



Nimmy Anna Punnen

Contact



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Dubai, UAE

Having a valid Dubai Driving License

Language



English



Tamil



Malayalam

Skills Summary

Management Skills

MS Office Skills

Critical Thinking

Project Management

Education

Sathyabama University, Chennai, Tamil Nadu, India

2008 - 2012

B. Tech - Biomedical, graduated with 83% Score

Mount Carmel H.S. School

2006 - 2008

12th Kerala State Board - 83% Score

10th Kerala State Board - 79% Score

Career Objective

To secure employment in a reputed organization, dedicated myself to the task delivering by them and there by improve my knowledge & employability skills.

Experience

Assistant Administrator

Karbon Interiors, Dubai, UAE

October 2019 – December 2023

- Successfully managed the day to day operations of a busy office, including organizing and coordinating meetings, filing and other administrative duties.
- Performed administrative functions such as data entry, filing, and customer service.
- Answering incoming calls, taking messages and re-directing calls as required.
- Dealing with email enquiries.
- Data entry (sales, figures, day to day office expenses etc).
- Responsible for scheduling appointments, organizing and coordinating meetings and managing calendars.

Bio-Medical Engineer

Baby Memorial Hospital, India

September 2012 – December 2018

- Baby memorial hospital is one of the leading health care providers in Kerala.
- Installation and commissioning of new equipment's & routine maintenance
- Co-ordinated with Specialized Equipment's suppliers for Annual Maintenance Contract (AMC) service and its effectiveness
- Preparing checklists and carrying out the scheduled preventive maintenance & calibration of the equipment on due date in coordination with end users and suppliers
- Providing Training to the end users
- Experience with Asset management software – for a complete medical equipment inventory management
- Maintain safe usage standards of medical equipment throughout the hospital, and ensuring that the accreditation standards of ISO, NABH and other accrediting agencies are met.
- Maintenance and routine check of all biomedical equipment's and mainly concentrated in ICU, OT, Radiology, Dialysis unit, Gastroenterology and lab equipment's.
- Scheduled the preventive maintenance and keeping records.
- Maintain spares inventory.