**LANGUAGES:**

* English
* Urdu
* Hindi

**Physical Fitness:**

* Normal

Sajjad

[Sajjad.362936@2freemail.com](mailto:Sajjad.362936@2freemail.com)

**OBJECTIVE:**

To work in a dynamic and challenging environment of good recognized organization. To have practical skills by applying my theoretical knowledge in the best regard of the organization and seeking a suitable position in reputable organization, where I can utilize my abilities and at the same time learn more in the field of sciences.

EXPERIENCE AS FOOD QUALITY CONTROLER

* **Organization: Mai Ras Al Khaimah LLC**

Designation: Quality Assurance /Quality Control Manager

Location: Ras Al Khaimah UAE

Tenure/ Duration: July, 2016 to Continue.

* **Organization: Alfalaj Pure Drinking Water LLC**

Designation: Quality Controller

Location: Ummal Quwain

Tenure/ Duration: May, 2014 to June, 2016 (2 Years).

* **Job Description**
* All Documentation Regarding HACCP, ISO, ABWA and ESMA.
* Chemical & Microbiological Analysis of water at all stages from raw water to Finished Product.
* Bromate Testing of Finished water after Ozone Treatment.
* Maintaining and improving of QMS ISO 9001:2015 and HACCP systems.
* Preserving a clean atmosphere by continues check on works.
* Follow up and testing for water sources (RO systems).
* Package material testing (safety and quality).
* The food handlers hygiene monitoring.
* Supervision for production operators.
* Training new hire on ISO, HACCP and other standards.

***As HACCP Team Leader***

* Development, implementation and maintenance of a Hazard Analysis Critical Control Point (HACCP) system.
* Assembling the HACCP team
* Describing the Product & Identifying its intended use
* Construction and confirmation of process flow diagram
* Listing all potential hazards, conducting a hazard analysis and considering its control measures.
* Determining CCPs, Establishing Monitoring Activities, and Corrective Actions, Verification and documentation and record-keeping.

***As ISO Management Quality Representative (MRQ)***

* Management Responsibilities.
* Measurement Analysis and Improvement.
* Conducting different types of trainings
* Building, implementation, training, improvement, maintenance and auditing on Quality and Safety Management Systems.
* Ensures compliance with all applicable regulatory and corporate QMS requirements.
* Manages the QMS staff (including training and document control staff) and works closely with all other functions to maintain the suitability and effectiveness of the QMS.
* Ensures the proper review and approval of all new and revised QMS documents prior to issuance.
* Ensures QMS documents are reviewed periodically for adequacy or necessary updates.
* Manages the planning, execution, documentation of and required actions from periodic QMS Management Reviews.
* Establishes and maintains appropriate metrics and measures, including for document control, records management and personnel training, and perform QMS data analyses in accordance with applicable procedures to identify issues and trends to initiate and execute corrective and preventive action where indicated.

EXPERIENCE AS PHARMACEUTICALS **MICROBIOLOGIST (QUALITY CONTROL OFFICER)**

* **Organization: Shaigan Pharmaceuticals Research &**

**Testing Laboratories.**

**ISO/IEC 17025:2005 Accredited Labs.**

**By Pakistan National Accreditation Council.**

Location: 14 Km Adyala roads Rawalpindi, Pakistan.

Tenure/ Duration: Feb, 2012 to Jan, 2014/2 years.

* **Organization: Pak Risen Pharmaceuticals.(** ISO 9001, 2015).)

Location: Industrial Estate Hattar, KPK Pakistan

Tenure/ Duration: Aug, 2011 to Feb, 2012/06 Months.

* **Job Description**
* Bacterial Endotoxin testing water and finished products by TAL and LAL method directly and by

Dilution methods.

* Pathogenic, coliforms and Microbial Limit testing of different samples, portable & well water.
* Biological Assay or antibiotic sensitivity testing of Antibiotics.
* Sterility Testing of Raw material and Finished Products.
* Culturing and maintaining Pure Cultures.
* Identification Techniques to identify Microorganisms e.g. biochemical analysis, API (Analytical Profile Index)

techniques.

* Environmental monitoring, Sterile Area Monitoring, building and HVAC system validation.
* Microbial Limits Testing of different sample by using different techniques i.e. by standard plate count, turbidimetric,

direct microscopy, MPN Techniques.

