

RESUME
SANCHIT ISSAR
WZ MS-75, HARI NAGAR, NEW DELHI-64
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Email: - sanchitissar@gmail.com

Job Objective:

To be able to work as a Purchase Engineer in a whole new different environment where my excellent experience of biomedical equipments will be greatly utilized in providing engineering services to medical clinics, hospitals and laboratories..

Skills:

- Material Management
- Billing
- Comparative Statement
- Budgeting
- Documentation
- Negotiation with vendors
- Vendor Management
- MS Office Applications
- Ability to maintain good relations with engineers, medical staff and patients
- Strong communication skills

Professional Experience:

Biomedical Engineer in R G Stone Urology and Laparoscopy Hospital from *15th June 2012*

Responsibilities:

- Looking after all the requirements of all the 15 branches all over India
- Responsible for Procurement and installation Biomedical Equipments
- Purchase of medical equipment and maintaining the records
- Update the aging list on daily basis for medical equipments
- Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Negotiating with the vendors for Rate, Delivery and Payment Terms
- Responsibilities of Fully Computerized online Purchase Order
- Logistics: Looking for entire logistics Operation
- Screening of Requisitions Prior to Forwarding for procurement In-charge.
- Procurement of Material, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Creating different reports as required by Management.

Education & Trainings:

- B.Tech in Biomedical Engineering from Rajasthan Technical University
- Repair and maintenance of Imaging Instruments
- Repair and maintenance of Clinical Lab Equipments and Cardio logical Lab Equipments
- Training of C,C++
- Using Keil μ Vision designed Wireless Heart Rate Monitor

Strength:

- Enthusiastic, goal oriented and ability to work under pressure
- Procurement & Operations Management
- Biomedical Equipment Management
- Inventory Management
- Proven strength in problem solving and coordination
- Leadership, Planning & Control

PERSONAL DETAILS:

- Date of Birth 23rd Nov 1990
- Place of Birth DELHI
- Citizenship INDIAN
- Address MS-75 HARI NAGAR NEW DELHI-64
- Gender Male
- Martial Status Single

DECLARATION:

I here by declare that all information mentioned is correct and nothing has been hidden in it. The information is true and belief to the best of my knowledge. And I bear the responsibility for the correctness of the above-mentioned particulars

PLACE: NEW DELHI

SANCHIT ISSAR