**RESUME**

**Ajay Kaushik**

N-1/13, Budh Vihar

Phase-1, Delhi-110086

Cont. Nos. 09818264749

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***OBJECTIVE :***

To be a part of a growing organization in which I get to face challenging jobs and enhance my working skills.

***Educational Qualification :***

* Passed 10th From Sarvodaya Co-Ed Sr. Sec. School Saraswati Vihar,
* Delhi in the year 2011.
* Passed 12th From (CBSE) Sarvodaya Co-Ed Sr. Sec. School Sec.-6, Rohini, Delhi, in the year 2013.

***Professional Qualification :***

* Done **DMLT (Diploma in Medical Laboratory Technology)** from **IPH** **(Institute of Public Health & Hygiene)**, Mahipal Pur, Delhi-110037 in the year 2015.

***Work Experience :***

* Completed 6 Months Training from **SRL DIAGNOSTICS,** **FORTIS HOSPITAL** Shalimar Bagh, Delhi.

***Job Profile :***

* Assisted laboratory technicians with preparing and placing samples.
* Managed paperwork in accordance to laboratory procedures.
* Provided support in researching activities.
* Ensured that all laboratory equipment is cleaned and sanitized at the end of each shift.
* Performed automated routine and special blood tests.
* Drew samples from patients personally when needed.
* Issued timely and accurate reports based on analysis.
* Disposing off specimens and samples appropriately
* Skilled in medical lab technician tasks including sample collection, analysis and lab report production.
* Well versed in laboratory software and digital reporting
* Knowledgeable of state approved medical lab policies, hygiene requirements and general/standard procedures
* Track record of  collaborating with pathologists and physicians regarding test results and analytical patterns in blood reporting.
* Ensure appropriate maintenance of all testing equipment.  
  Ensure strict safety and sanitation procedures are carried out.

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| ***MEDICAL LAB EXPERTISE :*** | | |
| •  Hematology | •  Sample collection | •  Microbiology |
| •  Histopathology | •  Biochemistry | •  Urinalyses |

***Computer Knowledge :***

* M.S. Office, E-mail, Internet etc.

***Personal Details***

Name : Ajay Kaushik

Father’s Name : Sh. Shiv Kumar

Date of Birth : 24 February 1995

Marital Status : Single

**(AJAY KAUSHIK)**