* Method development and validation of microbiological procedures.
* Water Testing and treatment.
* Disinfectant efficacy testing.
* Proficiency testing of products with complete command and good handling.
* Well aware of SAP software used in Pharmaceutical industries at International level.
* Supervision of team for preparation of new product.
* Review of Quality Assurance Policies & Compliance in production deviations from GMP and to keep the manufacturing facility according to FDA guidelines, USP, BP, EP, GMP, GLP & GDP standards for inspection and municipality visits.
* Time to time presentations on different topics for Operators trainings of sterile area and then cross check the

implementations of training points in area.

* As a Team Leader of Corrective Action & Preventive Action (CAPA) Team from production department for in process

checks.

* Stability testing of products and their documentation according to schedule for the product.
* Microbiology for the product and raw material.
* Investigation of Market Complaints: According to the type of complaint, to Prepare a detailed report of manufacturing

procedures involved and to Implement CAPA.

* Implementation and maintaining documentation related to QC, ISO 9001:2015 QMS, ISO/IEC17025:2005 & CGMP.
* **Title: Administration Experience.**

Organization: Lead (Lillah Education & Development) Organization.

Organization Type: NGO.

Designation: Admin Assistant.

Tenure/ Duration: May 01, 2010 to April 30, 2011/ One Year.

* **Title: Clinical Lab Experience.**

Organization: SHIFA Clinical Diagnostic laboratory Mansehra (ISO 9001, 2015).

Organization Type: Private Clinical Diagnostic Laboratory.

Designation: Lab Technician.

Location: Opposite King Abdullah Teaching Hospital Mansehra.

Tenure/ Duration: Aug, 2008 to Sep, 2009/ One Year.

* **Job Description**
* Sample collection for clinical diagnosis.
* Clinical lab diagnosis of Infections.
* Culturing of Bacteria from sample.
* Sensitivity testing of antibiotics against Microorganisms.

**PROFESSIONAL QUALIFICATION/TRAININGS:**

* **Title of training: Basic Computer Training.**

Organization: Slovak Add & Pakistan Red Crescent Society.

* **Title of training: Basic Techniques in Research, Dissertation and Paper Writing in Life Sciences.**

Organization: Hazara University (With Collaboration of HEC & IRP).

* **Training Description**
* Research Techniques & Resolving Problems in Research.
* Paper Writing & Publishing.
* **Title of training: First Aid Training.**

Organization: Pakistan Red Crescent Society.

* **Title of training: Microbiological Research (Synopsis).**

Organization: Hazara University Mansehra.

* **Training Description**
* Bio Chemical tests for Identification of Bacterial Species.
* Anti bacterial activity of Medicinal plants.
* Sensitivity testing (Biological Assay) of extracts of plants against many Bacterial Species.
  + **Title of training: Internship.**

Organization: Pak Risen Pharmaceuticals Pvt Ltd.

* + **Title of training: WHO Guidelines on Current Good Manufacturing Practice &**

**WHO Pre Qualification Procedure for Pharmaceuticals Products.**

Organization: SGS Private Ltd.

Held At: SHAIGAN Pharmaceuticals Pvt Ltd Rawalpindi.

* + **Title of training: Business Letter Writing.**

Organization: Shaigan Training And Recruitment Center (STAR).

Held At: Shaigan Pharmaceuticals Pvt Ltd Rawalpindi.

* + **Title of training: Communication Skills.**

Organization: Shaigan Training And Recruitment Center (STAR).

Held At: SHAIGAN Pharmaceuticals Pvt Ltd Rawalpindi.

* **Title of training: ISO 9001;2015 QMS Awareness Training.**

Organization: Chiltern Texas Management Consultant UAE.

* **Title of training: Basic Techniques Food Hygiene Training.**

Organization: MMC Consultant UAE.

* **Title of training: HACCP Awareness Training.**

Organization: MMC Consultant UAE

**EDUCATION:**

* M Phil MICROBIOLOGY SESSION: 2013

Institute/Board/ Address: Hazara University/ Mansehra, KPK Pakistan

* BS(HON) MICROBIOLOGY SESSION: 2011

Institute/Board/ Address: Hazara University/ Mansehra, KPK Pakistan.

**PROFESSIONAL EDUCATION:**

* CT (Certificate of Teaching) DURATION: ONE YEAR

Institute: Allama Iqbal Open University.

* B.ed

Institute: Allama Iqbal Open University.

* Computer Course DURATION: SIX MONTHS

**Major subjects:**

DOS, MS Windows, MS office, internet, installation of software and hardware

**References: Will be provided on Demand.**