

Haroon Khawaja

Vaughan, ON

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A dynamic individual possessing an Honours BSc. in Chemistry as well as industry-approved certifications in Quality Assurance, GMP, Internal Auditing, Managing Recall, Workplace Safety, First Aid/CPR and WHMIS

SUMMARY OF SKILLS & QUALIFICATIONS

- Highly productive team player with strong communication, time management and leadership skills
- Possesses workplace skills such as problem solving, critical thinking, teamwork and process adherence
- Adaptable and transformational leader with an ability to work independently under minimal supervision
- Able to effectively communicate with others both verbally and written, advanced reading and writing skills
- Extremely fast learner with the ability to multitask various tasks and projects in a fast paced environment
- Software skills include proficiency with Microsoft Office & Adobe to analyze data and produce reports
- Manages to employ new procedures quickly as well as prioritize tasks accordingly and adapt to new challenges efficiently assuring that all Key Performance Indicators (KPIs), deadlines and targets are met

EDUCATION

Honours Bachelor of Science Degree in Chemistry

York University, Faculty of Science, Toronto, ON. *Hons. BSc. Chem.* Degree awarded June 2017.

- Obtained an exceptional understanding of the chemical world and its relation to the pharmaceutical, healthcare, medical, chemical manufacturing, environmental, cosmetic and food processing sectors
- Activities: Chemistry Society at York (CSY) – Executive Officer & Communications Director

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

Youth into Food Processing & Pharmaceuticals Training and Certification Program

Citi College, Food Processing HR Council, Toronto District School Board, June - July 2017.

Attained Food Processing, Pharmaceutical and Workplace Essentials Certifications in:

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|--------------------------------------|------------------------------|-----------------------------|
| ▪ Quality Assurance | ▪ Internal Auditing | ▪ Granulation |
| ▪ Good Manufacturing Practices (GMP) | ▪ Managing Recall | ▪ Compression |
| ▪ Allergens Management | ▪ Preventative Control Plans | ▪ Document Use |
| ▪ Workplace Safety | ▪ First Aid / CPR | ▪ Job Task Planning |
| ▪ Sanitation | ▪ WHMIS | ▪ Food Safety Regulations |
| | ▪ HACCP | ▪ Food Fraud & Authenticity |

WORK & LABORATORY EXPERIENCE

Quality Assurance Technician – Riverside Natural Foods Ltd.

Vaughan, ON, August 2017- Present

- Supervises and monitors product quality by performing physical, chemical and sensory inspections
- Conducts qualitative and quantitative testing of raw materials, finished goods and in-process products
- Completes daily quality control reports, assessment reports, process reviews and production updates
- Performs in-house testing of allergens, pH, water activity, microbial activity and growth of microorganisms
- Conducts routine inspections of facility and machinery ensuring compliance to sanitation standards
- Communicates test results to operational personnel to ensure all finished products are within specifications
- Documents procedures and records such as critical control points (CCP), critical limits, monitoring and deviation procedures, corrective action reports (CAR) and steps to be taken in the event of non-conformance
- Assesses regulatory affairs compliance to ingredients, labels, documentation and packaging information
- Supports and interacts with various departments such as Supply Chain, R&D, Warehouse and Management
- Verifies Certificates of Analysis (COA), identifies product lot numbers and contacts suppliers if needed
- Participates in completing documentation and process reviews as well as external and internal audits
- Collects, compiles and analyzes data aimed at improving the quality assurance program
- Maintains and updates all quality and related records, ensures verification if required

Undergraduate Chemist – York University

Toronto, ON, September 2012 - June 2017

- Obtained several years of practical and theoretical laboratory knowledge in the fields of organic, inorganic, analytical, instrumental, physical, biological, bioanalytical chemistry and biochemistry
- Operated analytical equipment such as GC, HPLC, TLC, IR, AA, IC, LC, FID, UV-Vis, MS & NMR to analyze and interpret samples, solutions and their data
- Meticulously followed SOPs and safety guidelines in the preparation and use of all chemical reagents
- Developed skills in data analysis, scientific record keeping and formal laboratory report writing
- Performed calibrations of analytical instruments and prepared standards from stock solutions
- Synthesized, isolated and purified organic and inorganic compounds through calculated reactions

VOLUNTEER EXPERIENCE & ORGANIZATIONS

Hospice Vaughan – Marketing Associate. Vaughan, ON, September 2017 - Present

Chemistry Society at York – Executive Officer. Toronto, ON, September 2016 – June 2017

Chemistry Society at York – Communications Director. Toronto, ON September 2015 – June 2016