### *CURRICULUM-VITAE*

***TANUJA SINGH***

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***CAREER OBJECTIVE:-***

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| ***To obtain successful position in the field of Technical and to thrive at a dynamic Company with a great culture, where I can learn many new things, grow in my Current skill set & be involved in challenging projects.*** |
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***5+ years experience in Quality Department with Automobile Sector. Likes Assembly Line, Process Define and Quality Process check. I well conversant with 5s, Kaizen, 7QC Tool, PPAP, SPC, Poka-Yoke etc.***

***PROFESSIONAL EXPERIENCES:-***

#### Presently Working with EP ELECTRO PRESSINGS PVT. LTD. Faridabad, Haryana as an Quality Control Officer form December 2016 to till date.

***CLIENTS:-***

* *Larsen & Toubro Limited, India*
* *Rail Coach Factory, Kapurthala, India*
* *Escorts Ltd, Faridabad*
* *Uniparts India Ltd, Noida*
* *Action Construction Equipments Ltd*

***JOB PROFILE:-***

* *Good knowledge of handle the customer claims and complaints.*
* *Visit dealer end and depart as per schedule and resolve.*
* *Display QMS as per TS:16949 through the organization.*
* *Submits CAPA as per raised systems customer support & AFM.*
* *Good Knowledge of QC Tools & Techniques.*
* *Knowledge about - SPC, MSA, APQP, PPAP, PFMEA, 7QC Tool, Control Plan & Inspection methods.*
* *Familiar with engineering process/ Development process.*
* *Responsibility of monthly updation of all documents & Displays pertaining to various Quality aspects.*
* *Responsibility for conducting continuous internal Audits & Certification Audits.*
* *Doing the role of Management representative for Customer visit & Audit.*
* *Accountable for fulfilling the customer's documentation & updation of records as per customer's request & plan.*
* *Responsible for facilitating audit procedures for conducting audit by the customers.*
* *Follow-up with the concern departments for closure of Audit NCs Points.*
* *A good capability of leading a team and giving cooperation as team member of an organization.*
* *Highly responsible and very quick at resolving problems efficiently.*

#### Worked with TAKATA INDIA PVT. LTD. NEEMRANA, (Raj) as an ASST. ENGINEER in Process Quality since July, 2010 to July 2015.

***COMPANY PROFILE:-***

* ***Takata India Pvt. Ltd****. is the* ***ISO/TS 16949:2009*** *certified company. M/s Takata corporation have 52 plants in 17 countries. Takata having two manufacturing plant in India. The main product line is motor vehicle Seat Belt assembly, Airbags, Steering Wheels. Takata have in house assembly, P U foaming & Injection Molding. Annual turnover of the company is around**300 crores per annum.*

***CLIENTS:-***

* *Maruti Suzuki India Ltd.*
* *Honda Cars India Ltd.*
* *Ashok Leyland.*
* *Nissan.*
* *Tata Motors.*

***JOB PROFILE:-***

* *Manufacturing line setup.*
* *Daily maintain production Rejection report.*
* *To collect the daily rejection data and analyze to reduce the internal rejection PPM.*
* *Layout inspection report of component.*
* *Monitoring 4-M change on daily basis.*
* *Generating various report on monthly and annual basis.*
* *Responsible for maintaining discipline, 5 S methodology & other systems on shop floor.*
* *Knowledge about the F&F, OIC, DPR, 4 M Change check sheet, Break down slip, cycle time monitoring sheet, skill matrix, machine check sheet, OPL etc.*
* *To improve overall quality through techniques like-5S, KAIZEN, 7QC Tool, POKA-YOKE.*
* *To analyze quality problems by using 7 QC tools & takes corrective actions for continuous improvements & reduces line rejection.*
* *Ensure first piece approval and prepare SIR Report & inspection of products at specified frequency.*
* *Prepare all quality related document like work instruction, standards operating procedure, one point lesson etc.*
* *One the patrolling inspection on m/c for component as per specified standard time*
* *A good capability of leading a team and giving cooperation as team member of an organization.*
* *Highly responsible and very quick at resolving problems efficiently.*

## *PROFESSIONAL & ACADEMIC QUALICATION:-*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Title*** | ***Institution*** | ***Board / University*** | ***Year*** | ***Percentage*** |
| * ***Diploma***
 | *Govt. Girls Polytechnic LUCKNOW* *(U.P.)* | *Board of Technical Education (U.P.)* | *2007-2010* | ***74.00%*** |
| * ***Class 10th***
 | *Adarsh Inter College Maho Hathras* | *UP Board Allahabad* | *2006* | *66.30%* |

***IT’s SKILLS:-***

* *Operating System : Windows XP, Window 7, Internet Operating, E-mail Communication.*
* *Office Tool : MS-Office 2003 & 2007 (MS-Word, MS-Excel & Power Point)****.***

***ACHIEVEMENTS:-***

* *Director Award in QCC contest at Internal Organization level.*
* *NCC “B” & “C” Certificate Holder.*
* *Best Prize in Badminton Competition in Anand Group of Companies.*

***KEY SKILLS and ABILITIES:-***

* *Good Communication and organizational Skills.*
* *Result oriented and able to work independently as well as team.*
* *Hard Worker with a flexible approach.*
* *Leadership quality, Pleasing personality, self inspired & self confidence etc.*

***HOBBIES & INTERESTS:-***

* *Listening Music*
* *Playing Games*

***PERSONAL DETAILS:-***

*Husband Name : Mr. Dinesh Kumar*

*Date of Birth : January 07, 1991*

*Permanent Address : VILL+POST- THULAI, DISTT- HATHRAS, U.P. - 204102*

*Nationality : Indian*

*Category : General*

*Sex : Female*

*Marital Status : Married*

*Language Known : English & Hindi*

*I confirm that above particulars furnished by me are true and correct to the best of my knowledge and belief.*

***Date:***

***Place:*** *Noida* ***TANUJA SINGH.***