

COVERING LETTER

Respected sir/Madam,

At the outset, let me introduce about myself, Am M.G. Mounika Lakshmi completed M.SC Biochemistry at Science and Technology from Andhra university in 2019. I am having professional work experience of 06+ years in Pharma Field as Associate-Microbiology. I am very much interested in working for an organization. I would be delighted to work in the field, if I am offered an opportunity.

Kindly find my resume here, in which I mentioned my exposure in all microbiological & related activities. I would like to draw your kind attention to the pursual of my C.V and to consider my application for the position. I will be privileged if I get an opportunity to work with you.

Looking forward to hearing from you.

Thank you for your valuable time and consideration.

M.G. Mounika Lakshmi

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Contact No-7730893212

CURRICULUM VITAE

OBJECTIVE:

To acquire a position where I get the appropriate exposure to upgrade my skills and which acts as a solid platform for my career. By working in that position. I am able to harness my full potential where I become an asset to the organization.

AREAS OF INTEREST:

- Microbiology
- Quality Assurance

ACADEMIC CREDENTIALS:

- M.Sc. (Biochemistry) from Andhra University and Science & Technology College, Visakhapatnam (2017-2019).
- B.Sc. (Microbiology) from Andhra University and Sri Gowri Degree College, Visakhapatnam (2014-2017).

WORK EXPERIENCE:

- Total Experience: - 06+ Years in Microbiology

PREVIOUS ORGANIZATION:

- **Designation:** Assistant Microbiology
- **Organization:** Aurobindo Pharma Ltd., Unit- Parawada, Visakhapatnam (Sterile API)
- **Duration:** 2019 to 2022.

PRESENT ORGANIZATION

- **Designation:** Associate Microbiology
- **Organization:** Pfizer Healthcare Pvt.Ltd
- **Duration:** 2022 to till date.

INSTRUMENTS HANDLING

- KTA & KCA Instrument
- Nexgen MCS
- Milliflex Oasis System
- Microscope
- Vitek-2 Compact System

- Auto Gram Stainer
- Double door Autoclave
- Hot air oven
- Analytical Balance

PRESENT JOB PROFILE

- BET analysis of Finished, Bulk, initial WFI, Rinse, Raw materials
- Bioburden Analysis of Finished, Bulk, initial WFI, Rinse, Raw materials
- BET Analysis by KTA & KCA Method
- Preparation of Bioburden Trends & Bioburden Trend Summary Reports.
- Routing of Trend Summary Reports in PDOCS.
- BET Method Validation.
- Particulate matter analysis by Microscopic Method
- I am good at handling software like PDOCS, gLIMS, Data warehouse & P-LOG
- Redline preparation of Forms, Sops, ROA & Protocols.
- To Ensure the Data Integrity, Server based Audit Trail.
- Identify the procedural gaps by Reviewing the STP, specifications, SOP & method of analysis.
- Review of Analytical documents like in process, Raw Materials, Intermediates, Finished Product.
- Preparation of Analytical Method validation, Method Transfer and method verification, Protocols, reports & Raw Material ROA.
- Planning and Monitoring of daily activities to full fill the internal department's requirements
- Monitoring adherence to quality systems, comply with quality standards & maintaining requisite documents
- Responsible for maintaining and continuous improvement on 21CFR Compliance.

PREVIOUS TECHNICAL SKILLS

- Bacterial Endotoxin Test
- Microbial Limit Test (MLT) for Products, Raw Materials.
- Water Testing by pour plate method and membrane filtration method
- Maintenance of cultures and Bioballs
- Bio ball Qualification and Vitek Card Qualification (GP, GNYST, BCL & ANC).
- Media Preparation
- Growth Promotion Test for Prepared Media.
- Handling of Biological Indicators.

- Balance, PH Meter Calibration.
- Environmental Monitoring in the Microbiology Department.

AUDIT FACED

- USFDA Audit.
- WHO-GMP Audit.
- RQA Audit.
- Internal Audit.

ADDITIONAL SKILLS

- Office Tools: MS-Office (Word, Excel & Power point Presentation).
- Operating System: Window's 98 & Windows XP.

PERSONAL SKILLS

- Interpersonal and leadership skills.
- Analytical Skills.
- Good oral & Written communication skills
- Hard working and responsible
- Sincerity.

THESIS WORK

- Study on Green Synthesis and Biological Activities of Silver Nanoparticles (AgNp's) by Using Extracts of Medicinal Plants (Azadirachta indica, Camellia sinensis, Murraya koeinigii and Moringa oleifera).
- Study of antibacterial property & Anticancer property on Plant Nanoparticles. Preparation of Thesis.

DECLARATION:

I here solemnly declare that the above furnished details are true to the best of my knowledge.

M.G.Mounika Lakshmi