

Sachin Kumar

Role: Proficiency Testing (PT) Coordinator

Address: 3rd Floor, H. No. 1751/5, Govindpuri Extension, Kalkaji, New Delhi – 110019

■ (+91) 9719817895

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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.

(10th 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.

(1st July, 2017 to 7th 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**

(15th Nov, 2016 to 30th 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**

(2nd Jun, 2014 to 31st 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 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:

Qualification	University/ Board	Institute / School	Year of Passing	Percentage
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	68.00 %
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 : 11th February, 1993
Language Known : Hindi & English
Religion : Hindu
Correspondence Add. : 3rd Floor, H. No. 1751/5, Govindpuri Extension, Kalkaji, New Delhi – 110019

DECLARATION

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

Place: New Delhi
Date: 17/08/2022

Sachin Kumar