

## 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.

- 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 : 3<sup>rd</sup> 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  
Contact Number : 9555129669

Date : ..... / ..... / .....

Place : .....

(Sandeep Gupta)