

RESUME

MITA BISWAS Biomedical Engineer Mobile: +973 33236856 Email: mita_biswas2008@yahoo.com & biswas.mita87@gmail.com	
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PROFESSIONAL SUMMARY

Dynamic Biomedical Engineering professional offering 6 years of experience inspecting, installing and repairing medical devices and equipment. Talented in performing preventive maintenance and safety testing to alert staff of potential issues early and offer repair solutions. Personable when providing technical assistance to clinical staff.

WORK HISTORY

Biomedical Technician,07/2016 to 04/2017
Bahrain Specialist Hospital-Manama,Bahrain

Job Duties:

1. Trained Biomedical Engineer on proper operation of equipments as well as initial troubleshooting techniques.
2. Capable of handling ICU and OT equipments.
3. Have done servicing and preventive maintenance of different medical equipments like ventilator,patient monitor,syringe pump,ECG machines,defibrillator, Cautery machine,Anaesthesia machine,Dental machine,Ultrasound etc.
4. Have maintained proper stock inventory of spart part of machine and to order the required part before any breakdown happen.
5. Have done all the JCI(Joint Commission International)related documents.
6. Use to do all the documentation in the software like proper inventory maintain and any updation related to the equipment and service history etc.
7. Documented service and repair procedures accurately and completely and submitted monthly report to the Quality Manager.
8. Used to provide training to the nursing staff and others technician regarding any new machine and its usage.
9. Proficient in handling various OT equipments and instruments as well.
- 10.Use to handle all documents of AMC/CMC .
- 11.Coordinated with the contractors for any spare part delivery at right time to reduce the breakdown downtime of any machine.
- 12.Trained in CPR,Fire safety and other safety guidelines(incident reporting) in the hospital.

Biomedical Engineer,12/2013 to 05/2015

Max Super Speciality Hospital-New Delhi,India

Job Duties:

1. Have maintained proper updated inventory of about 3000 equipments and hand instruments .
2. Use to do daily rounds in OT,ICU and other intensive care units. Basically was responsible for all the equipments(Aneasthesia machine,OT light,Cautery ,Defibrillator,Navigation system, Autoclave machine etc.) as well as hand instruments of total 13 number of OT in the hospital.
3. Carried out calibration and preventive maintenance of the equipments as per planned schedule.
4. Inspected new machine and documented ,Installed,tested for proper use.
5. Used to do coordination with doctors and consultants to understand about any defects in equipments and to know about any new equipment requirement.
6. Used to take utilization(equipment up and down time) and data analysis of the high end equipments in the hospital for new project planning and did CAPEX budgeting also for a year.
7. Coordination with various suppliers about the delivery of any item.
8. Managed all the documents of AMC/CMC and commercial issue related to any equipment.
9. carried out internal departmental Audit to avoid any non-compliance.
10. Trained in CPR,Fire safety and other safety guidelines(incident reporting) in the hospital.

Biomedical Engineer,08/2012 to 10/2013

Fortis Hospitals Ltd. –Kolkata,India

Job Duties:

1. Use to do daily rounds in all the major departments like OT,ICU etc.
2. Have done servicing, maintenance and calibration of various medical equipments(patient monitor, ventilator,ECG machine,Syringe pump,diathermy,Anesthesia machine,Ultrasound etc.).
3. Inspected new machine and documented ,Installed,tested for proper use.
4. Use to handle all the AMC/CMC and the related documents of NABH.
5. Proficient in handling OT equipments and Instruments.
6. Use to operate Navigation machine(medtronic) and CUSA(Cavitron Ultrasonic surgical aspirator) during Brain tumor surgery.
7. Have managed the Biomedical Department for a certain period of time.
8. Use to cooperate with the contractors for delivery of any item.
- 9.. Trained in CPR,Fire safety and other safety guidelines(incident reporting) in the hospital.

Calibration and Service Engineer,04/2010 to 06/2012

Desun Hospital and Heart Institute-Kolkata,India

Job Duties:

1. Use to carry out calibration of all the medical equipments with master calibrator(different Analyzer).
2. Experienced in field job for calibration and service purpose of different medical equipments in the hospital.
3. Use to maintain the guidelines of NABL(National Accreditation Board for testing and Calibration Laboratories)for calibration of Pipette,Centrifuge etc..
4. Have done fault finding in PCB board and rectified it also.
5. Was responsible for servicing of hospital equipments also like ventilator,patient monitor,ECG machine,Syringe pump,Defibrillator etc.
6. Use to handle all the NABH related documents in the hospital.
7. Was responsible to look after the OT equipments and instruments and ICU equipments etc.

EDUCATION

West Bengal University of Technology, India

B-Tech in Applied Electronics and Instrumentation Engineering, April,2009
DGPA-7.63.

TRAININGS/SEMINARS

1. Have hosted a seminar on Measurement science of Medical Appliance arranged Metrology Society of India (MSI) on September, 2011.
2. Attended a training program of different modality like patient monitor, USG machine, ECHO machine, CT-SCAN, MRI, Cathlab etc. arranged by PHILIPS Healthcare on May, 2013.
3. Have attended a workshop on Effective Equipments Maintenance (MR, CT, PCMS, US and CV) on December 2014 arranged by PHILIPS Healthcare.

SKILLS

- › Proficient in MS Excel, MS Office, PowerPoint Presentation.
- › Expertise in handling different types of software used in Medical field named PACS, AQUARIS INTUTION, Intelliimage, Recording Software (AIDA) etc.
- › Process Improvement
- › Project Planning
- › Budgeting
- › Team Management

PERSONAL DETAILS

Date of Birth: 16th January,1987

Driving License: Yes(Since November,2019)

Nationality: Indian

Languages Known: English,Hindi,Bengali

Declaration: I do hereby solemnly affirm & declare that the particulars mentioned above are true to best of my knowledge and belief.

Place: Bahrain

Mita Biswas
(Signature of the candidate)

