

CURRICULUM VITAE

Name: Anna Wanjiru Gachie **Email:** gachieanne@gmail.com
ID Number: 28081209 **Cell Contacts:** 0725476182/0722333670
Address: P.O Box 40733-00100 Nairobi

Personal Profile

I am an experienced Quality Assurance expert with a demonstrated history of working in the pharmaceuticals and food manufacturing industry. I have vast knowledge in Good Laboratory Practice (GLP), Good Manufacturing Practices (GMP), product and equipment validation, investigation of non-conformance, handling of product complaints and market returns, Corrective and Preventive Action (CAPA), HACCP, risk assessment, supplier audit, new product development and environmental health and safety. Currently I'm implementing food safety management systems (FSMS), hygiene and sanitation standards at Kenya Sweets Limited.

Personal attribute;

- Ability to set priorities and manage multiple responsibilities in a fast-paced, deadline oriented environment.
- Able to work with minimum supervision.
- Demonstrated initiative, sound judgment, and proven ability to respond quickly, independently and appropriately to competing priorities under tight deadlines.
- Possession of problem-solving and conflict management skills
- Demonstrated expertise in decision making.

Professional Experience;

Institution: Kenya Sweets Limited

Position: Quality Systems Lead

Duration: March 2019 - To date

Reporting to the General Manager, Overseeing the daily quality assurance management systems, housekeeping and waste management.

Scope of work:

- Developing, initiating, maintaining and revising policies and procedures for confectionery.
- Ensuring personnel and factory hygiene is maintained and reinforcing sanitation procedures.
- Ensuring goods produced in all shift comply with food safety standards thorough training key operators and shop floor staff on Good Manufacturing Practices and work instructions.
- Ensuring health and safety policies are adhered to through tool box training, identifying hazards and near misses.
- Coordinating mock recalls periodically.
- Carrying out internal audits to identify gaps in processes and supplier audits to assess food safety compliance.
- Coordinating external audits in the factory and developing corrective action reports.
- Investigating product complaints and implementing corrective actions.
- Instituting and maintaining an effective compliance communication for the organization.
- Monitoring the performance of the internal training program and related activities on continuous basis, taking appropriate steps to improve its effectiveness.
- Ensuring coordination and continuous engagement of government regulatory bodies, local community and other corporate and advocacy bodies on all compliance matters.

Institution: Premier Foods Industries Ltd

Position: Quality Systems Coordinator

Duration: August 2018- February 2019

Reporting to SHEQ Manager. Supervising quality and management of HSE systems of various factories and waste

CURRICULUM VITAE

management plants

Scope of work:

- Developing systems as per FSMS standard.
- Following -up on statutory and regulatory requirement to ensure licenses don't expiry before renewal.
- Ensuring procedure are followed and documented.
- Developing and reviewing of procedures, records and work instructions relevant to FSMS.
- Ensuring personal hygiene, production hygiene and goods produced meet the required quality standards.
- Following-up on contracted bodies to ensure compliance and services are rendered on time.
- Carrying out root cause analysis on non-conformances and product complaint.
- Training of personnel on food safety.
- Ensuring compliance to safety.

Institution: Premier Foods Industries Ltd

Position: Quality Assurance Supervisor

Duration: June 2017- July 2018

Reporting to Quality systems coordinator.

Scope of work:

- Daily supervision, coaching, mentoring, motivation, empowering and coordination of a team of Quality Control Analysts and Checkers to ensure reporting requirements and performance metrics are met.
- Analyzing QA reports to identify trends and make relevant recommendations to Quality, Training, Operations and any other applicable business units.
- Participating in customer/consumer complaints/escalations with the aim of de-escalating the situation and maintaining a positive relationship with the customer/consumer.
- Ensuring daily monitoring, validation and verification of quality control on-line checks and laboratory records; including CCP, O-PRP, PRP and GMP monitoring, validation and verification.
- Daily signing-off of laboratory and shop floor equipment verification.
- Participating in root-cause problem solving sessions in regards to on-line process, production re- work and market return and customer complaints and identifying value-adding opportunities for improvement in a timely manner.
- Generating daily reports on production quality index; including reports on non-conforming products and re-works reprocessed.
- Timely preparation of relevant product Certificate of Analysis records in accordance to customer specifications.
- Ensuring hygiene is maintained in production and personnel.

