***SANA ZAFAR ZAIDI***

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Sector-14B North Karachi, Pakistan.

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# Objective

Looking for a challenging and rewarding position in the field of Quality Assurance and Regulatory Department, where my education and experience will be an asset to the continued growth of a progressive organization.

Work Experience

**Asian Continental Pvt Pakistan Limited 24 March 2014- 30 June 2014**

**Management Training**

**Training in Different Department of Quality Operation department.**

* **Quality Assurance department**
* **New Product formulation department (Generic Product formulation)**
* **Regulatory Department**

**Quality Assurance officer 1ST JULY 2014- To date**

**Responsibilities.**

* **In Process Check**

In process checks during manufacturing of different dosage forms including;   
 Tablet (friability, hardness, thickness, diameter, disintegration time, weight variation)   
 Capsule (weight variation, capsule size, capsule polish)   
 Liquid syrup (volume variation, optical check, sealing of caps)   
 Liquid Injection ( Volume, optical check)  
 Dry Suspension (weight variation, optical check, sealing of caps)   
 Sachet (weight variation, leakage test).

* **Line Clearance**Line clearance prior each production operation for dosage forms including:

Manufacturing, Packaging etc...

Approve the printed cartons, printed labels and the strips for the batch coding and expiry date

* **Sampling of Different dosage forms:**   
  Collection of bulk and the finished samples to submit into the laboratory for analysis.

Sampling of new product validation batches in different stage including:

Bulk Granules, Core Tablets, Coated Tablet and stage of Packaging Operation.

Perform leak test for the blister and strip and approve the batch die for expiry prior blister operation.

* **Batch document review and audit:**

To review the batch record for production and packing for each product manufactured in the unit for Completeness and correctness, before the batch is released for marketing.

To ensuer that batch yields are within limits and if not within limits, proper investigation have been Carried out and documented with batch record, before release.  
Investigates and reports on out of specification (OOS) results obtained during testing.

Investigates and reports on problem batches received and produced, to establish cause.

Handling NCMR (Nonconformance reports) for Raw, Semi finished &Finished goods.

Working as a batch documentation auditor for product market dispatches.

Release of bulk and the finished products into in SCM (Supply chain Management)

* **Destruction of Rejects;**Ensure that the destruction of the rejected products, packing component supplies and returned goods is being carried after proper authorization according to unit procedure.
* **Retention sample finished product of each batch.**

Collect the retention sample of finished product of different dosage forms.

Temperature and Humidity Monitoring and documenting of Retention room.

* **Packaging Material Testing and approval.**

Sampling & Testing of Packaging Component.

Preparation of new Product BPR before lunching.

Approve the printed cartons, printed labels and the strips for the batch coding and expiry date.

Perform leak test for the blister and strip and approve the batch die for expiry prior blister operation.

* **Quality Assurance Documentation and Record keeping :**

Handling and maintaining of QA related document i.e. Change Controls, Deviations, Failure investigations etc.

Handling NCMR (Nonconformance reports) for Raw, Semi finished & Finished goods.

Logging, follow-ups, compliance, verification and closing of deviations.

Logging, follow-ups, verification and Implementation of raised Change control.

Handling/investigation of Quality related market complaints

* **Other Activities:**

Promote cGMP compliance and quality improvement and Perform product quality reviews along with Determine and document any areas that may need improvement.

Implement and maintain quality standards along with Reviewing and approving quality documentation.

To collect data of all kind of Non Conformance in the Organization

Preparation of SOP’s.

Assist to develop, implement, monitor and review the implementation schedule of all   
quality assurance activities.

Microbiological Testing of water for injection to be used for manufacturing. (BET)

* **REGULATORY COORDINATOR:**

**Also working as Regulatory Coordinator   
 Recently involved in:**

* Preparing registration & renewal dossiers for local market.
* Responding queries of local ministry related to registration & renewal of drugs.
* Up to date all new product registration filling and record keeping
* Up to date renewal of registration of Existing product
* Up to date new product registration status.

* **Academic Qualification**
* **Matriculation:** METROPOLITAN ACADEMY CAMPUS II (2006)
* **Intermediate:** SIR SYED GOVT GIRLS COLLEGE (2008)
* **University:** PHARM-D fromJINNAH MEDICAL AND DENTAL COLLEGE (2013)
* **Professional Training & Certifications**
* Internship from Abbasi Shaheed Hospital of 100 credit hours
* Attended seminars on “carrier building” & ‘An Insight Into the Transfusion Medicines’
* Attended one week workshop on “Respocibilty of Pharmacist in a general hospital”
* Attended workshop on “Deep Analysis of Leadership”
* Attended seminar on “Stress & its management”
* Attended workshop on “ASPIRE”
* **Computer Skills**

Well-versed in various general and sophisticated applications including the following packages:

* **Software**
* MS Word
* MS Excel
* MS Power Point
* Internet Browsing

**Interests**

* Internet Browsing.
* To study about the latest researches in the field of pharmacy.
* To study about the techniques involved in the manufacturing of medicines.
* To study about New Generic Product development.

**Personal Information**

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| --- | --- |
| Father’s Name | SYED ZAFAR ADIL ZAIDI |
| Date of Birth | 08 JULY 1990 |
| NIC | 42101-5025983-2 |
| Religion | Islam |
| Nationality | Pakistani |
| Marital Status | Single |
| Sex | Female |
| Languages | English, Urdu, |

**REFERENCE**

Will be furnished on request