

SHIVANI SINGH

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Current Residential Address :
Flat No. : 505 ,Rajnagar, Ghaziabad, India

Profile Summary:

Electronics Engineer having around 9 years of experience in Quality Assurance of Testing and Calibration laboratories per General requirements of ISO/IEC 17025 and Specific requirements of NABL, BIS, EESL, IECEE, ETL-SNAP site,CB Schemes etc.

Employment Details & Key Deliverables:

Service Duration	Company Name	Location	Profile
From 28th Nov 2016 to till continues	Intertek India Private Limited – New Delhi	New Delhi	Assisstant Manager – Quality
3rd March 2016 to 20th Nov 2016	Bureau Veritas Consumer Products Services,Noida	Noida - UP	QA Engineer
11th Jan 2016 to 29th Feb 2016	Classic Instrumentation Private Limited,Noida	Noida – UP	Lab QA Engineer
5th Jan. 2015 to 6th Jan. 2016	Bureau Of Indian Standards,Sahibabad	Cental Lab Sahibabad - UP	LRS Coordinator & QA Assistant
6th May 2013 to 31 st May 2014	Atrim Electronics Private Limited,Ghaziabad	Ghaziabad – UP	QA Engineer

❖ At Intertek,BVCPS & Classic : QMS Implementation as per ISO/IEC: 17025, NABL ,BIS, IECEE, ETL-SNAP site, EESL Documentation

- Performing the functions of Deputy Quality Manager for the Electrical & Electronics Testing Laboratory.
- Responsible for the maintaining Various Accreditations Records, Recognitions & certifications of Testing & Calibration Laboratory.
- Provides Quality training and support implementation of Quality Management System.
- Reviewing NABL test report, BIS test report, EESL test report, CB test report.
- Responsible for Application filing, Internal & external Audit scheduling & Coordination, NC closure submissions.
- To maintain the Technical & Management documentations as per ISO/IEC-17025 & regulatory bodies guidelines.
- To ensure the calibration, periodic maintenance & Intermediate checks of Testing & calibration equipments.
- Planning, initiation / Participation in ILC/PT Programmes and evaluation of Z- score & En Number.
- To Prepare, Review & Maintaining of SOP, Work Instructions, Forms Test Instructions, Lists, and Charts etc.
- To ensure the training impartation as per training needs of personnel and annual training plan.
- Handling of customer complaints, conducting customer satisfaction survey and compiling of satisfaction summary.

❖ At Bureau of Indian Standards : Corodination for BIS LRS scheme & Assitatnt to QA Manager

- To study on Lab Recognition Scheme for Recognition/De-recognition of Electrical and Electronics Labs.
- To scrutinize application for recognition of labs as per LRS 2013 for Inclusion, Renewable, Extension of scope.
- To maintain records of internal audit & MRM and to follow up with lab for NC closure & MRM actions points.
- To maintain training documents of staffs of BIS central lab (Electrical) & staff of LRS section.
- To maintain records of calibration, maintenance & Intermediate checks of Testing & Measuring equipments.

❖ At Atrim Electronics Private Limited : Maitaining Testing, R& D Records and Administrative job

- To maintain test instructions and work procedure available within testing laboratory.
- To maintain records of periodic calibration equipments available within testing laboratory.
- To maintain testing records, product specifications and customer specifc requirements.
- Handling of client audits and closure of Non conformity raised during audit.
- Testing of components installed within PCB during development phase.

- Handling operating strength of branch
- Planning and monitoring joining of new joiness
- Ensuring timely execution of changed policies or procedures at branch level.

Lab Quality Trainings & Certifications:

- 1 day Basic Life Support (First Aid) training (2022)
- 2 days training on requirements of ISO/IEC 17065:2012 for Product Certification Bodies (2021)
- 1 day training on 7 Basic Quality Control (QC) Tools (2021)
- 4 days training on Internal Audit & QMS Implementation as per ISO/IEC 17025 :2017 at NITS, Noida (2019)
- 3 day training on Accreditation of Testing Laboratories for Telecom Equipments (2017)
- 4 days training on Internal Audit & QMS Implementation as per ISO/IEC 17025 :2005 at FICCI – New Delhi(2017)
- 4 days training on Internal Audit & QMS Implementation as per ISO/IEC 17025 :2005 at STQC – Noida (2015)
- 1 day in-house training on LRS Policy & Requirements at BIS Central Lab – Sahibabad
- 1 day in-house training on OD documets,CB-scheme, at ITS - New Delhi

Computer Literacy:

Operating Systems: Windows, XP, MS Excel, MS word, Power Point Presentation C, Matlab

Academic Qualifications:

S.NO	Degree/Specialization	University/Institution	Year of Passing	% Marks
1.	PGDM-Human Rights (Women & Child Rights)	IIHR, Delhi	2016	73.5%
2.	M.Tech (Electronics & Communication)	U.P.T.U. Lucknow (K.I.E.T, Ghaziabad, U.P.)	2014	77.7 %
3.	B.Tech (Electronics & Communication)	G.B.T.U., Lucknow (D.J.C.E.T, Modinagar, U.P.)	2011	73.5 %
4.	12th (PCM)	C.B.S.E. (T.R.M.P.S. Modinagar, U.P.)	2007	78.2%
5.	High School	C.B.S.E. (T.R.M.P.S. Modinagar, U.P.)	2005	67.6 %

Personal Details

Fathers Name : Sh. Ravinder Singh
Permanent Address : A-50/2, Alokpark, Modinagar, Ghaziabad 201204, Uttar Pradesh, India
Date of Birth : 25.02.1990
Marital Status : Married
Languages Known : Hindi, English
Hobbies : Reading, playing Badminton, Driving

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: New Delhi

(Shivani Singh)

Date : 11th May, 2023