

LITTY ANNIE GEORGE

Cell: + 919446641407/ 9747446680

eMail: annie.babitha@gmail.com
12-12-2022

Experienced **Biomedical Engineer/Manager (14 Years Exp) & Purchase of Medical Equipment, Accessories, and Management** with a history of working in the **Hospital & Health care industry**. Skilled in **Overall Biomedical Department program management, Technical Evaluation and Purchase of Medical Equipment, Accessories and Management, Negotiation, Project Coordination, Installation & Commissioning, and Accreditation Process.**

Educational Qualification:

Bachelors in Technology (B. Tech.) in Biomedical Instrumentation and Engineering from **SRM University, Chennai, India.**
2004 – 2008

Certifications:

- ❖ Certificate of Participation in Standardizing, Testing & Calibration of Biomedical and Radiological Equipment conducted by Centre for Testing and Calibration, HLL Lifecare Ltd (A Government of India Enterprise)
- ❖ Certificate in Participation in a workshop on Infection Prevention in Endoscope Reprocessing conducted by Cantel Infection Prevention Education Program (CIPEP).
- ❖ Certified in CDAC course with A+

Professional Experience: 14 Years

2022 January – 2022 October as **Assistant Manager of the Procurement Department** at **Polakulath Narayanan Renai Medicity Hospital.**

2016 August – 2021 November as **Consultant – Business Development** at **Galaxy Medisys, Chennai, India** (Medical Equipment Dealers, Repair & Services, Distributors)

2013 July – 2016 July as **Manager of the Biomedical Engineering Department (Including Procurement & Purchase)** at **PRS Hospital Pvt Ltd, Kerala, India.** (NABH accredited & ISO 9001:2015 certified, 300 bedded Multi Super Specialty Hospital)

2010 June – 2013 July as **Senior Bio Medical Engineer (Including Purchase)** at **Travancore Medical College Hospital, Kerala, India.** (ISO 9001:2008 certified, 850 bedded Multi Specialty Hospital)

2009 November – 2010 June as **Bio Medical Engineer** at **Narayana Institute of Cardiac Sciences, Bangalore, India** (One of the largest Heart Hospitals in the world, accredited with JCI and NABH with 250 bedded Intensive Care Unit)

2009 June – 2009 October as **Junior Bio Medical Engineer** at **Sree Gokulam Medical College Hospital, Kerala, India** (700 bedded Super Specialty Hospital)

2008 October – 2009 June as **Junior Bio Medical Engineer** at **Kerala Institute of Medical Sciences (KIMS Hospital), Kerala, India.** (NABH, NABL & ACHSI accredited Multispecialty Hospital with 650 beds)

Leadership Career History:

Galaxy Medisys, Chennai, India 2016 August – 2021 November as **Consultant – Business Development**

- ❖ Identifying new investments and business plans by planning and guiding in overtaking new projects & accelerating sales growth to create revenue for the organization.
- ❖ Interacting with investors by giving a presentation about new projects & overlooking the investment returns.
- ❖ Manage the Business Development through best-opted strategy, making budget & financial plan accordingly.

PRS Hospital Pvt Ltd, Kerala, India. 2013 July – 2016 July as **Manager of the Biomedical Engineering Department**

- ❖ Headed the PRS Biomedical Services in the ISO & NABH audit.
- ❖ Experienced in implementing processes and procedures as per NABH, NABL, and ISO standards
- ❖ Experienced in Hospital Medical Technology and Facilities planning, Selection and Procurement of equipment, installation coordination & management.

Roles and Responsibilities:

- ❖ Overall Biomedical Department program management
- ❖ Development and implementation of documentation protocols required by external accreditation and licensing agencies [NABH, NABL, JCI and ISO in particular]
- ❖ Quality Assurance & Medical Equipment Calibrations

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- ❖ In House Calibrations
 - External Calibrations
 - Performs Record Finalization
 - Instrument Master Record
 - Develops SOPs and Work Instructions
 - Performs Investigation
 - Executes Corrective Actions and Action Items
 - Assists in conducting calibration-related inspections and assists with quality audits.
 - Set up, maintain, and document a quality system for equipment calibration.
- ❖ Technical Evaluation and Purchase of Medical Equipment & Accessories
- ❖ Product/vendor selection
- ❖ Project Co-ordination, Installation, and Commissioning
 - Support projects by contributing as a member to the development of project schedules, attending team meetings, and communicating issues and progress to team and management
- ❖ Performing the day-to-day maintenance and service of various medical equipment
 - Maintain the Asset History records of equipment.
 - Critical care equipment management
 - Service Contract Management (AMC / CMC proceedings)
 - Handles the department with minimum downtime of equipment and with minimum resources
 - Inspection of all incoming equipment (i.e., both new and those returning from repair
 - Insurance proceedings
 - Various correspondence (interdepartmental, Management, Company)
 - Coordinating the duties of Staff
 - Monitoring the equipment complaint status
 - Technical supervision and Support
 - Capital planning
 - Financial Management
 - Education and Training
 - Provide direction and technical decision-making for management involving capital asset purchases and expenses for projects
- ❖ Hospital/Healthcare Administration
 - Purchase committee
 - Safety Committee
 - Condemnation/Disposal committee
 - NABH Forum
 - Maintenance Forum

Personal Information:

Age : 36
Sex : Female
Nationality : Indian
Languages Known : English, Malayalam, Hindi, and Tamil
Place : Pathanamthitta, Kerala

Skills:

Managerial Skills
Firm Decision Maker
Leadership Skills & Responsible
Excellent in Negotiation
Creative Thinking
Technically Sound

References:

Dr. M S Thiruvarian
The Medical Executive Director,
Prs Hospital, +91-9847060309
Mr. A Selvaraj
Managing Director
GALAXY MEDISYS, +91-9791679306

Strengths:

Determination
Discipline
Trustworthiness
Willingness to enhance my knowledge in -
different areas
Enjoy meeting new challenges