

**PRAGYA SINGH**  
**M.Sc. Microbiology**  
**Greater Noida, Uttar Pradesh (INDIA)**

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## **PROFESSIONAL SUMMARY**

Responsible Quality Control Officer with a knack for developing effective quality control procedures. Great problem-solving, decision-making and communication skills. Excellent technical and analytical skills. Meticulously skilled in meeting strict deadlines while maintaining quality standards with compliance. First-rate problem-solving abilities and quick to identify problem, diagnose root causes and implement corrective actions.

## **EXPERIENCE**

### **Programme Coordinator**

**Apr 2024 - Present**

#### **Institute of Good Manufacturing Practices India, New Delhi**

- Programme management and delivery.
- Counselling for all the programmes.
- Daily Operations.

### **Quality Control Officer**

**Nov 2021 - Nov 2023**

#### **Encube Ethicals Private Limited, Madkai, Ponda, Goa**

- Microbial limit test analysis (MLT Analysis of Raw material, stability products and finished products), MLT continuation, and release.
- Lab Environment Monitoring, transfer, swab analysis, and E.M. release. Water Analysis, continuation, and release.
- Non-Routine Activities (Calibration, Maintenance of DP, RH & temperature, UV operation, Disinfectant preparation, monitoring area cleanliness, media issuance, media reconciliation, media expiry check, prepared media plate pouring, Deep freezer defrosting & culture maintenance)
- Assisted in QMS investigations and annexure making.

### **Subject Matter Expert**

**Mar 2021 - May 2021**

#### **Evelyn Learning Systems Private Limited, Noida, U.P.**

- Textbook content writing for general biology.
- Academic content writer, Subject Matter Expert - NEET biology project.

### **Internship**

**Jun 2019 - Aug 2019**

#### **Wockhardt Limited, Baddi, H.P.**

- Internship Project Title: Pharmaceutical analysis of microbial products.

### **Certified Tutor**

**Jan 2018 - Jun 2019**

#### **GuruQ, Noida**

- Online/Offline tutor at digital platform for tutor - student connect.

## **EDUCATION**

### **Master's in Microbiology**

**2018 - 2020**

#### **Kurukshetra University, Kurukshetra, Haryana**

- Presented Internship report on "Pharmaceutical Analysis of Microbial Products".
- Participated in a webinar on "Vedic Microbiology in context to COVID-19"

### **Bachelor's in Microbiology**

**2015 - 2018**

#### **St.Bede's College Shimla, Himachal Pradesh**

- VICE-PRESIDENT DEBATES AND DRAMATICS (2017-2018).
- WOMEN EMPOWERMENT AWARD (2016-2017) first position in Poster making competition on "Women Empowerment".

### **Higher Secondary Education**

**2013 - 2015**

#### **Ryan international School, Greater Noida, U.P.**

- HEALTH AND NUTRITION MINISTER AWARD (2013-2014) for High standard of excellence in Student Council as Health and Nutrition minister.

### **Secondary School Education**

**2012 - 2013**

#### **Ryan International School, Greater Noida, U.P.**

- ORATORY SKILLS AWARD(2011)
- NATIONAL CHILDREN'S SCIENCE CONGRESS (2012) by the department of science and technology, the government of India.

## **SKILLS**

- Good Manufacturing Practice (GMP)
- Aseptic Techniques and Calibration.
- Implementating Quality Management System (QMS)
- Laboratory Information Management System (LIMS)
- Good Laboratory Practice (GLP)
- Standard Operating Procedure (SOP)
- Basic computer knowledge of hardware and software applications including data interpretation & organization, MS Office, and MS Excel.
- Teaching and data interpretation.

## **LANGUAGES**

- English and Hindi (Proficiency: Expert)
- Marathi, Punjabi, Haryanvi, and Konkani (Proficiency: Beginner)

## **PERSONAL INFORMATION**

- Father's name: Mr. Devraj Singh
- Mother's name: Mrs. Divya Singh
- Date of birth: 21/09/1997
- Gender: Female
- Nationality: INDIAN
- Marital status:Unmarried