

**VARSHA**

**E-mail:** varsha-334779@2freemail.com

**Work Experience:-**

Duration:

**LLC** March 2016– Till Now

Designation: Technical sales / microbiologist

**RESPONSIBILITIES AND AUTHORITIES**

* Taking care of Entier Maintenance and actively participate in the sales of the product ad refurbished jobs of the pools and equipment sales.
* Carry out the sales of the equipment and maintenance services maintained the customer relation through consultation to maintain the integrity of the client. Playing a key role in the operation of the office work.
* Carry out all documentation work for the passes and security get pass work for the site entry and work permit.

**Institute:**

Duration:

**Silver fox group (Work as the technical sales and equipments**

**in their swimming pool divisions)**

**MAK Laboratory and Testing Services**

**DAC Approved** laboratory for water and Food testing in Dubai

May 2008 – January 2016

Designation: Technical Manager **/** Microbiologist

**RESPONSIBILITIES AND AUTHORITIES**

* Specifies and/or approves all methodologies used in testing activities
* Implements good laboratory practices by providing instructions and training as needed, develops work plans, work instructions and procedures, and requires that these be followed in all day to day operations
* Verifies personnel training. Assigns only competent personnel to complete tests
* Attests, by signature, to the validity of all laboratory tests performed and the testing reports
* Ensures continued authorization of the laboratory
* Identifies, develops, and implements improvement of the laboratory measurement capability to meet the requirements of EN ISO/IEC17025, department programs, and laboratory customers
* Participates in management reviews of the Quality System
* Writes the Quality Manual, the Quality Procedures and the Quality Forms (except the work forms from the test methods) of the Quality System.
* Approves methods, methods validation and working Forms.
* Decides which test methods are suitable for the required tests and should be used by the laboratory.
* Assures that the ordered supplies conform to the technical specifications and to their scope of use. Keep records on suppliers and evaluates the suppliers.
* Ensure’s laboratory is keeping records of chemical reagents , reference materials, and equipment.
* Initiates, performs, supervise and implements corrective action procedure in the laboratory.
* Assigns corrective action to analysts. Reviews and approves corrective action taken by analysts or recommends further corrective action. Completes corrective action.
* Initiates, performs, supervise and implements preventive action procedure in the laboratory.
* Implements record management system in the laboratory. Ensures proper forms and worksheets are used in the laboratory. Follows established record storage and disposal schedule. Verifies adequacy and accuracy of forms and worksheets used.
* Reviews report packets for completeness. Ensures employees are trained in record keeping. Informs staff of audit schedule.
* Ensures corrective action is taken on findings and follow-up actions.
* Ensures information and access is provided to the auditors.
* Ensures action items and plans issued are investigated and identified system change completed in the laboratory.
* Ensures implementation of Training procedure.
* Ensures resources are allocated for identifying training within budgetary constraints. Establishes Training schedule and rotation for all new employees. Ensures personnel receive training and demonstrate competence. Submits documentation for completed training for entry into training database and personnel files. Identifies training needs and courses and submits to the Board of Directors prior to fiscal year budget.
* Ensures that all personnel participated on proficiency tests. Implements environmental control programs in the laboratory. Take action when environmental conditions are not met and adversely affect tests or calibrations being performed.
* Implements method verification and validation procedures in the laboratory. Verifies that the uncertainty calculations for each method are correctly determined.
* Ensures that equipment maintenance and calibration are conducted. Provides support for arranging non-routine instrument repair and ordering of

replacement instrument parts. Designates equipment monitors where needed to perform periodic equipment checks. Maintains records of measurement traceability (certificates for the calibration of the balance masses and thermometers, certificates for reference materials used to calibrate or standardize laboratory equipment and for reference cultures).

* Ensures that quality control is performed and reviews quality control data for acceptability.
* Submits the test results to the customers for samples analyzed in MAK Laboratory & Testing Services. Give opinions and interpretation for all the test methods performed in the laboratory test methods and results. Review all training records. Evaluate and give the authorization of the trainee to perform the task for which was trained
* Development of the lab for technical as well as the sales for the lab testing services maintained the customer relation through consultation to maintain the integrity of the client. Playing a key role for the operation of the lab.

**Institute:** Center for Executive Education (Knowledge Village) Dubai

Duration: July 2007 – September2007

Designation: Student Relation Officer and Receptionist

**Institute:** A Medical Diagnostic Laboratory in Dubai.

**Duration**: May2004 – NOV2005.

**Designation**: Microbiologist

**Institute:** Bombay Hospital, Indore (M.P.), India.

**Duration**: December 2003–March 2004.

**Designation**: Lab Technician

**Institute:** Government Madhav Science College, Ujjain (M.P.), India.

**Duration**: 2001 – 2004.

**Designation**: Asst. Professor (Microbiology)

**Institute:** Maharaja Institute of Science & Technology, Ujjain (M.P), India.

**Duration**: 2003 – 2004.

**Designation**: Asst. Professor (Microbiology)

**Institute:** Shipra Pathology Lab, Ujjain (M.P.), India.

**Duration**: 1999 - 2001.

**Designation**: Lab Technician (Microbiology Section)

**Projects Undertaken:-**

**Title:** Pollution control aspect

Institute: Pollution control Board Regional office Ujjain (M.P.)

