

NEHA DHONDE

+91 8262974266 | dhondeneha1798@gmail.com

WORK EXPERIENCE

Quality Control Associate | iSN Business Solution | Aug 2022

- Coordinated team activities and resource assignments with the team leader
- Built strong, lasting relationships and strategic partnerships through exceptional client service; served as a point of contact for client communications
- Established and maintained project monitoring, control, and reporting systems via regular meetings and ongoing assessment of team/individual performance
- Led internal and external project team meetings to ensure goals and timelines milestones are met
- Created and maintained project documentation and progress reports
- Served as a primary point of contact for internal and contract-based employees
- Prepared client inventories and assisted the accounts team to follow up on invoice discrepancies, and pending payments
- Collaborated with team to review final assignments and perform query resolution
- Participated in document management (creation, review, maintenance, storage).
- Performed assigned administrative tasks to support team members with task execution (examples include but are not limited to, maintaining minutes of meetings, creating and maintaining documents, etc)
- Served as a reviewer, proofreader, editor and evaluator
- Collaborated effectively and communicated proactively to enhance dynamics within and among teams

QA Assistant and Microbiologist I Mancare Pharmaceutical | Sep 2019 – Dec 2020

- Prepared IPQA (In Process Quality Assurance) documents
- Monitored dispensing procedure of API. Performed testing of raw materials, in-process and final product. Prepared and reviewed related documentation
- Performed evaluation and testing of raw and purified water
- Tested product parameters such as friability, disintegration time
- Collected and prepared BMR (Batch Manufacturing Record) of the product
- Performed product line clearance to verify cross-contamination from previous product.
- Owned random QC and spot checks of the prepared product batch to verify storage and shipping conditions.
- Executed maintenance and calibration of devices such as laminar air flow, centrifuge, autoclave

SKILLS

- Resource Coordination | Process Improvement | Reporting Cross-Functional Leadership | Team Building | People Management | Windows | MS Office (Word, Excel, Outlook, PowerPoint) | OneNote | MS SharePoint | Proofreading | Editing

EDUCATION

- M.Sc. in QA,QC,RA,AD | University of Mumbai | Mumbai, India | June 2022