

Arjoo Parveen

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OBJECTIVE

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

PROFESSIONAL EXPERIENCE

3 years of experience in "Quality Assurance Department". A good team member ability to work in a team and individual environment.

Tool Used: - SAP(S/4HANA): - PP/QM Module, MS Excel, MS Word, PowerPoint, Outlook.

ORGANISATIONAL EXPERIENCE

Organization: - Sunrise Tanks Pvt. Ltd. subsidiary of Wavin Industries Limited

Position: - Quality Officer

Duration: - Feb 2022 to Present

About company: It is ISO 9001:2015 Certified Company which is Manufacturing & Supply of Plastic Water Storage Tank, Household Product & PVC Products.

Work Responsibilities: -

- Create and maintain quality documentation, Including Quality manuals, and inspection reports.
- Prepare SOP, WI, Root Cause Analysis, CAPA, Kaizen, PPM documentation.
- Ensuring Proper incoming material and inspection to avoid Passing of any defective part to the production line.
- Working in SAP PP/QM in Daily basis activities like as production updating, release from Quality, making inspection plan etc.
- Analysis of Rejection and taking action & Preparation Monthly Rejection Report.
- Review and evaluate existing quality control practices and recommend for improvements.
- BIS License (Certificate, Renewal).
- ISI TANK testing as per IS 12701.
- Maintaining All ISO Documents (ISO 9001: 2015).
- Identify areas for improvement in quality processes, product/service quality, and customer satisfaction.
- Promote a culture of quality awareness and excellence across the organization.
- Coordinating with customer in case of any issue at customer end.

Organization: - Galva Decoparts Pvt. Ltd Vapi, Gujarat

Position: - Quality Supervisor

Duration: - August 2020-January 2022

About company: It is ISO-TS 16949 Certified Company which is Manufacturing & Supply of four-wheeler and exterior parts.

Work Responsibilities: -

- Responsible for Final Inspection.
- Maintaining Daily Activity report and reporting to concern person.
- Manpower Utilization and Planning.
- Coordinating with customer in case of any issue at customer end.
- Prepare Quality alerts, WI, SOP, Inspection plan, Skill matrix.
- Taking decision for non-confirming parts.
- Train Inspectors and Operators for defects and customer complaint.
- Participate and encourage team members for Kaizen, 5S and Safety activities.

Quality and Testing Skills

- Melt Flow Index
- Density
- CBC (Carbon Black Content) & CBD (Carbon Black Dispersion)
- Ash Content
- Moisture Content
- Tensile(Elongation)
- Visual Inspection.

Academic Records: -

Degree	Name of Board/University	YEAR	%
PGD-PPT	CIPET Raipur	2019-2021	83.68%
B.SC(PCB)	Sant Garhira Guru University C.G	2019	54.56%
DCA	C.V. Raman University	2016-17	78%
12th	C.G. Board	2016	67%

Strength: -

- Problem-Solving.
- Teamwork.
- Time Management.
- Willing to adopt new challenges and technologies.
- Sincere & Hard working.

Personal Details: -

Name: -	Arjoo Parveen
DOB. :-	6-may-1999
Father Name: -	Mr. Gulam Mustafa
Gender :-	Female
Marital Status: -	Unmarried
Nationality :-	Indian
Languages Known :-	Hindi, English

Declaration: -

I hereby declare that the above mentioned information is correct up to of my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Place: Raipur C.G.

Yours Faithfully

Arjoo Parveen