**CURRICULUM VITAE**

**Saima Abdul Karim Kurawle**

**Mobile: +97474749424 Email:** saimakurawle@gmail.com

***Objective:***

Having acquired MSc. in Biotechnology and a ‘Short term Training Programe on Microbial, Chemical and Instrumentation Analysis of Food and Water’, HACCP Internal Auditor and with a three years’ work exposure, I am looking for an opportunity to grow my career and use my experience to be a value adding person for my organization.

***Work experience:***

Total work experience: 02 years 08 months

Date of Employment: ( 01-July-2014 to 24-Feb-2017)

Designation: Business Process Lead

Organization: Tata Consultancy Services - GlaxoSmithkline (TCS-Mahape)

* Perform the following Regulatory activities in OPAL:
* Assisting in CMC work- All the approval and Post approval Regulatory changes which are done to a product are reported to health authority in e-ctd format.
* Whenever there is any variation in the product, these are requested by the regulatory health authority bodies to be reflected in the Product, in order to fulfill this all necessary information are provided by their respective stakeholders and these information are collated in a single folder.
* These submissions are done with the help of Insight Manager. Sequence/assemblies section of the Insight manager contains all the documents in the e-ctd format
* Creation of assemblies, and/or any remediation associated with the same.
* Supporting the EVMPD Maintenance Process
* User Acceptance Testing and Validation
* Supporting archival of documentation
* Creating Applications

· New Applications; or

· Re-creating existing Applications under different Product Families

* Creating and updating Events

· Creating new Events on Applications;

· Updating Events as required; or

· Re-creating Events on other Applications

* Maintaining Product Detail Sets (PDS)

· Creating PDS’s (for new Applications)

· Updating PDS for existing Applications

* Creating and updating Registrations
* Performing internal QC activities
* Creating Task records
* Creating Sequences
* Attend trainings pertaining to product information management (OPAL).
* Quality check the CMC work that are updated in RIMS by the other associates every month and generate the quality score for the same.

***Academic Details:***

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| **Academic Background** | **Year of**  **Passing** | **% Obtained** |
| M.Sc. in Biotechnology from Pillai’s college of Commerce and science, New panvel (Mumbai University) | April, 2013 | 59.60% |
| B.Sc. in Biotechnology, Mumbai University from K.J Somaiya college of Arts, Commerce & Science , Vidyavihar (Mumbai University) | March, 2011 | 54.25% |
| Higher Secondary Certificate Examination,  Maharashtra State Board from St, Mary’s Junior College, Vashi | Feb, 2008 | 60.00% |
| Secondary School Certificate Examination  Maharashtra State Board | March, 2006 | 78.13% |

***Academic Project:***

The work on thesis at my PG level was on ‘Detection of RAD51 polymorphism as a risk indicator for development of breast cancer in normal Indian population’. The project was performed at MicroSat Biolab, vashi (Navi Mumbai).

The study of single nucleotide polymorphism (SNP) included the techniques of DNA extraction, PCR-RFLP analysis. The project was successfully completed and submitted to the institute, which has been approved by them.

***Additional qualification:***

* Have completed Short term Training Programe on Microbial, Chemical and Instrumentation Analysis of Food and Water’ from National Agriculture and Food Analysis and Research Institute.
* Have completed certified course in HACCP Internal Auditor from SGS India Pvt. Ltd.

***Scientific skills and techniques:***

* DNA extraction
* Gel electrophoresis
* UV-Vis Spectroscopy
* Atomic Absorption Spectroscopy (AAS)
* PCR
* Gel doc systems
* High Performance Liquid Chromatography (HPLC)
* Gas Chromatography (GC)

***Strengths:***

Being a good listener and communicator is my biggest strength, also I believe in being target oriented and a good professional.

***Achievements:***

* Received Certificate of Achievement for completing the Regulatory Affair Basic Training in October 2014
* Received Certificate of Performance Recognition for Quality, Functional excellence, Drive for results on 11th Feb 2015.
* Received Certificate of Performance Recognition for Functional Excellence on 08Dec 2015 and 08 Feb 2016.

***Additional Information:***

***Computer skills:*** MS Office, Excel, PowerPoint.

***Interests:*** Reading, social activities, listening to music, cooking.

***Personal Details:***

Full Name : Mrs. Saima Abdul Karim Kurawle.

Husband's Name : Mufeed Ahmed Mahadik

Address : F13/B5, Ezdan Village 3, Al Wukair, Wakra Qatar.

Date of Birth : 17th march 1989

Contact Details : +97474749424

Email : saimakurawle@gmail.com

Sex : Female

Marital Status : Married

Languages Known : English, Hindi, and Marathi.

Mother Tongue : Hindi

Nationality : Indian

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