

# **RESUME**

## **DILIP. M. DAVE**

O/3, Gokuldharm Appartment  
B/H Jaltarang Society, Vejalpur  
Ahmedabad

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### **Objectives:**

Keenly interested in innovative, result oriented projects and seeking for challenging opportunity and position myself, so as to utilize my Technical & Service Co-Coordinator knowledge to accomplish the goal of industry.

### **Working Experience:**

Organization : M/s. **K S BIOMED HEALTHCARE PVT. LTD.**  
(An Authorized Dealer of Fuji Film India Pvt. Ltd. , Medrad  
Siemens, Surgident, Samsung Medison, Anatomage,  
Schiller , GE Products)

**Designation** : Senior Service Co.-Coordinator cum Administrator

**Duration** : September '2004 - Till Date.

**Profile** :

- (1) Maintain all data of client for Warranty/AMC & other terms.
- (2) Office management
- (3) Handle Admin. Department. (Expense, Stationary, IT & Sales Tax ect.)
- (4) Maintain all engineer's data for better support
- (5) Purchase / Sales Order & quotation preparing
- (6) Part & Machine Dispatch follow up with Company & Client.
- (7) Other activity like banking & Back office work
- (8) Preparing & Submit of Tender.
- (9) Payment follow up with principal companies.
- (10) Follow up all the government departments for various works.
- (11) Follow up for New or renew all type of licensing of government.
- (12) Preparing & follow up
- (13) Doing Tendering process in Government & Private sector.
- (14) Doing AERB, Mumbai License acquiring process for Radiography Machines
- (15) Doing all type of tender work

**Educational Qualification:**

(1)Course : B.COM  
Aggregate : 60 %  
Year of Passing : 1999  
University of study : Gujarat University, Gujarat.

(2)Course : Computer Programming  
Aggregate : 63 %  
Year of Passing : 1999  
Institution of study : H.K. Arts & Commerce College

**Personal Details:**

Date of Birth : 17-04-1977.  
Marital status : Married  
Father Name : Mr. Manilal K. Dave  
Languages known : Gujarati, Hindi, English  
Hobbies : Reading Books, Listen Sufi Songs & Writing  
Poetry & Plays.

Place : Ahmedabad.

Date : 07.02.2018

  
DILIP DAVE