

RESUME

Mohima Khatun

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OBJECTIVES:-

A well-qualified, well-mannered, and diligent packaging professional having three years of working experience in both the FMCG and manufacturing industry with organizational skills, QC & QA skills and a driven packaging enthusiast seeking a position in an established progressive organization to use my organizational skills, educational background, and ability to work well with people.

PERSONAL DETAILS:

Name: **Mohima Khatun**

Gender: Female

Postal Address: Vill.- Gargari(Station Road), P.O.+P.S.- Harishchandra Pur, Dist.- Malda, Pin- 732125 (W.B.)

Date of Birth: 18th February 1996

ACADEMIC QUALIFICATIONS:

QUALIFICATIONS	BOARD/UNIVERSITY/INSTITUTE	YEAR OF PASSING
P.G.D.P. (2-Year Postgraduate Diploma in Packaging)	Indian Institute of Packaging Ministry of Commerce & Industry, Govt. of India	2019
B.Sc.(Mathematics Honours)	Kalyani University	2017
H.S. (10+2)	W.B.C.H.S.E.	2014
Secondary (10 th)	W.B.B.S.E.	2012

COMPUTER PROFICIENCIES:

- Completed 1 Year Diploma in Information Technology Application
- Basic knowledge in AutoCAD.
- Basic knowledge of MS office, MS Excel & Power Point Presentation.
- Basic Internet Application.

WORK EXPERIENCE:

- Junior Executive in Quality Assurance in **Ancor Flexible India Pvt. Ltd., Baroda** (25th May 2021 – Present)
 - **Responsibility**
 - * Quality checking of Raw Materials.
 - * Quality testing of flexible laminates during process as well as at the end of process and preparation of Certificate of analysis (COA).
 - * Read, understand, preparation and apply relevant Standard Operating Procedure (SOP).
 - * Communication to procurement & unit head in case of deviation in Raw materials.
 - * Communication to marketing department in case of any customer requirements and complaints.
 - * Investigate customer complaints and conduct root cause analysis, corrective action & preventive action to avoid recurrence.
 - * Execute New Product Development (NPD) based on customer requirements and communicate to production team to service customer as per their requirements.
 - * Structure analysis of different packaging materials as per market trends.
 - * Quality checking of Cylinder proofs & cylinder before production.
- Junior Engineer in Quality Control in **Uma Converter Limited, Ahmadabad, Gujarat** (28th September 2019 – 23rd May 2021).
- 5 months Industrial Training in **Ganesh Grains Limited, Kolkata, West Bengal** (February 2019 – June 2019).

AREA OF INTEREST:

- Packaging Development
- Research & Development
- Quality Control

DECLARATION:

I hereby declare that the information presented above is true to the best of my knowledge and I bear the responsibility for the above-mentioned particulars.

Mohima Khatun.