**Curriculum Vitae**

MADAH

Email ID: [madah.383822@2freemail.com](mailto:madah.383822@2freemail.com)

**Profile**

Motivated, possessing multiple skills, with an ability to adapt to the new environment. Respectful with professionals and non‐professionals at all levels. Accustomed to handling sensitive information, records and exhibit a history of producing accurate, timely reports and professional presentations. Thrive in deadline‐driven environments.

**Career Objective**

Employ my Q.A officer in a competitive corporate environment to make a significant contribution to the stability & growth of the organization.

**Work Experience**



**BOSCH**

**December, 2017 – August 2018**

**Q.A officer in Dispensing**

* Responsible for ensuring the processes adopted and results produced are meeting the GMP specification.
* To ensure the qualified and trained personnel are employed for doing the activities in the department and classified the errors that occurred during the manufacturing operations.
* To ensure that the area should free from contamination.
* To ensure that the temperature and humidity is controlled in dispensing area and also in storage areas.
* Responsible for giving line clearance for the dispensing of batches and calibration and verification of weighing balances.
* Responsible for correct weighing of materials as written in batch manufacturing record.
* To identify the documentation errors and also identify the errors occur during dispensing.
* Audit final documents of dispensing, production and packaging.

**Efroze Chemical Industries**



**November, 2009 - , September 2012**

**Packaging officer**

* Responsible for packaging integrity and quality checks on each packaging order.
* Monitor correct product weights and ensure that they are maintained throughout shift.
* Educate workers on exercising caution to avoid accidents and prevent injuries.
* Assist in developing SOPs and handle reviews of manufacturing batch records.
* Monitor secure packaged items in storage areas or on delivery pallets using jack pallets or forklifts.
* Create daily reports regarding packaged products and storage and delivery orders.
* Make sure that containers have proper identification.
* Complete the finishing process in the best possible time.
* Maintain area, equipment-cleaning logbook duly dated, checked and signed.
* Supervise total process including coding with minimum wastages.
* For any change/Deviation submit request in writing with recommended corrected procedure and get approval from Production Manager and Quality Assurance Manager.
* Coordinate activates with other Department such as Q.C /Engineering /Validation Coordinator for their relevant activities.
* Responsible for the Finishing Reconciliation by keeping output in the acceptable range.



**BISMILLAH TAQEE HOSPITAL**

**May, 2009 – Oct, 2009**

**Pharmacist**

* Provide Drug Information.
* Interpreting the prescription, diagnosis and dosing of medication.
* Managing the inventory i.e. first in and first out order.
* Dose adjustment according to patient's condition.
* Taking the daily record of medication distributed in the hospital.
* Medication Errors.
* Dispensing.
* Floor Stocking.
* Clinical Rounds.
* Counseling of patients regarding their therapy, their medication.

**EDUCATIONAL QUALIFICATION**

**PHARM D – Pharmaceutical Sciences – 2009**

Federal Urdu University of Arts Science & Technology

**PROFESSIONAL SKILLS**

* Leadership Skills
* Team-building
* Documentation
* Verbal / Written Communication
* Multi-Tasking / Administrative
* Time Management

**PERSONAL DETAILS**

**Nationality:** Pakistani **Marital Status:** Married

**Date of Birth:** 01-Apr-1985 **Religion:** Islam

**PASSPORT DETAILS**

**Issue Place:** Karachi

**Date of Issue:** 27-Sep-2017 **Date of Expiry:**26-Sep-2022

**LANGUAGES**

* Urdu
* English
* Hindi

**EXTRA-CURRICULARACTIVITIES**

Hobbies include anything to do with computers, software designing, graphic designing and Internet.

Enjoy and actively participate in a wide variety of sports, political discussions, and recreational activities.