

 RESUME

**Hajara**

**Hajara.339087@2freemail.com**

OBJECTIVE

Seeking a position to utilize my skills and abilities in the related field, to be a self – motivated to adapt rapidly changing technologies and with a strong undertake challenging jobs to work with the team to achieve the goals of an organization that offers professional growth while being resourceful and flexible.

SUMMARY

Quality Controller cum Admin officer with 7 years of experience involves Microbial and Chemical Analysis, Stability Testing, Validation, Calibration of Instruments, Administrative tasks and Expertise in Internal Audit. To be considered as a high energetic professional always willing to take on new projects and Challenges.

AREA OF INTEREST

* Pharmaceutical & Food Industry
* Research & Development

ACADEMIC

**M.Sc. Biotechnology 2007 – 2009**

University of Madras, India

**M.B.A. Pharmaceutical Management 2011 - 2013**

Anna University, India

**P.G. Diploma in Hospital Laboratory Technology 2008 - 2009**

Madurai Kamaraj University, India

TRAINING

* Training in the Department of Microbiology, Molecular Biology, Biochemistry and Haematology of VRR diagnostic services laboratory for one month.
* FSSC 22000: 2013 Auditor/ Lead Auditor Training Course conducted by BSI, India.

(HACCP Principles + ISO 22000:2005 + ISO22002-1 PRP’s)

TECHNICAL EXPOSURE

* First class in type writing, English, Junior Grade.
* Computer skills: Knowledge of MS-Office.
* Keen user of internet.

PROFESSIONAL EXPERIENCE

* Organization : **THE MADRAS PHARMACEUTICALS**, India.
* Designation : QC Officer.
* Department : Quality Control.
* Duration : October 2009 to September 2014.

* Organization : **SOFTGEL HEALTHCARE PVT LTD**, India.
* Designation : Senior QC Officer cum Admin.
* Department : Quality Control / Operation
* Duration : October 2014 to Till now.

JOB RESPONSIBILITIES

* Analysis of Raw material and Finished Products.
* Calibration of Analytical Instruments.
* Checking microbial contamination in Air, Water, Raw material and Finished Products.
* Working and Implementing GLP Standards in the Laboratory.
* Maintenance of Reference Standards and Reagents.
* Preparation and Standardization of Volumetric Solutions & Reagents.
* Sampling of Raw material and Finished products.
* Maintenance of Quality Control Documents and Records.
* Overseeing Method Development and Validation.
* Assisted in Internal audit and Stability Studies.
* Preparing and Validating Standard Operating Protocol (SOP).
* Reporting to General Manager
* Managing and Completing all documentation and administrative records, fully and accurately.
* Analyse the production request and validate.
* Conducting training on QC procedures and preparation of VMP (Validation Master Plan)
* Initiating Product recall procedure.
* Risk control and evaluate the changes in risks periodically.

INSTRUMENT HANDLING

* Handling of HPLC: Water alliance 2696 with empower software version II.
* Infrared Spectrometer Model IR Prestige (Shimadzu Make) - Software -IR Solutions).
* UV-Visible Spectrophotometer Model UV-1700 (Shimadzu Make).
* KF Titrimeter (LASCO), Melting Point apparatus, Refractometer, pH Meter, conductivity meter, friabilator, Brookfield viscometer, UV cabinet.
* Polarimeter (ADVANCED RESEARCH INST & Co).
* DISSOLUTION Apparatus (ELECTROLAB TDT - 08L Dissolution tester - USP, ELECTROLAB TDT - 06T Dissolution tester - USP).
* Southern/Northern blotting, SDS - PAGE, Agarose Gel Electrophoresis, Estimation of protein, Isolation of Bacterial DNA, Immuno Electrophoresis, Phytochemical analysis.

ACADEMIC PROJECT

* **EMPLOYEES ASSESSMENT**-A comparative study on Job satisfaction among the employees of The Professional Courier& Repute Infotech, Chennai – 6 months.
* **CHILD CARE**-Comparative study of childhood disease and child care - 6 months
* **BIOFOULING-** A study on eco-friendly anti micro fouling activity in traditional plant extract

(Azadirachta indica, Phyllanthus niruri, Ocimum sanctum, Ocimum Basilicum – 6 months

* **INVITRO ASSAYS**- Phytochemical screening and comparative evaluation of invitroassays for assessing the anti-bacterial activity of Aristolochiatagala cham - 3 months
* **SYNERGISTIC EFFECT -** An invitro study to evaluate the synergistic activity of antibiotics against UTI isolates – 3 months

WORKSHOP ATTENDED

## Attended workshop in FUNGAL BIOTECHNOLOGY (University of Madras).

* Actively participated in National Seminar on “Empowering and Grain Processing Sector through recent technological intervention” by Paddy Research Centre.
* Actively participated in National Symposium on Recent Trends in Bio Science, Bio Merge, 2008.
* Actively participated in one day Disaster Management Programme.

PERSONAL

**Date of Birth :** 17.09.1986

**Age :** 30

**Nationality :** Indian

###### **Marital Status :** Married

**Languages known :** English, Tamil