**TEJASWI SHRIVASTAVA**

Mob:- +91-94253-54384, +91-95847-05802; Email:- [tejaswi.shrivastava@gmail.com](mailto:tejaswi.shrivastava@gmail.com)

**CAREER OBJECTIVE:**

To be the most valuable and honourable asset of a leading organization with a leading position, and willing to take challenges thus benefiting both the organization and myself.

**KEY COMPETENCIES:**

* Medical Equipment Procurement
* CAG Audit
* Managerial Skills
* Team Management
* Medical Equipment Maintenance
* Payment Initiation
* Eq-MIS, MS Excel, MS Word, MS Powerpoint
* Capacity Building of staff

**PROFESSIONAL EXPERIENCE:**

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| **Chhattisgarh Medical Services Corporation Limited, Raipur**  **2nd Sept, 2013 to 6th May, 2017** | **BIOMEDICAL ENGINEER** |

JOB DESCRIPTION:

* Responsible for Procurement and Supply of Equipments through Tender Process along with maintenance of Equipments.
* Designing Technical Specification
* Tendering of Equipments
* Evaluation of tenders & demonstration of Equipments
* Issue of Purchase Orders
* Initiation of Invoices & other documents for payment process
* Helped IT Cell in Eq-MIS development.
* Maintained data in software and MS Excel.
* Good knowledge of MS Excel, Word and Powerpoint.
* Communicated inter department and intra department through letters.
* Responsible for repair, Installation & Maintenance of Equipments
* Conduct trainings for the end users
* Compilation of divisional reports & gap analysis, identification of Equipments as repairable / non repairable or condemnable equipments, etc.
* Responsible for providing the first line maintenance during the equipment breakdown.
* Responsible for inventorisation and maintaining other equipment related database regarding its functionality, break-down details, etc.
* To be resourceful to Hospital employees by providing demonstration for proper operation and maintenance of medical equipment.
* Ensured successful CAG Audits.
* Attended and contributed in State level meetings.

ACHIEVEMENTS:

* Equipments worth 150 crores approx. has been procured and supplied to various Govt. health facilities of Chhattisgarh state in spite of having limited man-power and other resources.
* Major Equipments and Life-saving Equipments has been made available to the facilities.
* Capacity building has been done by providing trainings for the proper usage of the Equipments.

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| **FHI 360**  **1st May, 2012 to 7th Sept, 2013** | **BIOMEDICAL ENGINEER** |

JOB DESCRIPTION:

* Worked on behalf of DFID supported Madhya Pradesh Health Sector Reform Programme- Technical Assistance Support Team in Technical Support Unit (TSU) set up by the government of Madhya Pradesh on pilot basis.
* Assisted Govt. Officials in Procurement and Supply of Equipments through Tender Process along with maintenance of Equipments.
* Designing Technical Specification
* Facilitated repair, Installation & Maintenance of Equipments
* Conduct trainings for the end users
* Compilation of divisional reports & gap analysis, identification of Equipments as repairable / non repairable or condemnable equipments, etc.
* Responsible for providing the first line maintenance during the equipment breakdown.
* Responsible for inventorisation and maintaining other equipment related database regarding its functionality, break-down details, etc.
* To be resourceful to Hospital employees by providing demonstration for proper operation and maintenance of medical equipment.
* Assisted DHS Bhopal officials of Procurement wing on the orders from Health Department.

ACHIEVEMENTS:

* Verified quotation submitted by Service providers for breakdown equipments and saved approx. 6.5 lacs by making them functional.

