**PUJA SELVARAJ**

**Dubai, U.A.E**

MOBILE: 0555293720, E-mail:pujaselvaraj@gmail.com

**Visit Visa – Available to join immediately**

**OBJECTIVE**

Seeking challenging career in the administration division to get a position of responsibility, using my skills efficiency to communicate my ideas and views and commit myself for achieving organization objectives with the team effort and my positive attitude and performance.

**QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Course** | **College/School** | **Percentage** |
| 2011 - 2013 | MSc. Biotechnology | U.C. College– India | 72% |
| 2008-2011 | BSc Biotechnology | Al-Ameen College, India | 65% |
| 2006-2008 | Higher Secondary Examination | Nirmala HSS– India | 72% |
| March 2006 | SSLC | Nirmala HSS– India | 82% |

**PROFESSIONAL EXPERIENCE**

* **SR. ADMINISTRATION OFFICER**  **December 2012 to March 2016.**

**NEW UDAYA PHARMACY & AYURVEDIC LABORATORIES**

An Ayurveda manufacturing unit - Ministry of AYUSH approved.

**New Udaya Pharmacy & Ayurvedic Laboratories: New Udaya Pharmacy & Ayurvedic Laboratories,** the pioneers in the field of life saving Ayurvedic medicines with approval and registration in various countries like UAE, Mangolia, Malaysia. Nupal facilities are inspected by AYUSH and also various regulatory authorities.

**Experience in quality analysis of Food Products, Water, Pharmaceuticals for Microbiological parameters as per Indian Pharmacopedia and Bacteriological Analytical Manual (BAM)**

* Microbiological environmental monitoring of clean classified areas by Settle Plate and Personal Hygeine.
* Maintaining Meticulous Record and Documents of All Operating Procedure.  
  Sample Inward register, Log book of equipments, Calibration records, Analytical reports & Media Receipt, Usage, Consumption & Destruction Records.
* Preparing and updating QC related SOPs and Test Data Sheets
* Maintaining records for Fumigation, Sterility in Microbiological area.
* Primary responsibility for housekeeping.
* Maintenance of Meticulous Records and Documents of All Operating Procedure.
* Verification of supplies and services received in the laboratory.
* Responsible for communicating with factory workers for betterment of products and training them.
* Arranging meeting with Technical team, Technical Manager, Managing Director.
* Preparing and document financial need for a month to financial officials.

**Computational skill:**

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook

**PERSONAL INFORMATION**

NAME : PUJA SELVARAJ

AGE : 25

DATE OF BIRTH : 17/08/1990

EMAIL ID : [pujaselvaraj@gmail.com](mailto:pujaselvaraj@gmail.com)

NATIONALITY : INDIAN

MOBILE NO: : 0555293720

**PERSONALITY PROFILE**

* Self-motivated, confident and quick learner.
* Interested to study new emerging techniques.
* Good Communication Skill

**DECLARATION**

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

PUJA SELVARAJ