

# CURRICULUM VITAE

**GURJEET KAUR**

**Female, 24 Year, Single**

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**Vill-Ferozepur**

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**Dist-Ropar**

**Punjab-140111**

## **CAREER OBJECTIVE:**

Intend to learn with world class corporate of hi-tech environment which will help me to explore myself fully and realize my potential to work as a key player in challenging & creative business environment and want to achieve zenith in the field of interest.

## **WORK EXPERIENCE:**

### **PAGRO FROZEN FOODS PVT LTD. FATEHGARAH SAHIB (PUNJAB).**

- ❖ **PAGRO FROZEN FOODS PRIVATE LIMITED** is a food production company establishes since 2002 in Punjab. Its process all type of frozen vegetables. The company frozen vegetables includes **Green peas, French beans, Carrot, cauliflower, Diced onion, Potatoes, American sweet corn, Baby Corn, Red, yellow & Green Capsicum ,Broccoli, Bringels** etc and have been very well received both in the domestic as well as export markets.
- ❖ Pagro Frozen Foods is one of the major suppliers of frozen vegetables to the leading food processing industries in the country with **Vista Foods Ltd.**, **AL-Kabeer Exports pvt ltd.**, **Innovative Foods Ltd. (Tata Group).**, **McCain foods pvt ltd.**, **Godrei foods Ltd.**, **Tasty Bytes pune** , **Iscn Bala ji** **Global Gourmet Pvt Ltd.**, **Kohyo Japan.** **HyFun foods etc.**

**Designation: QUALITY EXECUTIVE.**

**Tenure:** October 2020 – Till Present

## **Job Responsibilities:**

- Manage environment to ensure the Food safety & Food Security.
- Documentation part (HACCP, SOP's, Work Instructions,OPRP & CCP, Internal Audits, Tranings,
- Customer complaint Handling, Reverting mails,(RCA/CAPA).
- Dealing with External Labs, Vendors & Customers as well.
- Schedule & Maintaining Manual & Six monthly Testing & Calibration Records.
- Managing & verifying Documentation part & daily documents.
- Managing Pest Control Management.
- Developing new product welcomed by the market and promotes it in an effective way.

- Ensure to meet the quality and hygiene of the product.
- Good capability to Develop, implement and monitor the optimum quality production of any products.
- Manage environment to ensure the safety of the employees & workers.
- Providing training to the employees & workers for maintain good hygiene as well as for food safety.
- Follow and maintain the customers' need & requirements for their satisfaction.

### **Professional Attitude and Conduct Factors**

- Quality of Work-attention to detail and accuracy of work produced Completes tasks, reports, and documents accurately according to specified timelines and expectations.
- Makes wise and appropriate decisions after identifying and analyzing relevant information.

### **Availability-**

Punctual, adheres to work schedule and has overall satisfactory attendance Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.

### **Quality Management:**

- Ensuring that manufacturing processes comply with standards at both national and international level.
- Working with operating staff to establish procedures, standards, system and procedures.
- Establishes, coordinates, and monitors the laboratory quality assurance task and works closely with section supervisors to plan, schedule, and implement QA related activities
- Coordinator directs, monitors, and evaluates safety practices and procedures with respect to the Statutory and regulatory requirements.
- Prepares routine and special reports to management, and regulatory agencies as required; prepares report of analytical results to regulators for compliance evaluation.
- Develops procedures relating to use and calibration of laboratory chemicals, equipment and supplies.
- Coordinates or develops standard operating procedures for compiling and statistical analysis of quality assurance data.
- Develops and presents training program for laboratory and production staff; develops training protocols, competency standards, and documentation requirements.
- Coordinates or performs quality assurance system audits of laboratory performance.
- Monitors and maintains the laboratory quality assurance database; develops, maintains, and reviews quality control charts; prepares or reviews the preparation of control limits, detection limits, and action levels for laboratory analyses.
- Setting quality assurance compliance objectives to achieve the targets.

## RESEARCH PROJECT UNDERTAKEN

### ➤ “EGGSHELL POWDER FORTIFIED BREAD DEVELOPMENT”

The present investigation was aimed to develop a product which can be easily available in with potential of minimize calcium deficiency among people. Eggshells are generally prepared of calcium carbonate, which can be utilized as source of calcium in bread with fortification purpose.

## PROFESSIONAL EXPERIENCE:

- ❖ **Worked with Kandhari Beverages Pvt. Ltd., Nabipur as** Trainee in QC Dept. from Feb.01, 2018 – Jul 31, 2018.
- ❖ **Worked with Kitty Pvt. Ltd.,Kohara as** Trainee in Production + QC Dept. from June 01, 2019 – July 15, 2019.
- ❖ **Worked with Verka, Chandigarh as** Trainee from June 01, 2017 – July 15, 2017.
- ❖ **Worked with Verka, Chandigarh as** Trainee from June 01, 2016 – July 1, 2016.
- ❖ **Worked with MSME, Ludhiana as** Trainee from Feb.08, 2017- Feb.14, 2017.

## Certification

- ❖ **FoSTaC**
- ❖ **FICSI Level-6 ,** National Skill Development Corporation) Chief Miller at National Level
- ❖ **FICSI Level-5** (National Skill Development Corporation) Packaging Technician at National Level
- ❖ **FICSI Level-4** ( National Skill Development Corporation) Dairy Technician at National Level
- ❖ **Basics of COVID-19 (GOVT. DEPT. of personnel and training).**

## Technical Knowledge

- ❖ **Basic Computer Fundamentals**
- ❖ **Microsoft Office**

## **SCHOLASTIC RECORD:**

- **M.Sc. hons. (Food Tech.)**

UNIVERSITY: Punjabi University  
Patiala COLLEGE: Mata Gujri college,  
Fathegarh SahibPASSING YEAR: 2020  
PERCENTAGE: 77%

- **B. Voc. (Food Processing)**

UNIVERSITY: Punjabi University  
Patiala COLLEGE: A.S.B.A.S.J.S.  
Memorial College, Bela RoparPASSING  
YEAR: 2018  
PERCENTAGE: 86%

- **Senior Secndry**

BOARD: P.S.E.B  
School: MSK Sen Sec School, Bela Ropar  
PASSING YEAR: 2015  
PERCENTAGE: 87%

- **Matriculation**

BOARD: P.S.E.B  
School: MSK Sen Sec School, Bela Ropar  
PASSING YEAR: 2013  
PERCENTAGE: 81%

## **PERSONAL INFORMATION:**

**Father's Name:** Amarjeet Singh  
**Date of Birth:** 02.06.1998.  
**Hobbies:** Travelling, Listening and Exploring new things.  
**Strengths:** Good Communication skills, Hardworking and Team worker.  
**Contact No:** +91-9517801840, 6284363672  
**E-mail I.D:** [gurjeetkaur1607@gmail.com](mailto:gurjeetkaur1607@gmail.com)

## **SALARY:**

- Drawn : 2.5 Lakhs P.a
- Expected : 3.5 Lackhs P.a

## **DECLARATION:**

This is to certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteem organization.

**Current Place:** Fatehgarah sahib (Punjab)



GURJEET KAUR