

CURRICULUM VITAE

SANGEETA

Mob:+91 7300101126

Address: 210, A/4 Railway Colony Daya Basti,

Delhi - 110035

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CAREER OBJECTIVE

To work in an Environment which will provide more than enough of opportunities to learn & grow where I can apply my knowledge that I have obtained & gained. To Use Practical experience in meeting challenges of real life projects with Passion, Integrity & Creativeness.

CURRENT WORKING STATUS

- Working as a **Tracenet Incharge & Auditor Assistant** with **Ecocert India Pvt Ltd, Gurgaon** since **3rd May 2017**.

Job Responsibility:

- New Operator registration, ICS Data Checking, Mandator change, Product Addition, LOT approval, Generate and Renew NPOP-NOP Scope Certificate, Preparing Cover letter, NOC Approval, Internal Inspection, Status Updation, NC's Entry and Close, All TC work and general Tracenet Operation.
- Evaluation of transaction certification related documents and Issuing of TC.
- Monitoring flow transaction certificate and product balance of the operators.
- Verification documents / Data uploaded by the operator on Tracenet.
- Monitoring the generation of transaction certificate from Tracenet.
- Handling Client end queries related to Tracenet and other operational issues.
- Precise, efficient and timely conductance of inspections assigned.
- Precise and timely reporting.
- Independent realization of mission.
- Preparation and presentation of audit report.
- Application review.
- Evaluation of system plan (Unit description and OSP).
- Evaluation of corrective actions.

As Trainer for:

- Tracenet Assistants / Data entry operators.
- Auditors/Inspectors.
- Certification Officers / Reviewers.
- Clients (Individual, ICS, Processing, Trading and Wild collection).

PREVIOUS JOB

- Worked with **VITROMED HEALTHCARE** as a **QA Executive** from **18th Nov.2015 to 1st May 2017**.

Job Responsibility:

- Operation related documentation
- Maintaining Organic Stock and All Documents related to Tracenet

- Handling All process for Tracenet (Farming, Processing and Trading).
 - Transaction Certificate (NPOP, NOP and EOS)
 - Management & Consulting various Audit Clients
- Worked as a **Junior Engineer in Quality Department** with **M/S Kunal Auto industries Pvt Ltd., GURGAON** from 3rd Jan,2014 to 31st Oct,2014.

Job Responsibility:

- Inprocess quality control
- Incoming material quality inspection

CERTIFICATIONS

- “Jaivik Kheti & Bharat ki Sahbhagita Jaivik Pratibhuti Pranali” from **IIT, Kanpur** in 2017.
- “Certification in Organic Farming” from **IGNOU** in 2018.

TECHNICAL & ACADEMIC QUALIFICATION

- **MBA (Human Resource)** from **Jaipur National University, Jaipur** pursuing final year (correspondence).
- **B.Tech. (Electronics and Communication Engineering)** from **Yaduvanshi College of Engg. & Technology, Patikara, Narnaul** Affiliated to Maharishi Dayanand University, Rohtak with **69.7%** in 2013
- **3 Years Polytechnic Diploma (Electronics & Communication Engineering)** from **BKN Govt. Polytechnic, Narnaul** with **69.8%** in 2010
- **XII Standard** from NIOS in 2011 with **59.60 %**
- **X Standard** from Govt. Senior Secondary School, Siyakhoh, Alwar in 2007 with **83.67%**

PERSONAL STRENGTHS

- Good leadership Skills
- Good Listener & Quick Learner
- Good Time Management Skills
- Good Decision Maker

REFERENCE:

- Mr. Pravin Walunje, Tracenet Incharge, Ecocert India Pvt Ltd, Mob. +91 9650700330
- Mr. Mandar Navare, Evaluation Manager, Ecocert India Pvt Ltd, Mob. +91 9881707747

PERSONAL DETAIL

Father's name : Mr. DHARMVEER SINGH
 Date of Birth : 20-Oct-1991
 Address : 210, A/4 Railway Colony Daya Basti,
 Delhi - 110035
 Contact no. : **+917300101126**

PLACE: Gurgaon

DATE:

SANGEETA

(SIGNATURE)