

Navjit Kaur

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Overview: I am a person with determined mind framework, commitment towards responsibilities and attitude to perform as a team player. I easily adapt to the changing professional work environment to serve the institution with the utmost honesty, hard work and dedication. I am always keen to share my knowledge, experience and skills with the management wherever I am put to work. I hold good sense of public relations and corporate communications.

Professional experience:

- One month practical Training in **Astam healthcare Pvt. Ltd., Nalagarh (H.P)** during 3rd year of B. Pharmacy from June15,2010 to July15,2010.
- Two Month Industrial Training at **Oniosome Health care Pvt. Ltd., Mohali** from August 3, 2012 to October 3, 2012.

Teaching experience: 3 YEARS (October 2013 to till date)

Professional Skills:

- Ability to manage various skills and assets.
- Fault findings and improvement plans.
- Open to receive and provide feedback as per the requirement.
- Ability to plan and execute ideas to achieve the desired targets.
- Problem solving and decision making capability.
- Sound knowledge of computer.

Instrument Handling:

- H.P.L.C (Shimadzu2010) (**EZ chrome software**)
- U.V. –Visible Spectrophotometer. (Shimadzu UV-1700) Operation and Calibration
- Electronic Balance (Mettler Toledo)
- Soxhlet Apparatus
- Laminar Air Flow

Computer Skills: -

- Computer and Internet Basics, Hardware Overview,
- Microsoft Office and Open Office

Academic Qualification:

Qualification	Institute/School	University/Board	Percentage	
M.Pharmacy	ASBASJSM College of Pharmacy, Bela (Ropar)	P.T.U	2 nd sem.	71.7%
			1 st sem.	74.7%
B.Pharmacy	ASBASJSM College of Pharmacy, Bela (Ropar)	P.T.U.	73.0%	
12 th	Himalaya Sen. Sec. Public School, Muzafat(Bela)	PSEB	74.0%	
10 th	Himalaya Sen. Sec. Public School, Muzafat(Bela)	PSEB	76.0%	

Projects:

- Project on ‘**Devlopment and Evaluation of Antimicrobial Gel Formulation of *Jatropha curcas* Linn.**’ from ASBASJSM College of Pharmacy, Bela during M.Pharmacy (Pharmacognosy).

CONFERENCES:

- Participated as a Learner cum Volunteer in managing and conducting, in **National Pharmacy Week and Pharmaceutical Workshop** organized by ASBASJSM COLLEGE OF PHARMACY, Bela on Nov.26 to Dec.02, 2012.
- Participated in **Easy Writing Competition** on occasion of **World Intellectual Property Day** held at ASBASJSM College, Bela (Ropar) ,on April 26,2011.
- Participated in **Youth Festival** organized by **Roopnagar Cultural and Tourism Society** on January18, 2008.
- Demonstrated and presented poster on **Common medicinal Herbs and Home Remedies.**

PUBLICATIONS:

- Research Paper Published in 2014 – Navjit Kaur*, Richa Gupta and Abhishek Bhanot “**Devlopment and Evaluation of Antimicrobial Gel Formulation of *Jatropha curcas* Linn.**” in Journal **IJHEPS (June 2014; 6:38-43)**
- Book Published in 2016 – Practical Manual of Pharmacognosy (For first year Diploma Pharmacy Students) According to PCI, ER 1991
G.D.Gupta, Shailesh Sharma and Navjit Kaur ‘Practical Manual of Pharmacognosy’ by Nirali Publication.

FACULTY DEVELOPMENT PROGRAMES:

- FDP attended as a Attendant in 2014 organized by ASBASJSM COLLEGE OF PHARMACY, Bela in 2014
- FDP attended as a Delicate in 2014 organized by ASBASJSM COLLEGE OF PHARMACY, Bela in 2015

Personal Details : -

Father's Name : Sh. Kanwaljit Singh
Mother's Name : Smt. Lakhbir Kaur
D.O.B. : Aug 19, 1989
Gender : Female
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi and Punjabi
Hobbies : Listening to music, singing and dancing in general.
Strengths : Good coordinator
Responsible
Self- confident
Optimistic
Adaptable
Willing to learn new things

Interests: Gardning and Internet surfing and collecting vast array of information viz.notes,documents, presentations etc. relative to my field of interest.

I hereby affirm that the information provided in my resume is true and correct to the best of my knowledge.

(Navjit Kaur)