Institution: Cosmos Pharmaceuticals

Position: Quality Assurance Executive

Duration: August 2014- May 2017

Reporting to Quality Assurance Manager

Scope of work:

- Handling and review of non-conformances and change controls documents.
- Investigating, assessing and reviewing of product complaint and recalls.
- Assessing risks associated with product manufacturing flow and testing.
- Custodian of master documents from all departments in the company.

CURRICULUM VITAE

- Preparation, issuance and review of SOP'S
- Controlling documentation issuance and retrieval including BMR, SOPs, and other controlled documents
- GMP training.
- Approving artworks
- Assessing vendors before approval.
- Temperature mapping of storage areas to establish temperature sensitive locations.

Institution: Laboratory and Allied Pharmaceuticals Ltd

Position: Quality Assurance officer

Duration: May 2013 – August 2014

Reporting to Quality Assurance manager.

Scope of work:

- Preparing Batch Manufacturing Records (BMR), Batch Packing Records (BPR) and standard operating procedure (SOPs)
- Reviewing BMR, BPR and test reports from QC and timely release of batches for distribution
- Filling of finished goods specification's (FGS) data sheets online and Preparation of Annual
- Products Review Reports(APR's)
- In-process checking, sampling and chemical analysis of raw materials, Intermediate, Bulk and Finished Product
- Ensuring safety and custody of master documents, distribution of valid documents and retrieval of superseded documents
- Handling Critical documents like Market complaint, Deviation, Change control and machine log books
- Ensuring valid GMP documents are in place at all times.

Quality Assurance in Process

Scope of work:

- In process quality control managing of sampling, raw material and labels on daily basis.
- Line clearance and line inspection.
- In process testing of batches (thickness, friability, moisture content, average weights).
- Sampling of all packaging materials and raw materials to ensure conformity to specifications and status labeling of these materials.
- Collection and dispatch of samples of finished product for chemical and microbial analysis.
- Temperature/pressure monitoring of all GMP and laboratory areas.
- Initial reviews the batch manufacture documents.
- Generation of status labels used throughout the facility.
- Environmental monitoring for all production areas.

Achievement;

- I was able to design protocol and report for temperature mapping in all storage areas in production, FGS and warehouse in the facility.
- Established root cause and prepared CAPA for Phenobarbital complaint (Narcotic Drug) which upon receipt by the customer (TFDA) had been tampered with.
- Came up with hygiene score card for canning section and bottling section
- Streamlined traceability tracking.
- Reinforced use of PPE in production area

Specialized Skills;

CURRICULUM VITAE

- Result-Oriented, self-motivated, dynamic and keen attention to details.
- Proficient in computer applications and ability to stay abreast with change in technology.
- Knowledge in food safety, problem solving and environmental management systems.
- Knowledge in stock taking and warehouse operations.
- Knowledge in key performance indicators(KPI)
- Excellent knowledge in quality management systems(QMS)
- Implementation of ISO 22000:2005 and ISO 9001
- Implementation of HACCP

Training

- Food Safety Management Systems lead Auditor Course by SGS -December 2018)
- HACCP implementation by KEBS- July 2019
- Occupational Safety and Health by Bureau Veritas
- Occupational First Aid by EMT
- Root Cause Analysis by Cosmos ltd

Education Background

- Bachelor of Science in Biochemistry and molecular biology-2010- 2013
Jomo Kenyatta University Of Agriculture and Technology.
- Certificate in Computer Packages - 2009
Laikipia University
- Kenya Certificate of Secondary Education- 2008
Njonjo girl's high school
- Kenya Certificate of Primary Education- 2004
Ndungiri Primary School

Hobbies/Interests

- Watching TV.
- Travelling
- Making friends

Referees:

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Ms. Pauline Ichau
Quality Assurance Supervisor
Cosmos Ltd.
Tel: 0725320660

Mrs. Mercy Mwende
Quality Assurance Manager
Premier food ltd
Tel: 0707094088

Mr. Wesley Rono
Production Manager
Kenya Sweets Limited
Tel: 0724148028