

CAREER PROFILE

Team player, responsible, competitive, detail-oriented and goal achiever.

CAREER OBJECTIVE

To obtain a suitable position that will provide me a chance to use my strong organizational skills, educational background and ability to work professionally and enhance my skills to excel in my field of work.

PROFESSIONAL EXPERIENCE

EXECUTIVE PRODUCTION

17th Jul 2019 – to date

Reckitt Benckiser Pakistan

- Supervise production and dispensing activities and workers on the shop floor to ensure a peaceful and productive production environment.
- Ensure adherence to EHS procedures and policies.
- Prepare Dispensing plan and material requisition in line with production plan, while coordinating with shop floor and Warehouse.
- Dispense raw materials as per production plan and ensure smooth supply of material to production while ensuring all documentation requirements are complete and cGMP compliant.
- Ensure compliance with all regulatory and RB standards/procedures.
- Provide guidance and hands on trainings to the operators.
- Implement the standard labor plan effectively and achieve maximum labor productivity.
- Ensure all validation, quality, safety and environmental procedures and regulations are maintained and documented appropriately.
- Develop operations strategies and procedures to optimize process, production and maintenance systems.
- Raise change controls, deviations and perform root cause analysis of problems.

ASSOCIATE TEAM LEAD PRODUCTION

1st Jul 2018 – 31st Oct 2018

GlaxoSmithKline Pakistan

- Managing & leading the production line of Sterile products.
- Procedure development according to the cGMP & GSK guidelines & adherence of the procedures.
- Coordinated day-to-day line activities of associates performing filling, packaging and material handling operations to meet manufacturing objectives.
- Assigned resources to ensure appropriate coverage of line specific tasks.

- Provided and monitored training and skills development to ensure employees are competent and qualified to perform duties. Evaluate trainee proficiency.
- Provided guidance and hands on trainings to the operators.
- Directed, coordinated and facilitated the completion of day-to-day activities to ensure on-time tasks completion in a safe and compliant manner.
- Ensured all validation, quality, safety and environmental procedures and regulations are maintained and documented appropriately.
- Developed operations strategies to optimize process, production and maintenance systems.
- Raised change controls, deviations and performed root cause analysis of problems.

**MANAGEMENT TRAINEE – FUTURE LEADERS PROGRAM
GlaxoSmithKline Pakistan**

29th Dec 2016 – 30th Jun 2018

- Worked on different projects, with cross-functional teams, during the program by getting rotations to enhance my organizational, management and leadership skills.
- Started my program with 1st rotation in GSK Production System to work on lean management & delivered projects for Continuous Improvement.
- In the 2nd rotation of the program, worked in the Project Operations of sterile consolidation from one site to another.
- Managed & performed the qualification studies (with documentation) for start-up of new operational equipment.
- Prepared the procedures for Equipment operation & Batch Manufacturing according to the guidelines.
- Delivered the Validation batches of Sterile products for validation studies.
- Rotated in Learning & Development to manage the trainings of the employees.
- Experienced External audit, at site, as Scribe.
- Received international trainings to improve soft, business & technical skills.

**DISPENSING PHARMACIST
CHAS. A. MENDOZA**

1st June 2016 – 25th Dec 2016

- Worked in the Raw Material Warehouse of a renowned company.
- Managed the receiving, dispensing & issuance of Raw Material according to the routine production planning.
- Managed the proper storage of raw material in the Warehouse.

- Handled the documentation of Batch Records and labelling of the materials stored, dispensed & issued.

INTERNSHIP

Liaquat National Hospital

1st July 2015 – 31st July 2015

ACADEMIC QUALIFICATION

Baqai Medical College

Pharm. D

Average GPA for the attended courses: 3.16

2011 – 2016

COMPETENCIES

- Ability to lead, communicate and motivate in a positive manner
- Conflict resolution and strong problem solving skills
- Ability to extract pertinent information from the contractors, vendors and other sources
- Ability to operate computer systems proficiently
- Confident communicator in person, over the phone and in writing
- Keen interest in achieving objectives
- Good planning and organizational skills

COMPUTER SKILLS

- Proficient in using MICROSOFT OFFICE SUITE: MS WORD, MS POWERPOINT, MS OUTLOOK EXPRESS, MS EXCEL
- Have a firm grip on WINDOWS OPERATING SYSTEMS (Windows XP, Windows 7, Windows 8, Windows 9, Windows 10)

PROFESSIONAL SEMINARS ATTENDED

- The concept of modern pharmacy
- Clinical exposure of Pharm-Ds in global scenario (Theme: Pharmacist and global world)
- Emphasis on the collective role of physicians, pharmacists and nurses in the health care system (Theme: Pharmacist and global world)
- Pharmaceutical biotechnology
- Pharmacovigilance
- Novel Drug Delivery Systems in Pharmacy Practice

WORKSHOPS

- Present with impact
- Qalam; the first line of defense - a power of Youth
- Personal Skills Development
- Business Event for FLP Graduates 2018

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LANGUAGES

Urdu – Native

English – Fluent

REFERENCES

Available upon request.