

Ashna PM

Hor Al Anz East,
Bu hail Street, Dubai
Mob: 00971507283920
E mail: pmashna@gmail.com



Objective:

Organized and proactive administrative professional, seeking clerical support role. Excited to collaborate with team members to improve and uphold office procedures and facilitate essential workflows.

Professional Qualification:

B Tech Degree in Electronics and Biomedical engineering with first class

Work experience:

Biomedical Engineer - Moulana Hospital, Kerala, India (from July 2017 - Oct 2019)

MAIN RESPONSIBILITIES

- Repair, calibrate and maintain medical equipment and instrumentation.
- Approve new equipment by conducting tests, ensuring adherence to codes and making modifications
- Ensure working condition of equipment on a daily basis by routine check
- Maintain up-to-date records, write reports on designated equipment detailing technical findings.
- Prepare and submit monthly reports showing all data
- Documentation and file reports

Software Awareness:

- Computer knowledge
- MS Office : MS Word, Excel and PowerPoint
- Basics of C and C++ and Micro C Language

Office Skills

- Customer Service
- Data Entry
- Filing
- Multitasking

Educational Qualification

- Bachelor of Technology, CUSAT UNIVERSITY, (68% Marks)
- Higher Secondary, HSE Board, Kerala, India (80 % Marks)
- Secondary Education, CBSE, India (82% Marks)

Personal details:

Name : ASHNA PM
Date of Birth : 07 April, 1991
Nationality : INDIAN
Marital Status : Married
Visa Status : Resident Visa (Husband's Sponsorship)
Languages known: English, Hindi, Malayalam