


# POOJA SALUNKE

## Senior Chemist (Chemical Analysis)

### WORK EXPERIENCE

09 Years

 9082670924

 [pooja.jadhav11@gmail.com](mailto:pooja.jadhav11@gmail.com)

 December 11, 1991

 Bhandup, Mumbai, Maharashtra

### ABOUT ME

Highly motivated, responsible, hardworking, conscientious and ability to assess and respond to customer requirements. Flexibility and adaptability to different workloads and roles within the department.



### Education

#### Bachelor in Science in Chemistry

Ramnirajan Jhunjunwala College Ghatkoper,  
Mumbai university,  
Mumbai, Maharashtra.

Graduated, 2012  
Second Class



### Professional certification and trainings

- Quality Management System as per ISO 17025.



### Skills /career Highlights

- Have 09 years of strong experience in classical/standard wet analysis methods of all types of Ferro alloys, ores and minerals, ferrous and non-ferrous metals, chemical reagents, water, soil, Building materials like admixture, cement, gypsum, sand, aggregate, petroleum products like coal and coke, Food and agricultural products, Fertilizers, miscellaneous samples etc....
- Hands on experience in instruments like,  
Carbon Sulphur Analyzer (LECO CS 200), Carbon Sulphur Analyzer (LECO CS 230).  
X ray fluorescence (ED XRF).  
FTIR (Shimadzu)  
UV Spectrophotometer (Thermo UV-VIS 2700), (LABINDIA 3200).  
Positive Material Identification (PMI Spectro scan).  
Oxygen Nitrogen Analyzer (LECO TC 136).



## Work Experience

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### ➤ FEB 2019 – CURRENT

#### **Sr. Chemist (Inorganic – chemical analysis)**

#### **M/s GEO CHEM LABORATORIES P LTD. (Mumbai)**

(Geo-Chem is an independent inspection and testing company with headquarters in Mumbai and branches across India, Geochem is today's one of the largest and reputable inspection and testing organizations in India. Geochem expertise in Inspection, Survey and Testing of diverse export, import and locally traded cargos and commodities. An Independent, unbiased and quality driven inspection and testing company, Geo-Chem today has a strong reputation world-wide.)

#### **Organizational Experience / Responsibility and Authority**

- Dealing with customer regarding complaints and its analysis and maintaining their record
  - Monitoring the Process in the laboratory and reporting the same to the Head of The Department.
  - The compliance to ISO 17025 accreditation requirements.
  - Experience of facing NABL (ISO 17025) audits.
  - Management of testing and supervision.
  - Overall responsibility of laboratory work.
  - Periodic evaluation of test-procedure to ensure the integrity and quality of testing work.
  - Train, mentor and motivate subordinates and technicians for sample testing inside the department and also supervise and monitor their work.
  - Liaison with the customer and other laboratories for the execution of jobs.
  - Experience of handling analysis of all types of Ferro Alloys, Ores, Minerals, Ferrous Non-Ferrous Metals, Chemical Reagents, Pigments, Coal and coke, Agri products, Food and Fertilizers, misc. samples, etc....
  - Experience of handling Instruments like pH meter, Conductivity meter, Electrolyzer, ED-XRF, Leco etc..
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### ➤ MAY 2018 -JANURAY 2019

#### **Sr. Chemist**

#### **M/s HPL Engineering Services (Mumbai)**

#### **Organizational Experience / Responsibility and Authority**

- Monitoring the Process in the laboratory and reporting the same to the Management.
  - Experience of facing ISO audits.
  - Management of testing and supervision.
  - Overall responsibility of laboratory work.
  - Doing all type Of Building Material Samples like Cement, Admixture, Aggregate.
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### ➤ JULY 2016-APRIL 2018

#### **Quality Analyst (Inorganic – chemical analysis)**

#### **M/s. Exova Metallurgical Services. (Mumbai)**

#### **Organizational Experience / Responsibility and Authority**

- Experience of facing NABL audits.
- Experience of handling analysis of all types of Ferro Alloys, Ores, Minerals, Ferrous Non-Ferrous Metals etc
- Experience of handling Instruments like CS analyzer, PMI etc...
- The compliance to ISO 17025 accreditation requirements.

- Periodic evaluation of test-procedure to ensure the integrity and quality of testing work.
- Train, mentor and motivate subordinates and technicians for sample testing inside the department and also supervise and monitor their work.

➤ **JULY 2013-JUNE 2016**

**Jr. Chemist**

**M/s Geo Chem Labs PVT LTD (Mumbai)**

**Organizational Experience**

- Maintaining the required quality consumables, glass wares, equipment's, standard reference materials for performing the tests.
- Experience of handling analysis of all types of Ferro Alloys , Ores , Minerals , Ferrous & Non ferrous Metal Chemical Reagents , Coal and coke , 'Agri products , Food and Fertilizers ,miscellaneous samples , etc...



**Computer Proficiency**

- Microsoft Word, Excel, PowerPoint, Outlook etc...



**Languages**

- Marathi, English, Hindi.



**Personal Interests**

- Reading, Playing Games, Listening Music, Cooking etc..



**Personal Details**

• <b>Address:</b>	B 10, 3 <sup>rd</sup> Floor, Shree Sai Society, Near Shivai Vidhyamandir School, Bhandup, East, 400042
• <b>Husband Name:</b>	Rahul Pandurang Salunke
• <b>Marital status:</b>	Married
• <b>Blood Group:</b>	B+ve

**Declaration**

I, Pooja Salunke, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Pooja R. Salunke**

**Date:**

**Place:**