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| **Infrastructure Professionals Enterprise (P) Ltd.**  **1st August, 2011 to 30th April, 2012** | **ASSISTANT BIOMEDICAL ENGINEER** |

JOB DESCRIPTION:

* Worked on behalf of DFID supported Madhya Pradesh Health Sector Reform Programme- Technical Assistance Support Team in Technical Support Unit (TSU) set up by the government of Madhya Pradesh on pilot basis.
* Facilitated repair, Installation & Maintenance of Equipments
* Conduct trainings for the end users
* Compilation of divisional reports & gap analysis, identification of Equipments as repairable / non repairable or condemnable equipments, etc.
* Responsible for providing the first line maintenance during the equipment breakdown.
* Responsible for inventorisation and maintaining other equipment related database regarding its functionality, break-down details, etc.
* To be resourceful to Hospital employees by providing demonstration for proper operation and maintenance of medical equipment.

ACHIEVEMENTS:

* Made directory of all the equipments present in Sagar division along with their details.
* Organized training on **‘Prevention of Childhood Anemia & Importance of Iron, Zinc & Vit.A in Child’s growth’** in Sagar district.

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| **Sahyog Hospital & Research Centre Pvt. Ltd., Guna**  **14th July, 2010 to 31st July, 2011** | **BIOMEDICAL ENGINEER** |

JOB DESCRIPTION:

* Responsible for repair, Installation & Maintenance of Equipments
* Conduct trainings for the end users
* Responsible for providing the first line maintenance during the equipment breakdown.
* To be resourceful to Hospital employees by providing demonstration for proper operation and maintenance of medical equipment.

**ACADEMIC CREDENTIALS:**

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| **Class** | **Year of Passing** | **Name of Board/ University** | **Name of School/ College** | **Major Subjects** | **Percentage** |
| MBA | 2014 | Sikkim Manipal University | Sikkim Manipal University | Health-Care Services | 62.06% |
| B.E. | 2010 | RGPV | SVCE, Indore | Bio-medical | 65.9% |
| 12th | 2006 | CBSE | DPS, Vijaipur | PCMB | 55.4% |
| 10th | 2004 | CBSE | DPS, Vijaipur | All Subjects | 80.6% |

**CO-CURRICULUM ACTIVITIES:**

* Participated in QIP short term course sponsored by AICTE on ‘Recent Trends & Techniques in Medical Imaging & Image Processing’ organized by School of Medical Science & Technology, **IIT Kharagpur.**
* Participated in the National Workshop on ‘Technology in Health Care: Prospects & Challenges’ organized School of Medical Science & Technology, **IIT Kharagpur.**

**EXTRA CURRICULAR ACTIVITY:**

* Responsible Member of Training & Placement Department.
* Participated as a Volunteer in BLOOD donation camp in college.
* Contributed as a Coordinator in tech-fest (AAGAAZ).

**TRAINING AND PROJECT DETAILS:**

* 1. **Major Project:**It was a software project on “**Unsupervised Segmentation of Retinal Blood Vessels Using MATLAB”**.
  2. **Minor Project:** It was a hardware project on **“Cardiac Oracle”.**
  3. **Training:**
* Electronic design from Techoz Solution.
* MATLAB from Digitech Solutions.
* **Troubleshooting of X-ray Machines from Advanced Training Institute for Electronics and Process Instrumentation** (Government of India, Ministry of Labour and Employment, Directorate General of Employment and Training)
* **Operation and Maintenance of Diagnostic Ultrasound Scanners** **from Advanced Training Institute for Electronics and Process Instrumentation** (Government of India, Ministry of Labour and Employment, Directorate General of Employment and Training)

**STRENGTH:**

* Amiable
* Adaptive
* Strenuous
* Determined
* Sang-froid
* Keenness to learn & comprehend new technologies.
* Ability to work independently as well as in a team.

**PERSONAL DETAILS:**

**Father’s Name :** Mr. Sunil Kumar Shrivastava

**Husband’s Name :** Mr. Sushant Srivastava

**Date of Birth :** 2nd Sep 1989

**Gender :** Female

**Marital Status :** Married

**Nationality :** Indian

**Mailing Address :** House No. 5/6, Dutt Niwas, Opposite Andhra Bank, Nabha, Punjab.