

RESUME

Saloni Sharma

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CAREER OBJECTIVE

Seeking a growth oriented and a challenging career, eager to work under various designations and achieve expertise in the field through my enthusiasm, hard work and perseverance with an approach reflecting enthusiasm and eagerness in achieving the goals. And to establish myself as a professional in all the fields and refine my skills by gaining experience, using my utmost capabilities in effective and efficient manner.

WORK EXPERIENCE: 10+ YEARS

CURRENT EMPLOYMENT AND DESIGNATION

- Working as Quality Manager in **CENTRAL LABORATORY, PATANJALI FOOD AND HERBAL PARK PVT. LTD.** Nature of work includes implementation and effectiveness of Quality Management System in the laboratory as per **ISO 17025: 2017, AYUSH** and similar.

SERVICE PERIOD: Since February 2019 till date.

CURRENT JOB RESPONSIBILITIES

1. Maintaining the QMS of lab by implementing ISO/IEC 17025:2017 in order to maintain different Lab accreditations.
2. Acting as primary point of contact during different laboratory audits.
3. Coordinating internal audits and making recommendations for corrective actions accordingly.
4. Looking after the schedule and responsibility of Instrument calibration (both external as well as internal).
5. Handling of CAPA (corrective and preventive action), root cause analysis for any non-conformity as well as complaints from client.
6. Preparing and maintaining all the Quality related documents, including but not limited to the Quality Manual and Standard Operating Procedures in the Lab.
7. Coordinates the analysis of IQC/ILC/PT samples required for certification/accreditation programmes.
8. Identification and regular verification of critical consumables inside the laboratory.
9. Preparing and implementing training programmes relevant to Safety, process and people hygiene.
10. Member of the Safety committee as per the statutory requirements of the Factories Act 1948 & ISO 45001:2018.

LAST EMPLOYMENT & DESIGNATION

- Worked as System Supervisor - Quality in **INTERTEK INDIA PRIVATE LIMITED.** Nature of work includes implementation and effectiveness of Quality Management System in the laboratory as per **ISO 17025.**

SERVICE PERIOD: November 2015 to January 2019.

PREVIOUS EMPLOYMENT & DESIGNATION

- Worked in **SGS INDIA PRIVATE LIMITED**, as Quality Assurance Coordinator, in **RSTS division**. Nature of work included implementation and effectiveness of Quality Management System in the laboratory as per **ISO 17025:2005**.

SERVICE PERIOD: July 2014 to October 2015.

- Has worked in **SGS INDIA PRIVATE LIMITED**, as Analyst, in **RSTS division**. Nature of work included, carrying out regular sample analysis like Azo, PCP, pH and Formaldehyde, calibration of Instruments. Implementation of quality practices, standardization of chemicals and helping seniors in Method Validation and other Quality Protocols.

SERVICE PERIOD: April 2010 to January 2013

- Previously employed in **Analytical Testing Services** (A sister concern of **Ranbaxy Laboratories Ltd.**), Okhla, as analytical chemist. **Nature** of work includes, carrying analysis of pharmaceutical sample including capsules, tablets, syrups, ointments, injections, and raw materials with reporting. Also responsible for maintaining of record sheets, analysis sheets, equipment maintenance etc.

SERVICE PERIOD: February 2009 to April 2010.

PREVIOUS JOB RESPONSIBILITIES

1. Analysis of Pharmaceutical Samples including capsules, tablets, syrups, ointments, injections, Raw Material, with final Report and Charts.
2. Working on instruments like, HPLC, GC, UV-VIS, IR, AUTOTITRATOR, KF TITRIMETER, FLAME PHOTOMETER, and REFRACTROMETER etc.
3. Calibration of Instruments, Standardization of Chemicals, Documentation, and Quality related works.
4. Analysis of Eco parameter like AZO, PCP, HCHO, Cr-Vi etc. coming under Restricted Substance List (RSL), with different standards, Like, DIN, LFGB, ISO, JIS etc.
5. Looking after the schedule and responsibility of Instrument calibration (both external as well as internal).
6. Implementation of quality practice.
7. Preparing IOP and CAP for the newly installed instruments, maintaining of quality sheets, Log Books, batch records and other QC practices in the Lab.
8. Standardization of chemicals and helping team in Method Validation and other Quality Protocols.
9. Arranging ILC/PT, root cause analysis for any non-conformity as well as complaints from client.
10. Regular audits of test/methods being performed in the lab.
11. Identification and regular verification of critical consumables.
12. HIRA (Hazard Identification & Risk Assessment) analysis.

PROFESSIONAL QUALIFICATIONS

1. Four days course in **ISO 17025:2017** from FICCI, Delhi.
2. **Six Sigma Green Belt** certified from Indian Statistical Institute (ISI) Mumbai.
3. Training on **5S**, from e-QUEST, QCI.
4. Training on **Quality Protocols & Quality data system**, From SGS.
5. Training on **Health & Safety**, From SGS.
6. Training on **HIRA**, from Intertek

ACADEMIC QUALIFICATIONS:

YEAR	DEGREE/CLASS	SPECIALIZATION	BOARD/UNIVERSITY
2007	M.Sc. (Organic Chemistry)	Organic Chemistry	University of Bikaner (UOB), now known as Maharaja Ganga Singh University (MGSU)
2004	B.Sc. (PCM)	Chemistry, Physics, Mathematics	Himachal Pradesh University
2001	10+2 (PCM)	Science stream (PCM)	H.P. Board of School Education
1999	10	Science stream	H.P. Board of School Education

PERSONAL SKILL & STRENGTHS

1. Comprehensive Problem Solving Abilities, Ability to deal people diplomatically, Learning Tendency, Team Motivator and Hard Worker.
2. Can work under high pressure environment with efficiency.

PERSONAL PROFILE

Name: Saloni Sharma
Father's Name: Sh. Naresh Kumar Sharma
Date of Birth: 20th January 1984
Sex: Female
Marital Status: Married
Nationality: Indian
Languages Known: English & Hindi
Current Address: F-604, Rishabh Tower, JUR5 COUNTRY, Haridwar, Uttrakhand, 249404
Permanent address: Subhash Nagar, Sakoh, Dharamshala, Distt. - Kangra, Himachal Pradesh, 176215
Contact Number: 8447632494
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DECLARATION:

I hereby affirm that the above information is true and correct to the best of my knowledge and belief.

Yours Sincerely,

Saloni Sharma

8447632494