



GEETHU VIJAYAN

## CONTACT ME



Sharjah,UAE



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+971568120727

## PERSONAL DETAILS

Date of Birth : April 02, 1989

Gender : Female

Religion : Hindu

Nationality : Indian

Marital Status: Married

Passport No : M7528865

Visa Status : Spouse Visa

## EDUCATION

- DIPLOMA IN MEDICAL ELECTRONICS from MPTC PAINAVU (2006-2009)
- Higher Secondary, SNDPHSS MUVATTUPUZHA (2004-2006)
- SSLC, Govt. HSS MARADY (2004)

## LANGUAGES

English, Hindi, Malayalam & Tamil

## CARRER OBJECTIVE

To become a part of an esteemed Organization that offers professional work environment, a platform to develop my skills and there by grow professionally, make use of my interpersonal skills to achieve goals of a company that focus on customer satisfaction and customer experience.

## WORK EXPERIENCE

- Worked as Biomedical PM Planner/ Technical Coordinator at **AHS-SEHA** Project under **AI- Reem Hospico LLC** since 17<sup>th</sup> July 2016 to 30<sup>th</sup> December 2018 (2 Year 6 Months)
- Worked as Biomedical Technician for **Rapid Diagnostic Pvt. Ltd, Cochin** in Customer Care department from 18.08.2013 to 31.12.2014 (1 year and 4 months).
- Worked as a Biomedical Technician in **Gautham Hospital, Cochin** from 01.03.2011 to 19.12.2012 (1 year 10 months).

## TRAINING EXPERIENCE

- Worked as a Biomedical Technician Trainee in **Sabine Hospital & Research Centre, Muvattupuzha, Cochin**; specialized for Obstetrics & Gynecology.
- Worked as a Bio medical Technician Trainee in **Amrita Institute of Medical Sciences and Research Institute, Cochin**
- Attended a One week program in **Model Engineering College, Ernakulum, Cochin** about Medical Equipment Maintenance & Servicing.

## RESPONSIBILITIES

- Performed as Front office Executive
- Update and maintain Company policies and procedures.
- Purchasing of Internal spare parts and accessories
- Making Internal quotations and purchase orders
- Maintaining the attendance of all staffs.
- Handling sales and after sale supporting Engineer.
- Planning and scheduling the PPM as per the Manufacture recommendation and AHS policy/company policy in CAFM.
- Updating the PM schedules as per equipment relocation, equipment condemned etc.
- PM scheduling for warranty /sub-contract equipment and informing the supplier.
- Create equipment history files as per JCI standard.
- Managing and issuing the backup Equipment as per the Engineer's request.

## PERSONAL SKILLS

- Hard Working
- Responsible
- Quick Learner
- Team Work
- Multi-Tasking

## TECHNICAL SKILLS

- MS Office
- Basic System Knowledge

## REFERENCE

**Mr. Girish Sadasivan**  
Reg. Manager,  
Rapid Diagnostic Pvt Ltd  
Cochin – 36,  
Ph: 9846120093

**Henry Coquilla Gallon**  
Chief Biomedical Engineer  
AHS-Abu Dhabi Project  
Al Reem Hospico LLC, UAE  
Ph:+971561092828

- Worked with highly qualified health care providers and engineers Job includes testing, installation, repairing, calibration and maintenance of medical equipment.
- Respond & direct the breakdown calls from various departments.
- Provide general support to customers.
- Act as the point of contacts for internal and external clients such as PHILIPS,GE, THOSHIBA,SEIMENS and local service providers such as Al Mazroui, Emitac, Gulf Drug Est, City Pharmacy, Grand Medical, Gulf And World Trds, MPC, NMC, Al Hayat, Alphamed, Atlas Medical, Atlas Free zone, Metromed, Pharma Trade, AMICO Group, Etc

## DECLARATION

I hereby declare that all information furnished above is true to the best of my knowledge and belief.

Place: Sharjah

**GEETHU VIJAYAN**

Date: