

Bhawana Saxena

High performing professional with integrity, leadership and problem solving skills. A Good learner also applies knowledge to positively impact the organization. Flexible in different situations and dynamic conditions.

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EXPERIENCE

Freelancing in Content development (July 2024- Oct 2024)

General Studies subjects
Physics Wallah

Freelancing in Content development (Dec 2023-June 2024)

Anthropology subject
Vaid IAS

Evaluator at Vision Ias (June 2023— Dec 2023)

- Worked with Vision Ias Coaching Institute as an Evaluator for GS Papers and Optional Anthropology

DCM Shriram pvt. Ltd. (Nov 2017- Jan 2020)

Junior Officer

- Overall assisting the Bio fertilizer, pesticide production and Team management
- Strategic planning and documentation of finished products, packaging and delivery in their respective areas.
- Data entry and documentation (sales figures, gate pass and feedback)
- Instruments Calibration and validation as per SOP (Standard operating procedure) norms.
- Responsible for coordination and updating process with Advisor Scientist Dr. Thirumalai Mohanraj

Synmedic Laboratories (Aug 2016-Oct 2017)

Microbiologist

- Laboratory safety procedures and compliance with standards
- Trained 4 new technicians in correct testing protocols and equipment maintenance
- Equipment maintenance schedules, ensuring 98% uptime.
- SOP preparation, Content development .

Auronext pharma Pvt Ltd. (Feb 2015- July 2016)

Executive

- Water analysis and documentation
- Handled Automatic Autoclave, Dry Heat Sterilizer, Incubators and Documentation.
- Environment monitoring and data entry with ICDAS software
- Temperature monitoring of Incubators, Autoclave with SCADA software and data analysis.

EDUCATION

Civil services preparation (2019 December— 2023)

- Passionate UPSC aspirant. Currently, I am looking to explore in Education field and by

use my knowledge and upgrade my skill set according to the current requirement.

- I have consistently prepared for the UPSC Civil Services examination as well as UPPSC exam to learn and improve my skill set as per demand of preliminary exams and mains examination.
- Skill set includes:
Study and learn the topic as per demand that is based on the syllabus and analysis of previous year's question papers.
Learning the art of note-making based on holistic, interlinking concepts, topics and sub-topics in multidimensional approaches
Development of the art of answer writing with consistent efforts for structuring learned content as per the demand of questions.
My best understanding of subjects is polity, Geography, Environment and histories (ancient, medieval and Modern history and Anthropology (Optional).
- Thorough knowledge of Humanity subjects such as Economics, Indian political science, International affairs, India & World Geography and Environment
- Learnt strategic planning, time management by prioritization of tasks and perseverance
- Good Written communication skills
- Generalist approach to any Project and work in concise manner in efficient way

Masters– Lovely Professional University, Punjab (May 2014)

- Specialization in Biotechnology.
- Thesis on Water treatment with the help of Micro algal system

Bachelors- Gandhi faiz-e-aam College, Shahjahanpur (July 2011)

- Specialization in Biotechnology
- Plant pathology workshop in 2011

Skills

Leadership, Ability to Multitask, Effective Time Management, Microsoft Office, Ability to Work in a Team, Differentiated Learning Techniques, Excellent Communication Skill, Adaptability,

Certifications: White& Yellow belt Six sigma Certified

Personal Details:

Father's Name: (Late) Sri Anil Kumar Saxena

Date of Birth: 09/06/1991

Marital Status: Married

Permanent address: 6/774 Vikas nagar behind Punjab national Bank, Lucknow, UP.

Declarations:

I hereby declare that the details and information given above are complete and true to the best of my knowledge.