system
-Project on Digital Chip Design ( VLSI ) Linear memory model (32 bit ) input/output Load on chip ,pin out . Diagram of chip and working command on LASI-6 .
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Personal Details

-DOB: 13/04/1980
-Language Known: English, Hindi,
-Address: A/ 82 East Friends Enclave Sultan Pur Mazra Road Delhi 110086

RAJ KUMAR

DATE --- 23/09/2016