

## **Sachin Kumar**

**Role:** Proficiency Testing (PT) Coordinator

**Address:** Flat No. 206, KSN Square Apartment, Vasundhara Sec. – 3, Ghaziabad - 201012

■ (+91) 8285981886

**E-mail:-** [stsktrivedi3@gmail.com](mailto:stsktrivedi3@gmail.com)

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### **OBJECTIVE:**

To seek a challenging position in an organization where I can apply my skills and knowledge for development of the organization.

### **WORK EXPERIENCE:**

**Global PT Provider Pvt. Ltd.**  
**New Delhi**

**(10<sup>th</sup> April, 2018 to Present)**

**Role:** PT Coordinator

#### **Responsibilities:**

- Communicating with Participants to complete a round of PT program.
- Prepare, Handle and distribute proficiency test item
- Operate the data processing system
- Evaluate the performance of proficiency testing participants
- To conduct measurements to determine stability and homogeneity, as well as assigned values and associated uncertainties of the measurands of the proficiency test item.
- Enquiry handling
- Prepare Participation Certificate & Laboratory Summary Sheet
- Provide training for new employee as per ISO: 17043
- Review the Final reports, participation certificate and laboratory summary sheet
- **Audit:** NABL Audit done for Proficiency Testing as per ISO: 17043

**Apex Assessment Labs. Pvt. Ltd.**  
**Ghaziabad**

**(1<sup>st</sup> July, 2017 to 7<sup>th</sup> April, 2018)**

**Role:** Analyst (Chemical Department)

#### **Responsibilities:**

- To provide accurate and precise test results during the metal and coal testing.
- Maintain the documents as per ISO 17025
- Intermediate checks of equipments
- **Audit:** NABL Audit done for Testing as per ISO: 17025

**MSME-Testing Centre,  
Ministry of MSME Govt. Of India  
New Delhi**

**(15<sup>th</sup> Nov, 2016 to 30<sup>th</sup> June, 2017)**

**Role:** Lab Technician (Chemical Department)

**Responsibilities:**

- Testing of Chemical Products
- Prepare the reports of test result

**LIC MINI Office,  
Life Insurance Corporation of India  
Kasganj, (U.P.)**

**(2<sup>nd</sup> Jun, 2014 to 31<sup>st</sup> Oct, 2016)**

**Role:** Cashier

**Responsibilities:**

- Collection of Premium, Deposit the Invoice & Generate BOC & Invoice

**PROFESSIONAL TRAINING:**

- Attended awareness training programme on General Metallurgy for Non-Metallurgist organized by Global PT Provider Pvt. Ltd., New Delhi
- Attended training on General Requirements for Proficiency Testing as per ISO/IEC 17043:2010 organized by NABL at ISID, Delhi
- Attended awareness training on General requirements for Proficiency Testing as per ISO/IEC 17043:2010 & ISO 13528: 2015 organized by Global PT Provider Pvt. Ltd., New Delhi
- Attended awareness training on Mechanical & Metallographic Testing of Metal from Spectro Analytical Labs Ltd., New Delhi
- Attended training on Testing (Quality Control) of Chemical Products from MSME-Testing Centre, Ministry of MSME Govt. of India Okhla, New Delhi

**EDUCATIONAL QUALIFICATION:**

<b>Qualification</b>	<b>University/ Board</b>	<b>Institute / School</b>	<b>Year of Passing</b>	<b>Percentage</b>
B.Sc. (ZBC)	Dr. Bhim Rao Ambedkar University, Agra	K. A. Degree Collage, Kasganj	2012	62.74%
Senior Secondary (XII)	U. P. Board	Saraswati Vidhya Mandir, Kasganj	2009	68 %
Secondary (X)	U. P. Board	Saraswati Vidhya Mandir, Kasganj	2007	69.66%

### **ACADMIC PROJECT:**

- Project done on Evaluation of Angiogenic and Anti-Angiogenic Activity of Certain Medicinal Plants using CAM Model from Amity Institute of Biotechnology, Amity University Noida.
- Term Paper done on History of Agrobacterium Biology and Recent Advances from the Biotechnology Department of Amity Institute of Biotechnology, Amity University, Noida.

### **COMPUTER SKILLS:**

- Certified in Course on Computer Concepts (CCC) form NIELIT, Eklavya Education Welfare Society
- Diploma in M. S. Office Automation from RCET Computer Education

### **INTERPERSONAL SKILL:**

- Good Communication Skills
- Team Work
- Honest & Hardworking
- Leading Skills
- Confident and Determined

### **PERSONAL PROFILE:**

**Name** : Sachin Kumar  
**Father's Name** : Mr. Ravindra Kumar Trivedi  
**Mother's Name** : Mrs. Rajkumari  
**Nationality** : Indian  
**Date of Birth** : 11<sup>th</sup> February, 1993  
**Language Known** : Hindi & English  
**Religion** : Hindu  
**Correspondence Add.** : Flat No. 206, KSN Square Apartment, Vasundhara, Sec – 3,  
Ghaziabad – 201012

### **DECLARATION**

I HEREBY DECLARE THAT THE INFORMATION FURNISHED BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE.

**Place:** Ghaziabad

**Sachin Kumar**

**Date:**