**Resume Neeraj Kumar Singh Email:-**singhneeraj03963@gmail.com **Mob:-**9625279663

***Objective: -*** I am looking for an opportunity to apply my skills and contribute to the company's growth while helping create some advancement opportunities for myself.

***Work Experience:-***  I have around 4 years of experience in Quality & Quality current responsibility handling the team as **OQC Leader** has a core responsibility to coordinately the organization of all levels of management

**LIANCHUANG HONGSHENG INDIA PRIVATE LIMITED**  **IPQC Assistant** (From May 2018 to 2020 ) **OQC Leader**  (From June 2022 to Till now **)**

***Skills:-***

* **Computer proficiency**
* **MS Office, Word, Excel & PowerPoint**
* **Internet and E-mail operation**
* **Interpersonal and Organization skills**

**Can effectively work in a team**

***Job Responsibilities:-***

* Daily OQC Inspection Report make & shared with management
* Customer Complain Report
* Document maintained with ISO list
* Maintain attendance
* Daily and monthly MIS Report analyzing the case in Excel Sheet
* Daily ,Weekly & monthly Top 3 Rejected lot share with management team
* To maintain daily working report
* Daily Preparation of Dispatch documents
* All quality relative issues reporting to manager
* Analyzing deduction & working to minimize the same
* Make PPT Monthly & weekly
* Team handling
* Maintain reports of Quality related

***Knowledge :-***

* 7 QC Tools & 5 Core tools
* 7s,3R,8M,3M & 8D report(CAPA)
* Poka Yoka & Kaizen
* OEE(APQ) & ECR
* UPPH,UPH & LOB
* BOM,FPY FAI & all ISO Documents
* Inspection levels & AQL
* Excel,MS Word & Powerpoint make PPT

***Qualifications******-:***

* 2013 Intermediate of Science Side from Lohiya jag Dev inter-college Nouan Kaimur Bihar BSEB. Board
* 2014 High School from High School Ramgarh Kaimur Bihar, BSEB. Board
* 2015 ITI (Fitter) from Addhar ITI Goddopur Allahabad
* Computer Diploma (ADCA) from Divvya Institute Sasaram Bihar

***Personal Profile -:***

* Date of Birth **:** 09/04/2000
* Father's name **:** Neeraj kumar singh
* Language **:** Hindi & English
* Marital Status **:**UnMarried
* **Date: (Neeraj Kumar Singh) Place:**