

CURRICULUM – VITAE

Sandeep Gupta

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

Cepheid India Pvt. Ltd. – Delhi

Duration : From Nov. – 2016 to Sep. - 2020

Reporting Relationship : Report to National Coordinator Manager

Designation : Service Coordinator

Job Profile : Following specific functions are performed by me.

- Installation Execution, Follow-up, updating the record in SAP / Excel / SFDC, On Time update of Installation Tracker.
- Maintaining Master Data of Customer / Equipment on the basis of Installations.
- Making CMC Quotations, CMC Follow-up, Pending CMC Follow-up.
- Payment follow-up, and Invoice generation.
- Follow-up for PO and Payment with concern FSE related to CMC / Xpert Check
- Preventive Maintenance (PM) Scheduling & tracking the execution of PM on time.
- Updating record of providing Xpert Check (Calibration Kit) on last PM.
- Dispatching Modules and Xpert Checks as per requirement.
- Follow-up for forward and reverse logistic.
- Logging / Updating Cases in SFDC and generating Work Orders.
- Coordinating with France Team / Distributors / FSE's / KAM's as per requirement.
- Breakdown Call registration of Grater India (Nepal & Bangladesh) Followup for cases and tracking dispatches for Spare parts from Dubai and France to close breakdown call.
- Generating different reports as per required by management.

Olympus Medical Systems India Pvt. Ltd. – Gurgaon

Duration : From May – 2011 to Nov. - 2016

Reporting Relationship : Report to National Manager Surgical Products

Designation : Senior Executive - Service Coordination

Job Profile : Following specific functions are performed by me.

- Making AMC Quotation through SAP. AMC Follow-up, Pending AMC follow-up with Branches, Verifying all documents & payments related to AMC.

- Installation Execution, Follow-up, updating the record in CRM, SAP, Reporting the status of Installation to Sales Department, On Time update of Installation Tracker.
- Taking care of equipments which are under breakdown, followup with Workshop and updating the status of repair on Call Tracker on daily basis.
- Followup for PO and Payment with concern Branch / FSE.
- Taking Care of Loaners (Standby equipments) which are in HQ as well as in branches.
- Generating the reports on pan India basis related to Loaners which are with customers above the time limit
- AR followup.
- Preventive Maintenance (PM) Scheduling & tracking the execution of PM on time.
- Real time update on PM Tracker.
- Maintaining Master Data of Customer / Equipments on the basis of Installations.
- Generating reports related to AMC, Installation & Loaners as required by Management.
- Managing Surgical Event “SURGICARE” by booking of Hotels, budgeting, supply of equipments for demonstration, All documentation part which are under the guideline of admin and Finance department.
- Coordinating with all Departments like HR/Admin, Accounts, Supply chain, Marketing, Workshop in day today activity.

Browndove Healthcare Pvt. Ltd. – Delhi

Duration	:	From November – 2009 to May – 2011
Designation	:	Sales & Service Coordinator
Reporting Relationship	:	Reports to Regional Manager - Service & Zonal Manager – Sales
Job Profile	:	Following specific functions are performed by me.

- Branch admin functions & HR Functions
- AMC Follow up / Record Keeping
- Daily details to HO on collections & Sales.
- Inventory monitoring for sales & Service Team.
- Making all Customer Order Confirmation Sheet
- Sales Reports & collection Payment follow up
- Custom Clearance follow up.
- Updating of Customer List.
- Monitoring the products Supply
- Other reports required to Branch Head.
- Dispatches follow up.
- Stock Maintaining
- Cash Handling

Jeevan Jyoti Hospital Allahabad.

Duration	:	From August - 2004 to November - 2009
Reporting Relationship	:	Reports to General Manager
Designation	:	Assistant to General Manager
Job Profile	:	Following specific functions are performed by me. <ul style="list-style-type: none">• Assisting General Manager in Equipment Management & General Administration of Hospital.• Work related to Annual Maintenance Contract (AMC) & Insurance of Machines / Equipments / Vehicles.• Correspondence related to purchases of equipment, breakdown of machines & followup.• Maintenance of records of Employees.• Maintenance of Management Information System (MIS) of Hospital.• Assisting General Manager in General Administration of the Hospital

Professional Qualification

One Year Diploma Course in Computer from U.P.T.E.C.

'O' Level from DOEAC. Having a Knowledge of M.S. Office, Advance Excel, Tally 6.3 & 9

ACADEMIC QUALIFICATION

Graduation from Kanpur University with English Literature and Political Science.

XII from U.P. Board with English, Hindi, Physics, Chemistry & Biology.

X from I.C.S.E. Board with English, Hindi, Maths, Science, Social – Science & Commerce

EXTRA CURRICULAR ACTIVITIES

Participated in Inter School Debate Competition

Participated in Nestle Quiz Contest.

HOBBIES

Gardening, Listening to Music, Watching Movies.

ASPIRATION

To achieve growth in carrier & to earn money in an honest manner.

STRENGTH

Sincere, Honest, Reliable, Hard Working & a Good Target Achiever.

Have a Problem Solving & Positive Attitude on Self Learner Basis.

I believe in best service which always gives best results.

PERSONAL INFORMATION

Name : Sandeep Gupta
Father's Name : Late Mr. Satish Kumar Gupta
Mother's Name : Mrs. Gayatri Gupta
Date Of Birth : 3rd August 1978
Sex : Male
Marital Status : Married
Permanent Address : 17K/5, Beniganj, Allahabad – 211016
Present Address : KH. No. 298/201/2, Arya Appartment, First Floor, Flat No. 103
Ghitorni, New Delhi - 110030
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Date : / /

Place :

(Sandeep Gupta)