Curriculum Vitae

**Name:** Akansha Rajput

**Address:** Najibabad, Bijnor, UP. **Contact No:** 8433275308

**Email ID:** [rajputakku47@gmail.com](mailto:rajputakku47@gmail.com)

# Education Qualification:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Course** | **Subjects** | **Year** | **University/College** | **Marks (Aggregate percentage)** |
| 1. | MSc. | Microbiology | 2022 | Graphic Era Deemed to be University, Dehradun | 88%  61% |
| 2. | BSc. | Zoology, Chemistry, Botany | 2020 | MJPRU University |
| 3. | 12th | Bio, Phy, Che, English | 2017 | P.N.S. Arihant Public Academy  (CBSE),  Najibabad | 49.9% |
| 4. | 10th | Math’s, Eng, Sc. Hindi, SST. | 2015 | Shri Guru Ram Rai Public School (CBSE),  Najibabad | 62% |

Experience **–**

1.Space international company, Dehradun Uttarakhand

Oct 2022- Nov 2022

Worked as a Human resource manager.

**Technical Skills:**

* Basic of MS word, MS excel, MS PowerPoint

# Microbiologist (lab) Skills:

* Prepare medium and equipment’s
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* Monitor cultures.
* Conduct plate counting, microscopic examination.
* Operate general production equipment such as Autoclaves, incubator etc.
* Writing standard operating procedures and batch production records.
* Document and maintain activity records according to cGMP regulations with accuracy.
* Perform daily cleaning and sanitization of the laboratory.

**Company skills:**

-Excellent leadership quality.

-Ability to handle large team.

-Good organizational and management knowledge.

-Ability to perform under pressure.

-Great risk and time management ability.

-Capacity to deal with client’s complaints

# Co-curricular Activities:

* Got third prize in ‘Microbial Art Competition’ at Central pulp and paper research institute, Saharanpur.

# Certified courses:

* Pharmaceutical assurance.
* GLP (Good Laboratory Practices).

# Training:

* 15 Days training at DNA Labs- A Centre for Applied Science, Dehradun (Uttarakhand)- 248001
* 6 months training at Central Pulp and Paper Research Institute, Saharanpur (Uttar Pradesh)- 247001

# Project:

1. Using primary sludge (paper mill waste) as a raw material for production of bacterial cellulose production at Central pulp and paper research institute, Saharanpur- 247001

**Job & experience:**

Working as Front office executive in space international, Dehradun (6 months experience).

**Personal Qualities:**

* + Honest to the customer and company.
  + Quick learner.
  + Confident.
  + Good communication skills.

# Hobbies:

* + Sketching (portrait).
  + Microbial art.
  + Badminton.
  + Poetry.

# Personal Details:

* DOB: 4th march, 2000
* Parents Name: Mr. Sushil Kumar Rajput & Mrs. Vinod Rajput
* Languages: English and Hindi.

I hereby declare that all information mentioned above is true to the best of my knowledge..

**Signature**

**Date:**

**Place:**