

RAMANDEEP KAUR

Medical Administrative/ Medical Laboratory Assistant/ Pharmacy Assistant

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CAREER OBJECTIVE

A passionate post graduate looking for a challenging role in an organization that offers excellent opportunities for learning, development and enhancing my skills.

EDUCATIONAL CREDENTIALS

- **Medical Laboratory Assistant Course (Brampton, Canada)**
Extensive Knowledge about microbiological and Immunological techniques includes testing procedures.
Learned about histotechnology, blood blank, urinalysis, clinical chemistry, hematology, anatomy and Physiology in detail.
- **Pharmacy Assistant Course (Brampton, Canada)**
Extensive knowledge about Kroll care plus software
- **Masters in Biotechnology**
Punjabi University Patiala, Punjab, India.
- **Bachelors' in Biotechnology**
Punjabi University Patiala, Punjab, India.

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Problem Solving
- Time management
- Proficient in English, Hindi and Punjabi

WORK EXPERIENCE

GKK Transport Inc., Brampton, Canada. (1 July 2023 to 7 May 2024)

Office Administrator

- Office and visitor management by answering calls, managing emails.
- Scheduling meetings and coordinating events to ensure efficient work environment.
- Organizing and ensuring all records are kept accurately and confidentially.

Glenmark Pharmaceuticals- India. (March 2021 to Jan 2023)

Officer Microbiology

- Performed microbial limit test (MLT) and bio burden.
- Responsible for media preparation and Growth promotion test for media.
- Involved in culture suspension preparation and Biological indicators.
- Responsible for daily lab monitoring activities like calibration, verification and document controls.
- Preparing SOPs, trending the data, handling deviations.

- Analyzed a wide range of environmental monitoring and quality assurance processes within controlled environments.
- Involved in culture suspension preparation and growth promotion testing of media. Managed cleaning validation sample analyzes to ensure compliance with regulatory standards.
- Analyzed a wide range of environmental samples, including water (chemical and microbial), environmental monitoring of cleanroom areas.

**Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Ropar, Punjab, India
(13 August 2013 to 09 January 2021)**

Assistant Professor

- Adopted innovative methods of teaching and designed curriculum for Biotechnology and Food Processing students.
- Advise students on program curricula and career decisions for their better future.
- Supervise independent projects, field placements, laboratory work and hands-on training.
- Develop and deliver lectures on Microbiology, Immunology, Bioprocess development, Fermentation and Microbial Food Technology to postgraduate students.
- Guide and provide hands-on training to master students in various Microbiology and Fermentation techniques.

PROJECT

- A 6 months project had been done on Pharmacognostic studies, Phytochemical screening, Antioxidant activity, Antimicrobial activity on selected varieties of Glycine Max Linn (Soyabean seeds).

References: Available upon request.