

PROFESSIONAL RESUME

Nayla Tazeen
(Assistant Manager)
Pollution & Environment & Water
FARE Labs Pvt.Ltd. L17/3 DLF Phase-2Gurugram
Haryana 122002

(Environmental Auditor)
Rajasthan State Pollution Control Board
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Academic qualification

M.Sc. Year 2016, in Environmental Science from Dr.R.M.L.Avadh University Faizabad Uttar Pradesh.

B.Sc. Year 2013, Zoology, Botany, Chemistry, From Dr.R.M.L.Avadh University Faizabad Uttar Pradesh.

Professional Experience- 8.0 years.

Results driven professional with a solid verifiable career track for successfully demonstrating leadership skills at different stages of career. Known for delivering performance during crunch academic and professional circumstances. Exceptional communicator with strong negotiation, problem resolution, analytical and research abilities with a focus on environmental pollution problem. Equally effective at identifying opportunities, strategizing and providing practical solutions. Core strengths include:

- Strategic and tactical planning
- Public relations and speaking
- Net working
- Advocacy & liaising
- Training for capacity building of community & workers
- Environmental quality monitoring
- Environmental Auditing as per ISO 14001 : 2015
- Team building and leadership
- Program development
- High-end analytical expertise
- Documentation & Reporting
- Evaluation & monitoring of program
- Industrial Compliance
- Quality Assurance & Quality Control
- Fire safety Management as per ISO 20710-1:2022

Present work: Dec 2023 to Present Time

Environmental Auditor at Rajasthan State Pollution Control Board, Jaipur

Impanelled as Environmental Auditor at RSPCB recently launched Environmental Audit Scheme (EAS) in the State to meet long standing need for improving level of regulatory compliances.State Pollution Control Board assigned audits of concerned industries from time to time for taking up audit as per Environmental Management System (EMS) ISO : 14001 : 2015.

Job-responsibility:

- Managing audit team.
- Reviewing the operation of the business being audited and determining how environmental issues are being handled
- Gathering data on the business operation through on - site inspections, document reviews, staff interviews and other method.
- Check business record for government permits and requirements, safety standards, maintenance, and inventory control measures.
- Review emergency preparedness and response procedure
- Review management system, environment monitoring programs and waste management efforts.
- Review Environmental Clearance (EC) Compliance, Form IV (Environmental Statement, Form III (E-Waste Return), Form XII (Hazardous Waste),
- Review Validity & compliance submission for CTO, CTE and Hazardous Waste Authorization.
- Review Approval of Central Ground Water Board (CGWB) & its compliance.
- Review third party Environmental monitoring reports & its compliance as per state regulation.
- Review employee training procedure and programs and the work environment for compliance with government and corporate standards.
- Write and compile final audit reports including results of the audit and recommendation for change and improvement.
- Present the audit finding to the business managers and directors.
- Review and recommend improvements to existing environmental strategies.
- Follow up at a future time to ensure improvements and recommendations have been successfully implemented.

Present work: 11th July, 2016 to Present Time

Water Section: Fare Labs Pvt. Ltd., L17/3, DLF Phase-II, Gurugram, Haryana-122002 The Laboratory is accredited by National Accreditation Board for Testing and Calibration Laboratories (NABL) and recognized by Ministry of Environment and Forest (MoEF &CC)& Haryana State Pollution Control Board (HSPCB) and certified by **ISO-9001:2008 , 14001:2004 and OHSAS-45001:2018.**

Job-responsibility:

- Water analysis as per IS 10500, 14543, 4251, 3328, 13428, 11624, 10392, 1070, 456, 8188, ISO-3696, ISO-23500, FSSR, WHO, USP & IP-2022
- Solid waste & Sludge Analysis as per Hazardous & other wastes (management & Transboundary movement) Rules, 2016.
- Waste water parameters as per CPCB Guidelines for ETP & STP or Other State Pollution Control Board Guidelines
- All Parameters of Water, Wastewater, Soil, Solids wastes & Sludge done as per Indian standards, APHA, ISO, EPA, USP & ASTM Method.
- participated in many project of Central & State Pollution Control Board such as, C.P.C.B. Project on “Monitoring, Sampling and Analysis for Ambient Air Quality, Surface Water Quality and Ground Water Quality in Polluted Industrial Areas- North Zone.

I am being involved in following core activities as Laboratory head at FARE LABS Pvt. Ltd.

- Managing the team and coordinating overall sampling and analytical activities of the department
- Managing a team of competent professionals, supervision and monitoring of their works
- Ensuring the integrity of the test sample throughout the analysis and storage period as per the QSP.
- Review (statement of conformity or opinion & interpretation) and compilation of the test results considering Regularity & Customer need and requirements.
- Prepare plan for QA & QC and ensure its implementation to obtained reliable, accurate precise test results & maintaining the requirement of **ISO/IEC: 17025:2017, BIS, NABL guideline and ISO & MoEF& CC** requirement.
- Participate in PT, ILC and other quality control exercise by taking management in confidence to full fill the requirements of the ISO/IEC 17025-2017.
- Responsible for appropriate corrective action taken by proper root cause analysis to prevent re-occurrence of non-conformance arose.
- **Handling & Calibration of Sophisticated laboratory Equipments** i.e UV-Vis Spectrophotometer, Ion chromatograph, TOC Analyser & other.
- Maintain lab its equipment's & calibration as per NABL & ISO requirements
- Imparting training to lab staffs for their skill upgrading & enhance competency in testing& analysis of Water, Wastewater, Waste & Soil.
- Successfully completion of NABL reassessment & others regulatory body assessment (FSSAI, ECI, APEDA) without any Non Conformity (NC) under my supervision in Jan 2024 & recommended as Authorized Signatory in chemical discipline (Water & Pollution & Environment).

Personal profile:

Name : Nayla Tazeen
Father's name : Ahmad Husain
Date of Birth : 17 Dec., 1994
Marital Status : Unmarried
Language : Hindi & English

Declaration: I hereby declare that the above information are true and correct to the best of my knowledge and belief.

Date: 03/07/2024
Place: Gurugram

Nayla Tazeen