Duration: 3 Months

Training in: Water, Air, sewage, and Environmental Pollution Control

**Title:** Diagnostic Technique in Virology.

Institute: National Institute of Virology (WHO govern center) Pune Maharashtra, India.

Duration: 6 Months.

Training in: Tissue Culture, Virology, Central Serology, Hepatitis, Retro Virology and Immunology.

Techniques: ELISA, PCR, Complement Fixation Test, Haemagglutination Learned Inhibition Test, Egg Inoculation, Cell culture, Plaque formation.

**Title:** Recombinant DNA Technology

Institute: Central Facility for Biotechnology, Madurai, Tamil Nadu, India.

Designation: Worked as a **Research Scholar** on recombinant DNA technology representing Madhav Vigyan Mahavidhyalaya, Vikram University, Ujjain (MP) India.

**Title:** Transfusion Medicine (Blood Banking)

Institute: Indian Association of Blood Bank.

Attended 1st CME and workshop in Transfusion Medicine (Blood Banking) held at Renowned Mahatma Gandhi Memorial Medical College and M. Y. Hospital, Indore, Madhya Pradesh, India by The Renowned Indian Association of Blood Banks.

**Accomplishments:-**

* Credited to 1st Professor for initiating and setting up the entire Lab section for Microbiology section in the Government Madhav Science College and also initiated the same in Maharaja Institute of Science and Technology Ujjain, M. P., India.
* Achievement certificate from Dubai municipality (Dubai Accreditation Centre) for Awareness and Internal Audit Training course to ISO/IEC 17025:2005.
	+ Certificate from Dubai municipality (Dubai Accreditation Centre) for Test Method validation Training course to ISO/IEC 17025:2005.
	+ Execute training for Effective Supervisory Skills ExecutrainLLC.
	+ Certificate for Control of substances Hazardous to Health (COSHH)-from Euro link safety (Being a safety officer for the storage of water treatment chemical for the company)
	+ Pursuing the NEBOSH UK from Green world group,Dubai

**Technical Skills:**

* ELISA
* Spectrophotometery, Titration
* PCR
* Animal Tissue Culture: To Maintain Primary – Secondary Cell Line, virus inoculation in tissue, viral plaque study.
* Complement Fixation Test.
* Haemagglutination Test.
* Extraction, Isolation and analysis of Genomic DNA.
* Isolation and Analysis of RNA.
* Cloning of DNA fragments into Plasmid.
* Southern Hybridization Technique.
* Transformation Technique.
* Acryl amide Gel Electrophoresis.
* Agarose Gel Electrophoresis.
* Replica Plate Technique for Identification of Mutant Bacteria.
* Identification of Bacteria by API (Biomeriux) System or other Biochemical Test from different medical sample culture / Water Culture / Food Culture
* Blood culture, Identification of ESBL strains
* Aerobic and Anaerobic culture of Bacteria
* Antibiotic susceptibility test
* Media Preparation with dehydrated medium powder can prepare manually with different ingredients, according to standard requirements for the growth of the Microorganism like pH, Temp, Autoclaving temp, Pressure.
* Knowledge of selective Media, Enriched media, Enrichment Media.
* Purification of bacteria by dilution and sector plate technique from different sample of water, milk, soil or food sample.
* Fungal culture and Identification of fungus from different sample.
* MPN Test to enumerate the bacterial count from any water sample (By IDEXX method)
* Membrane Filtration Technique for Microbial count. From different types of sample
* All Method for detection, enumeration of food and water quality testing microbiological parameters (Heterotrophic plate count, E. coli,Coliforms, pseudomonas aeruginosa,Staphyalococcus aureus, Vibrio, Clostridium, Streptoccous, Lactobacilius, Bacilius, Listeria mono, and other species of Listeria, Corynaebacteria), other food and water organisms.
* Testing of pool water, Drinking water, wastewater quality parameter
* Waste water test for helminths ova and worm parasite.

**Academic Qualifications:**

* **Master of Science (M. Sc.) -Post graduate degree.**

With specialization in Microbiology from Institute of Environmental Management and Plant Science of Vikram University, Ujjain M. P., India, in the year 2001.

* **Diploma in Medical Labs and Science (D. M. L. S.) -Post graduate** With Blood Banking, Histopathology, Clinical Hematology, Microbiology etc. from Devi Ahilya University, Indore M. P., India, in the year 1999.
* **Bachelor of Science (B. Sc.) -Graduate degree**

With Zoology, Botany, Chemistry from Vikram University, Ujjain M. P. India, in the year 1998 with First class.

* **Higher Secondary (H. S. C.)**

In Science faculty with Biology, from The Board of Secondary Education, Bhopal M. P., India, in the year 1993.

**Personal Information:**

Date of Birth: 6th of July, 1975.

Nationality: Indian.

Visa Status: On Husband’s Visa

* **Valid UAE Driving license**

**Languages Known:** English, Hindi, and Urdu.

**References: -** On request