

**Pragati Singh**



**Quality and Instrumentation**

Email: [spragati278@gmail.com](mailto:spragati278@gmail.com)    Mob.No.6388545076

**Objective: -**

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Detailed-oriented and technically skilled Quality and Instrumentation Lab professional with hands-on experience in calibration, preventive maintenance, and CMM programming. Adept at maintaining CMS documentation and ensuring equipment complies with SOPs and quality standards. Looking to contribute expertise in instrumentation and quality control to a forward-thinking organization.

**Technical Skills:**

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- Software: MS Excel, Word, PowerPoint, Calibration Management Systems
- Instrumentation: CMM, Vernier, Micrometer, Dial Gauge, Pressure and Temperature Instruments
- Processes: PDI, FDI, Calibration, Preventive Maintenance, SOP Compliance, CMS Documentation
- Documentation: RGP, PR, Requisition Forms, Master Calibration Files
- CMM Programming
- Calibration management system (CMS documentations)
- 7QC Tools, IATF, TPM,SAP,MOC, CLITA,FMS Fish Bond Diagram.

**Professional Experience: -**

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**ATC Tire Private Limited** - (D-3-23 & 23-A, GIDC, Phase-III, Industrial Estate, Dahej, Village Samontpore, Taluka Vagra, District Bharuch, Gujarat – 392130, India)

ATC Tires Pvt. Ltd. is a leading global manufacturer of Off-The-Road (OTR) tires, serving industries such as agriculture, construction, industrial, and forestry. Operating under the Yokohama Off-Highway Tires brand, the company has a strong international presence, and a modern manufacturing facility located in Dahej, Gujarat.

**Designation** – Diploma Apprentice Trainee (Instrumentation and Quality Lab Technician)

**Duration** - (May 2024 to Till Date)

**Roles & Responsibility** -

- Performed instrument calibration as per SOP guidelines and managed calibration schedules.
- Maintained Master Instruments Calibration File and handled Calibration Management System (CMS) documentation.
- Executed CMM programming for dimensional inspection and ensured accuracy in measurements.
- Conducted PDI & FDI inspections to verify product quality at pre-dispatch and final stages.
- Generated and managed documents including RGP, PR, material PR, and Requisition Forms.
- Carried out preventive maintenance of lab instruments and ensured proper functionality.
- Participated in Gemba rounds and supported continuous improvement initiative
- Implementation of Kaizen, Safety & 5's Activity

- Proficient in using MS Excel, MS Word, and MS PowerPoint for data analysis, reporting, and presentations.

**TATA Cummins Private Limited** - (Plot No-A-1/1, MIDC Phaltan, Dist. – Satara Maharashtra 415528)

Tata Cummins Pvt. Ltd. Established in 1993 is a 50:50 joint venture between Tata Motors Limited, India's largest automobile manufacturer and Cummins Inc., USA, world leaders in design and manufacture of diesel engines. The entity manufactures high performance, reliable and durable midrange (B&L) engines in the 75 to 400 HP range.

**Designation** – Diploma Engineer Trainee

**Duration** - (May 2023 to Oct 2024)

#### **Roles & Responsibility** -

- Performed instrument calibration as per SOP guidelines and managed calibration schedules.
- Maintained Master Instruments Calibration File and handled Calibration Management System (CMS) documentation.
- Executed CMM programming for dimensional inspection and ensured accuracy in measurements.
- Conducted PDI & FDI inspections to verify product quality at pre-dispatch and final stages.
- Generated and managed documents including RGP, PR, material PR, and Requisition Forms.
- Carried out preventive maintenance of lab instruments and ensured proper functionality.
- Participated in Gemba rounds and supported continuous improvement initiative
- Implementation of Kaizen, Safety & 5's Activity

#### **Education Details** :-

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- Diploma in Electronics Engineering from Government Polytechnic Manikpur Chitrakoot Uttar Pradesh Completed with 78 % in 2021

#### **Special Professional Training**:

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- CMM Programming & Operation Training

#### **Key Strength:**

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- Strong documentation and reporting skills
- Excellent problem-solving in instrument calibration and maintenance
- Committed to maintaining high quality and compliance standards
- Effective in team collaboration and cross-functional coordination

#### **Audit Experience** :-

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- Japanese Instrument Lab Audit-

Prepared and delivered presentations explaining the functioning and calibration of all instruments and master instruments.

Acted as the primary representative of the instrumentation lab to Japanese auditors, providing clear and comprehensive explanations.

Ensured all lab instruments were properly documented and compliant with audit requirements.

- **Management of Change (MOC) Audit –**

Maintained and organized all MOC-related documents.

Presented documentation and responded to auditor queries effectively during MOC audit, ensuring compliance with standards.

- **Facility Management System (FMS) Audit -**

Maintained all required documentation related to Facility Management Systems.

Presented and explained the documentation and processes to auditors during FMS audit, ensuring smooth compliance.

**Personal Details:**

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- Name: Pragati Singh
- Date of Birth: 10th April 2001
- Marital Status: Unmarried
- Gender: Female
- Nationality: Indian
- Languages Known: English, Hindi
- Religion: Hindu
- Permanent Address: Patel Nagar Post Kherhat Khurd Dist. Prayagraj Uttar Pradesh (212106)

**Declaration:**

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I hereby declare that all the above information is correct to the best of my knowledge and brief.

Date -

Place -