***QURATULAIN SIDDIQUI***

R-10 Block -16 Federal B Area Karachi, Pakistan

**Mobile:** 0332-2253181

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**Objective**

Looking forward to improve my professional skills by working in a dynamic and challenging work environment in a growth oriented organization. I am skilled at evaluating options and generating solutions, experienced in successful management of diverse groups, thrive in a team environment as well as working independently and work efficiently under pressure.

**Experience**

Glaxo Smith Kline –Pakistan

November 2009 to Present:

* Current Position:
* Site Lead Auditor
* Support in Regulatory and Cooperate Audits
* Conduct Training on GMP Topics
* Conduct training on Self Inspection and Auditing Principal
* Monitor overall Self Inspection Process at Site
* Site Record Champion
* Manage Quality Alert at Site
* GPS Representative of the department
* Handle Regulatory Complaints
* One and Half Year experience in GSK Lab Operation Department as “**Stability In charge”**
* **Four Years of Experience in GSK Operational Quality Department.**
* Ensures that cGMP, GLP, standards are implemented & followed in production, QC, Engineering & warehouse to meet products required specifications   
  • Responsible for the approval of all technical documents SOPs , Stability protocol, QC

specification, batch Manufacturing Records etc   
• Prepare Annual Product Reviews   
• Investigation & Reporting of Deviation   
• Handling and investigation of out of specification   
• Self inspection & Internal audits plan and implementation   
• On-job training for QA staff & coordination with other departments to update the training

record for all management & non-management staff.   
• SOP preparation / revisions according to international guidelines.   
• CAPA monitoring and execution with all the relevant data entries and records.   
• Change Control Monitoring at Site.

* Three Years of Experience in Merck Sharp and Dohme in Quality Lab.

**Skills & Expertise**

* Good communication and presentation skills
* Strong leadership and teamwork attributes
* Good command over handling of laboratory apparatus and different methods.
* Highly motivated, hardworking and passionate
* Good knowledge about different analytical techniques
* Time management skills
* Strong problem solving and analytical skills
* Interpersonal skills
* Proficient in computer skills

**Education**

2013 Faculty of Pharmacy CGP 3.46

Pharm-D University of Karachi

(Condensed Course)

2001-2004 Faculty of Pharmacy CGP 3.42

B-Pham University of Karachi

PECHS. Girls Degree College 77%

Intermediate (Karachi Board) A- grade

Gulistan Shah Abdul Latif Girls Secondary School 84%

Matriculation (Karachi Board) A-one grade

**Workshops & Certificates**

* Attended ACP (Auditor Certification training) at Singapore (2013)
* Got GSK Certified Auditor Certification in July 2014
* Attended Courses on Time Management.
* Attended work shop on First Line Leadership

**Linguistic Abilities**

English, Urdu

Fluent in written and oral communication skills

**Personal Information**

Father's name: Imdad Nabi Siddiqui

Date of Birth: 10-05-1981

References will be furnished on demand.