

CURRICULAM VITAE

Hema Rani

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Post applied for:- [Quality Control officer /Assistant manager/Deputy manager](#)

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Objective: - To obtain a challenging responsible position which will effectively utilize my education background and provide exposure to all aspect of the profession combined with growing environment of the industry.

I am a highly talented Clinical Laboratory Technologist with huge experience in performing complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests, working within the scope of Laboratory policies and procedures, contributing to positive outcomes and meeting the vision and cultural expectations of the organization by exhibiting professional behavior and laboratory expertise; identifying opportunities for and contributing to the improvement of quality, safety and cost, as well as patient, customer, and employee satisfaction.

Summary of Qualifications

- More than Ten years experience as Clinical Laboratory Technologist(incharge of department) and meantan quality control document .
- In-depth ability to perform microbiological procedures; culture and isolate micro-organisms; analyze and interpret information from microscopy; prepare, read and interpret slide preparations.
- Excellent ability to analyze test results and biochemical reactions; identify microorganisms; interpret tests and quality control results; know principles of test systems.
- Proficiency at observing safety precautions and handling of infectious specimens; remembering principles involved in biochemical reactions; and understanding laboratory procedures.
- Superb analytical ability and judgment to relate test results to normal or pathological states, to resolve technical equipment problems, and interpret quality control data.
- Great visual acuity to distinguish fine gradations of color and texture, and sound manual dexterity to work with delicate instruments.
- Remarkable ability to prepare and record accurate laboratory reports.
- Excellent ability to work independently, evaluate situations and act appropriately.

- Excellent interpersonal skills to interact courteously and effectively with co-workers, physicians, other hospital personnel and other outside contacts.
- Enviably neat and orderly work habits.
- Unmatchable ability to pay careful attention to detail and to adhere to written protocols.
- Uncommon ability to remain calm and efficient in stressful situations.
- Great knowledge of chemical, biological and mathematical principles, and of laboratory instrumentation, method principles and techniques.

PROFESSIONAL EXPERIENCE:-

CURRENT EXPERIENCE:

(Experience IV)

Name of the Institution : [**SRI BALAJI ACTION MEDICAL INSTITUTE \(SBAMI\)**](#)

Working as a (Incharge of clinical pathology, serology pathology lab & outsource department) **Assistant supervisor** with SBAMI, a premier Medical Institution, 750 bedded multi-specialty, state of the art hospital providing comprehensive health care services to the patients. ISO , NABL & NABH certified lab . Located in central Delhi, the capital city of India, Paschim Vihar - New Delhi-110063.

Period : Dec. 2005 – Till date

JOB PROFILE:

- Prepare IUI sample.
- Supervising the work performed by the junior technicians.
- Perform complex laboratory tests and procedures on blood and other body fluids, according to laboratory policies.
- Prepare samples and reagents for testing according to laboratory policies.
- Responsible for the accuracy, interpretation and reporting of all test results according to laboratory policies.
- Perform routine maintenance on equipment and quality control for all reagents.
- Keep accurate records of quality control, maintenance and workload data according to laboratory policies.
- Refer problems and unusual results to appropriate parties and document all corrective action procedures undertaken in the Laboratory.
- Perform clerical and support services as needed, such as answering the telephone, calling STATS and alerting values to the appropriate department or clinician, disposing of contaminated specimens, control of inventory, etc.
- Participate in proficiency testing of unknowns and internal and external continuing education programs to keep current of developments in their field.
- Maintain all documents, records and review stocks regularly.
- Senior faculty Dept. of DMLT.
- Incharge of conducting Theoretical And Practical classes with special emphasis on quality control measures.

PREVIOUS EXPERIENCES:-

(Expereince III)

Name of the Institution : Jaipur Golden Hospital.

Period : From 2004 – 2005

JOB PROFILE:

- Performed microbiological and related biological and bio-chemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease.
- Examined food and water samples for microbial agents; identified microorganisms to the genus and species level.
- Performed serological tests to aid in diagnosis of communicable and other diseases.
- Performed molecular testing procedures such as PCR (Polymerase Chain Reaction), for the identification of communicable disease agents, e.g. tuberculosis, HIV, STD's in addition to suspect bioterrorist agents.
- Performed proficiency tests on simulated specimens.
- Ordered and prepared testing culture media, stains, and reagents; prepared and examined slide preparations for the detection of microbial agents.
- Accurately read, interpreted and recorded the results of laboratory tests.
- Integrated instrument data, quality control and tested principles for accurate result reporting.
- Assisted with the collection and analysis of laboratory data; entered, retrieved and processed computer generated lab reports.
- Performed procedures for quality control and quality assurance of all laboratory analyses.
- Provided highly technical and complex information clearly to physicians, medical personnel and the public; and the courts whenever applicable.

(Expereince II)

Sunder Lal Jain Hospital in Ashok vihar

(Expereince I)

Saroj Hospital

PROFESSIONAL SKILLS:**Working knowledge of various fully automatic instruments like :**

Hitachi 902 (Roche USA), ERBA 21, RA-50, Blood Gas Analyser Gem Premier 3000 (Instrumentation laboratory, USA) & Ilyte (Instrumentation laboratory USA), Beckman Coulter's (Wipro), BAC T ALERT 3D, HMX fully automatic cell counter analyzer coulter, Microtome, Coagulometer Beckmen , Cobas-u 411 (Urine analyzer) .

PROFESSIONAL QUALIFICATION:-

1. Two year Diploma in Laboratory Technology from DMLT at YWCA, New Delhi, in October 2004
2. One Year Diploma Computer course from YWCA, New Delhi, in 2003-2004
3. One year Jr. Nursing Course and First Aid course in 1997.
4. Two year MBA hospital management from shobhit university, in may 2014
5. Four day Internal audit (iso 15189:2012) training program courses in delhi .
6. Life member for All India Medical Laboratory Technologist Association.
7. Scientific seminar attend for PGI hospital Chandigarh(15/4/2014).
8. Two days Scientific seminar attend for AIIMS hospital delhi (29/12/2014 to 30/12/2014)

EDUCATIONAL QUALIFICATION:-

1. Passed 12th from Haryana Board, Bhivani (in 2002).
2. Passed DMLT from YWCA , New Delhi in (October 2004).
3. Passed B.Sc. M.L.T from Garhwal University (Uttaranchal).
4. Passed MBA hospital management from shobhit university, New Delhi (May 2014)
5. Four day Internal audit (ISO: 15189:2012) training program courses in delhi .

PERSONAL DETAILS:-

Father's Name	Mr. Lekh Raj
Date of Birth	21 st July 1982
Gender	Female
Nationality	Indian
Language Known	English, Hindi & Punjabi
Address	B-3/325, Sunrise app. Rohini, sector-13, New Delhi – 110085

Date:

Place :- New Delhi**(HEMA RANI)**

Note:- References will be submitted upon request.