

CURRICULUM VITAE

PRERNA KUMARI

D/O- Mr. Diwakar Prasad Singh

Q No- S-91, Dayal City Bada Govindpur, Jamshedpur-831004

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OBJECTIVE:

- To render my services to an organization which gives me the platform and privilege of honing my Skills and use my knowledge and skills for organizational growth combined with personal growth.
- To work towards achieving the company objectives and take up challenges involved to achieve Strategic performance/results.

ORGANIZATION DESCRIPTION

Organization: Multitech Technofab Pvt. Ltd.(July 2018 to June 19)

Multitech Technofab Pvt. Ltd.,has been founded on the basis of competence and integrity essential in providing critical products and services in industries and institutions in the year 2010 by M.R. Sinha,who is the then promoter of multitech instrument Co. (P) Ltd., delhi (Established in 1992)and founder of Indian calibration services,delhi(An NABL accredited Calibration /Testing Laboratory).

EXPERIENCE

Organisation: MULTITECH TECHNOFAB PVT. LTD ,(JAMSHEDPUR).
Designation: Calibration Executive.
Duration: Since JULY 2018 to June 2019
Roles: Calibration of all measuring instruments followed by report preparation.

CURRENT JOB

Organisation: RS Safety & Calibration Lab ,(JAMSHEDPUR).
Designation: Calibration Engineer.
Duration: Since 2019 to Till now
Roles: 1.Calibration of all measuring instruments, Gauges,& Machines Regarding Electrical,Dimension,Thermal,Mass, Volume& Pressure,Force Department followed by report preparation & Tax Invoices.

JOB PROFILE:

Receiving Quality Assurance

- Incoming Inspection as per defined inspection standard.
- Prepare & Update Incoming Job receipt and Inward challan for all Receiving Materials.
- Prepare the Supplier Rating & making a plan to upgrade them according to rating.
- Layout inspection of parts as per plan.
- Revalidation of parts as per plan & requirement
- Knowledge of Clamp Meter ,Dig. Multimeter,Megger,Voltmeter,Ammeter etc in Electrical Deptt.
- Knowledge of Thermocouple, RTD Sensor,Data Logger,Temp.controller With SensorTemp. Gauge in Thermal Deptt.
- Knowledge of measuring of instruments.(Profile Projector, Electronic Height Gauge, Concentricity Gauge,VMM,ULM,Vernier,micrometer,Calibration Tester,Plain Ring gauges, Thread ring gauge, thread plug gauge, Bevel protractor, fixtures, Hygrometer, weights and weighing balance, pressure gauge, vernier calliper, micrometer, dial gauge, depth gauge, measuring tape,measuring scale and PH meter etc in Dimension & Mass and Volume Deptt.
- Take action plan against the problem.
- Knowledge of GD&T- Geometrical Dimensioning and Tolerance.
- Coordinating internal / external audit and maintaining records.

TECHNICAL QUALIFICATION:

- Diploma in **ELECTRONICS & COMMUNICATION ENGINEERING** from AL-KABIR POLYTECHNIC JAMSHEDPUR.

➤ EDUCATIONAL QUALIFICATION:-

<u>Exams Qualified</u>	<u>Passing yr.</u>	<u>Board/University</u>	<u>%age</u>
1) Matriculation	2013	J A C RANCHI	71.80
2) Diploma Engg.	2016	S.B.T.E. (Jharkhand)	79.25

TECHNICAL SKILLS & PROFICIENCIES:

- **Industrial Visit** : Tata Power Ltd , Jamshedpur.

COMPUTER SKILL:

- 1.Ms-word,
- 2.Ms-power point,
- 3.Ms- excel.
4. Basics Of Computer.

ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES:

- Team leader of our team in making a Battery Eliminator
- Participated for Robozest 2015 organised at NTTF Jamshedpur.
- Participated and won Robozest 2015 organised at NTTF Jamshedpur.

STRENGTHS:

Punctual, Self motivated, Open to learn, Strong work ethics, Positive work attitude, Responsible, Hardworking, Team work, Good communication skill.

PERSONAL INFORMATION:

Father's Name : Mr. Diwakar Prasad Singh
Mother's Name : Mrs. Nibha Devi
Sex : Female
Marital status : Single
Date of Birth : 09-April-1998
Languages Known : English, Hindi.

DECLARATION:

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge.

(PRERNA KUMARI)