

# SURBHI KAUSHIK

Master's in Science -CHEMISTRY

## Contact

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## Key Skills

Documents for Quality Dept.  
Prepare Bulk Finish  
Finish Good Document  
Communication  
Problem-solving  
Multitasking Abilities  
Team Work

## Software skill

LIMS 4.5 & SAP software  
MS Office word, Excel

## Objective

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. I have consistently demonstrated leadership, teamwork and problem-solving abilities in every aspect of My role to Achieve the Organizational Goal.

## Experience

APRIL-2023 – PRESENT

**Graduate Apprentice Trainee -Quality** | Pure & Cure Healthcare Pvt. Ltd. **(Akums Group Company)**

Handling semi finish and finished products for inspections. BMR/BPR Review after complete a batch of product and follow GDP (Good documentation). Releasing and Taking care of STP Data. Compiled laboratory test data and performed appropriate analyses. Monitored testing procedures to ensure that all test were performed according to established item specification, standard test methods and protocols.

Participated in internal assessments. Participated in out-of-specification and failure investigation and recommended corrective action. Interpreted test results compared them to established specifications and control limits. Ensure that lab cleanliness and safety standard were maintained.

Identified and troubleshooting equipment problems.

All instruments audit trail verify for daily basis.

## Education

Master's in Science – Chemistry *Garhwal University, Haridwar*

Yr. – 2016-2018, Awarded -1<sup>st</sup> Div.

Bachelor in Science – Inorganic Chemistry *Garhwal University, Haridwar*

Yr. – 2013-2016, Awarded -1<sup>st</sup> Div.

HSC – Science *C.B.S.E BOARD, Haridwar*

Yr. – 2012-2013, Awarded -1<sup>st</sup> Div.

SSC – Science *C.B.S.E BOARD, Haridwar*

Yr. – 2010-2011, Awarded -1<sup>st</sup> Div

## Hobbies

Reading Books