

B. Tech (Electrical and Electronics Engineering) | BPUT-Rourkela – 2015

Career Objective:

To participate as a team-player in a dynamic work environment focused on promoting learning, skill enhancement and grow by providing superior value and service

Overview:

- 3.6 years of experience in manufacturing industry
- Certified NABL and IMS/QHSE Internal Auditor
- Deep insight of best practice standards and frameworks, such as ISO 17025
- Experience with methods and techniques related to quality, including auditing principles and techniques, quality terminology and quality administration principles
- Proficient in advanced auditing concepts to perform highly complex technical analysis, developing formal written reports to communicate audit results to campus management and make recommendations as appropriate
- Professional judgment to select audit methods, techniques and evaluation criteria, present complex audit findings in a clear, concise and impactful manner for senior levels of management, both in writing and verbally
- Preparation of Bill of Material for production
- Assisted purchase department for procurement of raw material
- Involved in quality and cost monitoring of raw material/ vendor assessment
- Handled transit damage/site complaints
- Proficient in solving problems through CAPA/RCA/Ishikawa diagram
- Involved in 5S activity improvement and implementation
- Responsible for inventory management of store
- CADD, Microsoft Office (Word, Excel, Powerpoint)

Employment Chronicle:

- Graduate Apprentice at Bosch LTD, Feb 2016 – Feb 2017
- Quality Engineer at Danish Pvt. Ltd, June 2017- Present
- Internship at Maintenance department - HAL – Koraput, May 2015 – June 2015

Certifications:

- IIQM certified Internal Auditor of ISO 17025: 2017 (Laboratory Management System)
- IRCA certified Internal Auditor of ISO 9001 (Quality), ISO 14001 (Environment) & ISO 45001 (Health-Safety)

Major Projects Undertaken:

Project #4	Company: Danish Pvt. Ltd	Role: Quality Engineer
Duration: 1st Jun 17 – Till date (3 years)		
Description	Design and Quality control	
Role & Contribution	<ul style="list-style-type: none">- Quality Manger to the Testing Lab of Danish (ISO 17025 accredited Lab)- Assure Internal Audits comply with ISO, NABL, IS and applicable international requirements- Perform internal audits of all production processes, equipment to assure that all prescribed quality procedures are adhered to ensuring compliance to all applicable regulatory requirements and document audit- Conduct re-audits as necessary to address identified compliance gaps and to follow up on corrective/preventive actions as necessary and appropriate- Monitor the effectiveness of the corrective actions documented on observation responses.- Maintain audit report files, re-audit files and the responses to the audits performed	

	<ul style="list-style-type: none"> - Follow up on management action plans to ensure completion and escalate issues requiring management attention in a timely manner - Preparing Bill of Material for transformer production - Assisting Purchase Department for procurement of raw material - Quality and cost monitoring of raw material and vendors - Responsible for Quality check of incoming raw material - Site complaints/transit damage handling (UG complaints only) - Problem solving through CAPA/RCA/Ishikawa diagram
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Project#3		Company: Bosch LTD	Role: Graduate Apprentice
Duration: 17th Feb 16 – 16th Aug 16 (6 months)			
Description	Quality Management and methods		
Role & Contribution	<ul style="list-style-type: none"> - Product Audit for VE pumps and in-house components - Conducting DQRM (Daily Quality Review Meeting) - Quality tools for problem solving - Quality improvement by using Q methods like Why-Why analysis ,8 D, PSS - Root cause investigation for customer return Local Aftermarket components - Associates interaction (developing personnel and official relationship and helping them, solve their problems) - Barrier audit defects reduction and analysis 		

Project#2		Company: Bosch LTD	Role: Graduate Apprentice
Duration: 17th Aug 16 – 16th Feb 17 (6 months)			
Description	Customer Planning, Order and Logistics		
Role & Contribution	<ul style="list-style-type: none"> - Inventory management - Liquidation of shelf life over parts (reduction in non-moving materials from 12 MINR to 7.5 MINR) - Bin to Bin transfer from one to another POU on shop floor with ALPE scan - 5S activity improvement and implementation - Ensuring the packaging of materials according to the PaGos - Scheduled dispatch of IPN, Export and Local aftermarket monthly target - Re-designing of Milk Run route for the material fulfillment of new project NHA - Updating Leveling Board (Heijunka), SAP for warehouse management 		

Personal Details:

Date of Birth : 15th January, 1993
Marital Status : Unmarried
Language Known : English, Hindi, Odiya

Date: 10th January, 2020
Place: Jaipur

Neha Kumari