# RADHIKA SHETH

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Dear Sir/Madam,

I am currently working as a Research Assistant at the University College London. In my current role, I have been responsible for developing a GMP compliant cell therapy which has been transplanted in patients at the Moorfields Eye Hospital. My work at the UCL Institute of Ophthalmology has been rewarding and productive. However, I wish to expand my career further, into Quality Assurance within the regulatory field. I see the Research Assistant role as an integral part of my intended future career path, building on my previous achievements.

I am an enthusiastic, disciplined, dedicated and hard working individual in quest of a challenging position in the field of translational medicine with an opportunity to make best use of knowledge and skills. I have developed competitiveness, exceptional presentational skills and scientific knowledge. During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have excellent attention to details and strong time management skills. Experience gained by working in laboratories and other places has incredibly boosted my team spirit and polished my public relations. Apart from good written and spoken communication skills, I also have excellent keyboard skills and fully competent with Microsoft Office. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

In terms of the requirements of the post, I feel that my academic and professional background offers a firm foundation of theory, principles and practical experience which would benefit the organisation. I am experienced in aseptic cell culture techniques (cell freezing and thawing, cell harvesting, cell counting and viability), immunostaining, and immunocytochemistry (using fluorescent microscope and confocal microscope). I am well versed with Good Manufacturing Practice (GMP) under the Advanced Therapy Medicinal Products (ATMP) directive. I have a good understanding of Grade B cleanroom practices, tissue banking and GMP for cell therapy, ATMP directive, European Union Tissues and Cells Directive, Orange Guide for manufacture of medicinal products, Human Tissue Act 2004, HTA Guide to Quality and Safety Assurance for Patient Treatment, HTA General Directions and EudraLex - Volume 4 Good manufacturing practice (GMP) Guidelines.

As I work in a small team of only three individuals, QA and Production duties are often shared between us. I am solely responsible for the production of cell therapy grafts within the cleanroom facility. On the QA side of things, I am responsible for writing and reviewing SOPs, validations, change controls, ERFs etc. I have a sound knowledge of the QMS through my current position During my post-graduation and at my current job, I have ordered reagents and materials, performed stock reconciliations, equipment checks and calibrations. I am also actively involved in routine maintenance of the Grade B cleanroom facility through validations, environmental monitoring and appropriate clean down of the facility. I am very well aware of the health and safety regulations including risk assessment and COSHH, ethical and other regulatory aspects of a laboratory.

Moreover, I have experience of handling projects with minimal or no supervision. However, I am fast to report the observations and the potential conclusions to the supervisor. I believe that my experience demonstrates my aptitude and GMP experience of four and a half years would be an advantage to the group. Fresh with the concepts, I can mould myself and undergo relevant training to prove valuable to your organisation. I can be available for interview at any time and look forward to hearing from you.

Kind Regards,

Radhika Sheth