Diksha

Phone: C/o 971502360357

E-Mail: diksha.377567@2freemail.com

# Objective

To be associated with a progressive organization which would give me the opportunity to enhance my professional expertise and integrate the same with the organizational development process.

**Software Exposure**

* ELN : Electronic Lab Notebook (Labware Certified)
* LIMS : Labware LIMS (Laboratory Information Management System)
* Database : MS SQL 2008
* Others : Crystal Report XI

# Education

## PGDM [IT Project Management] (Awaiting Result)

Prin. L N Welingkar Institute of Management

Matunga, Mumbai

## ****B.Sc. IT (62.53%)****

Kuvempu University

Karnataka

## H****.S.C. (60.00%)****

Maharashtra State Board

Nirmala Niketan College of Home Science,

Marine Lines, Mumbai

**S.S.C. (64.46%)**

## Maharashtra State Board Convent of Jesus & Mary Colaba, Mumbai

**Courses / Certifications:**

**GNIIT:** NIIT (MIS - Management Information System)

**Others:** Oracle Database 10g

**Projects:**

* **Designing the Portal Site (**SharePoint**)**
* **Presentation on Testing and Maintaining a Data Warehouse**
* **Presentation on Updating a Data Warehouse**

# Work Experience

**Reliance Industries Ltd (Corporate Office)**

* **Designation:** Manager
* **Duration:** 29 Aug, 2016 – 15 Dec, 2017

**Adecco**

(Worked for Reliance Industries Ltd)

* **Designation:** IT Associate
* **Duration:** 27 Aug, 2015 – 28 Aug, 2016

**Job Responsibilities:**

* Implementation of Labware ELN across all R&D facilities
* Provide training to the end users
* Post Implementation support for the system
* Interfacing of various instruments with LIMS
* Update required changes in the Product Specification as a part of support
* Folder management
* Visual Workflow development and modifications
* Implementation and Configuration of Instrument Interfacing, Inventory Manager, Barcode Integration in ELN
* Lab equipment support
* Functional Specifications and Development as per User Requirement
* Maintain, enhance and license management of Technical tools, Scientific applications and data repositories for R&D viz. REIMS, Shared Folders, NAS, and SharePoint
* Tickets resolution with SLA as agreed with business

**Strengths:**

* Interfacing of instruments using Lab Station which is a module of LIMS
* Folder Management
* Configuration of Visual Workflows
* Configuring Stored Query and Access Routines
* Configuring Roles for the user accounts based on the requirement
* Database management
* Management of Inventory of Chemicals for R&D

**Rewards & Recognition:**

Knight in Shining Armor Award received on 11th October'17

# Personal Details

Date of Birth : 20th July, 1992

Sex : Female

Nationality : Indian

Marital Status : Married

Languages known : English, Hindi, Tulu

Visit Visa Expiry : 1st May 2018

# Declaration

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Diksha