GIRIJA DEVI R

Savvy & Energetic Learner

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| **E-Mail** | **Location** | **Contact** |
| girijaramesh99@gmail.com | Chennai | +91 82878 67234 |
| **Experience** | Contract - GET | 29-Mar-2021 to 30-Dec-2022 |
| 2Years 11 Months | Intern | 30-Jan-2020 to 28-Mar-2021 |
| Valeo India Private Limited, Chennai |  |  |

OBJECTIVE

To serve for an organization that utilizes my skills and abilities and offers me continuous learning and professional growth while being innovative and flexible. Skilled in Analyzing functional, User Experience and technical requirements during throughout the Lifecycle. Documenting data and reporting the findings to the Management and Stakeholders.

JOB SKILLS

**Mission**

* Experienced in CMMI
* Experienced in Quality Management System
* Periodic Reporting of KPIs

**Responsibilities**

* Backup resources for Quality Activities
* Maintaining Quality Management System (QMS) site by
  + Support for process definition/revision based on business requirements
  + Maintaining QMS configuration library and version control of QMS documents in configuration management tool
  + Releasing QMS process and web changes as per the release process and planned frequency
  + Performing data check on QMS SVN source and archive data and restore on six month basis.
  + Updating process database available in QMS site with projects data on best practices, lessons learnt.
  + Update Risk and Defect database
  + To create and maintain Process Database repository
  + Document Maintenance and Version control
  + Quality Release Notes, Master list of Document Preparation
* Coordinate to maintain the Process Asset Library with artifacts from the Process Group and from Project teams
* Root Cause Analysis (RCA), Pareto Analysis, Corrective and Preventive Action (CAPA)
* Coordinate monthly Process Group Meetings
* Support for Metrics Data Collection and assist in Analysis
* Process Improvement tracker updation and Follow up
* Experienced in Facilitation, Work Product reviews, Bench Mark Appraisal Meetings, Auditing and ensuring compliance with Organisation certificate and quality standards.
* Experienced in Preparing Quality Assurance Plan and implementing the planned activities as per strategy.

PROFESSIONAL SKILLS

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| Computer Proficiency | Excellent | Microsoft Word & Excel | |
| Excellent | Documents, Spread sheets, Slides | |
| Languages | Excellent | English | |
| Excellent | Tamil | |
| Moderate | Hindi | |
| Skills | Good Communication Skill | |
| Flexible to the Time, Shift(Rotational) & Environment | |
| Collaboration and  Teamwork | |
| Customer Service | |
| Good Understanding Office Applications and usage | |

WORKSHOP EXPERIENCE

Organization Name : Pasteur Institute of India

Location : Coonoor

Organization Name : National Institute for Research in Tuberculosis

Location : Chennai

Organization Name : Tamil Nadu Agricultural University for Mushroom Cultivation

Location : Chennai

Organization Name : Center for Cellular & Molecular Biology (CCMB)

Location : Hyderabad

EDUCATION DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS / COURSE** | **INSTITUTION** | **BOARD OF STUDY** | **YEAR OF PASSING** | **%** |
| B.SC (Microbiology) | Prince Shri Venkateshwara Arts and Science College | University Of Madras | April 2019 | 74.88 |
| 12th | Christ King Girls Higher Secondary School, Chennai | State Board | April 2016 | 55.8 |
| 10th | Bharathi Vidyalaya Senior Secondary School, Chennai | CBSE | April 2014 | 7.2 / 10 |

PERSONAL PROFILE

NAME : GIRIJA DEVI R

FATHER NAME : Ramesh Lal S

DATE OF BIRTH : 10.04.1999

MARITAL STATUS : Single

NATIONALITY : Indian

DECLARATION 

Herewith I declare that the above-mentioned information about qualification and my skills are true to the best of my knowledge.

PLACE :

DATE :

(GIRIJA DEVI R)