

**Syed Taqi Jaffer**

**PERSONAL PROFILE**

Self-motivated and solution oriented with systematic and lateral thinking abilities. Stimulated by challenges, with a capacity to manage pressure workloads. Balanced profile with preference towards blending creativity & initiative with sound, collaborative teamwork.



**Address:**

D-105, Rufi Spring Flowers, Sector 16-A/5, **Phone:** 03333847902 **Email:** taqijaffer@hotmail.com

Scheme-33, Karachi

**CAREER STATUS**

**WORK EXPERIENCE**

Seeking a role in a reputed organization that offers a professional working environment with a challenging job in the field of chemistry.

* M. Sc. (Chemistry) From University Of Karachi Year 2002
* B. Sc. Hons. (Chemistry) From University Of Karachi Year 2001
* Intermediate From Government College For Men,

Nazimabad, Karachi Year 1998

* Matric Little Scholar’s High School, Karachi Year 1995

**EDUCATION**

# ⎔ [Herbion Pakistan Private Limited](https://www.linkedin.com/vsearch/p?company=Herbion+Pakistan+Private+Limited&trk=prof-exp-company-name" \o "Find others who have worked at this company)[, Karachi](https://www.linkedin.com/vsearch/p?title=Quality+Assurance+Executive&trk=prof-exp-title" \o "Find others with this title)

#### [As a Quality Assurance Executive](https://www.linkedin.com/vsearch/p?title=Quality+Assurance+Executive&trk=prof-exp-title" \o "Find others with this title)

From October 2006 – until now

\*Assist DGM Quality Operation in various quality assurance activities.

\*Perform / Supervise Quality Assurance activities based on Quality System Elements through change control, deviations, documentation, calibration and maintenance of Q.A equipments, stability, validation, audit, training etc.

\*Maintain GLP, GMP and other ethical practices in Q.A department.

\*Perform/ Coordinate and supervise the working of the quality assurance department

\* Prepare and review SOPs for Q.A. Review SOPs prepared by other departments.



\*Assist and coordinate the inspection of the plant and prepare the reports accordingly.

\*Issuance of protocol for validation

\*Coordinate with production in conducting validation / qualification (IQ, OQ, PQ) of production equipments / instruments.

\*Submit a monthly report of quality assurance activities to the manager Q.O.

\*Provide training to the junior staff, internees, etc.

\*Assist D G M Quality Operation in routine quality operations activities and issuance of reports.

\*Attends any other job assigned or delegated by the DGM Quality Operation in furthering the cause of the company.

\*Preparation of Annual Product Review reports for different products.

**\*Besides that Supervise & Perform In process controls at:**

\*Tablet manufacturing, compression, coating, blistering and packing   
\*Capsule manufacturing, filling, polishing and packing   
\*Liquid manufacturing, filling and packing   
\*Granules manufacturing, filling and packing   
\*Lozenges manufacturing, blistering and packing  
\* Dispensing of raw materials  
\* Approval of overprinting issues   
\*Maintain standard of safety and house keeping in GMP regulated areas  
\* Checking of issuance of Finishing/Packaging Commodities  
\* Finished Goods releases  
\* Sampling of bulk and finished products  
\* Preparation and updating in process specifications of the products

\* Analysis and inspection of all packaging material and updated record keeping on ERP system

\*Lline clearances and in processes through SAP system

\* Batch Document Audit

\* Collection of reference samples and maintaining reference sample room

\*Cleaning and Process Validation of diffrent products

# ⎔ [ABBOTT Laboratories Private Limited](https://www.linkedin.com/vsearch/p?company=ABBOT+Laboratories+Private+Limited&trk=prof-exp-company-name), Karachi

**As a Quality Assurance Inspector**

**From August 2004 – August 2006**

**In process controls at:**  
  
\*Tablet manufacturing, compression, coating, blistering and packing  
\* Liquid manufacturing, filling and packing  
\*Lozenges manufacturing, blistering and packing

  
\* Dispensing of raw materials  
\* Approval of overprinting issues  
\* Maintain standard of safety and house keeping in GMP regulated areas  
\* Checking of issuance of Finishing/Packaging Commodities  
\* Perform Batch Document Audit



**PERSONAL PROFILE**

NATIONALITY: Pakistani

MARITAL STATUS: Married

DATE OF BIRTH: 01/04/1979

C.N.I.C. NO.: 42201-5553203-1

HOBBIES AND INTERESTS: Social activities, Reading Books, Magazines, Newspapers, Gardening, Painting, Poetry, Watching T.V. Internet Browsing

**REFERENCES**

|  |  |
| --- | --- |
|  |  |

Will be furnished on request

