

**Pooja Mishra R.**

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**Present Address:** Plot no. 278, Daxeshwar Nagar , opp. B.R.C. Gate , Udhana , surat – 394210

**Career Objectives:-**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

**Educational Qualification:-**

<b>DEGREE</b>	<b>SCHOOL/ COLLEGE</b>	<b>BOARD/ UNIVERSITY</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE/ C.G.P.A.</b>
S.S.C.	Vidyabharti Hindi School	G.S.E.B.	2014	70.5%
H.S.C.	Gurukrupa school	G.S.H.E.B.	2016	67.71%
B.Sc. (Microbiology)	J.N.M.P. Science College	V.N.S.G.U.	2019	56.4%(CGPA)
M.Sc. (Microbiology)	Shree Ramkrishna Institute	V.N.S.G.U.	2021	65% (CGPA)

**Dissertation Work:-**

*Dissertation Topic:* To isolate Lipase, Protease and amylase enzyme from Halophiles isolated from Different sea regions of Gujarat.-(December 2020- june2021).

**Experiential Learning:-**

- I Have Attended Training on ISO 13485:2016 Medical Devices - Quality Management System By Zenith Quality Assessors Pvt. Ltd. On 14&15 July 2022.
- Attended Three day international Conference on Public health Organized by ICPH (International Center for public Health) on 22 to 24 July 2021.
- Actively participated in UGAM (inter college competition for Microbiologist)

### **Work Experience:-**

- Working as Quality Assurance Executive in Shaily plastics Ltd., Vadodara from October 2023 till now.
  - To review and approve SCIM validation protocols.
  - To review and revise Quality procedures .
  - To review and update APQP Documents.
  
- Worked as Regulatory Affairs Executive in Sahajanand Laser Technology limited, Gandhinagar. From 2nd may 2023 to September2023.
  - To prepare Technical Documents like Design history file , stability study reports, validation protocol, post market surveillance reports, periodic safety reports, as per MDR .
  - To handle CDSCO sugam portal.
  
- Worked as Quality Assurance Executive in Eon Meditech Pvt. Ltd. From 3<sup>rd</sup> January 2022 to 1<sup>st</sup> may 2023.
  - Prepare Declaration of conformity
  - To make dossier For country registration.
  - Prepare Documents for EU MDD and MDR.
  - Prepare internal audit Reports and External Audit NC reports.
  - Handle corrective and preventive actions.
  - To maintain Technical Construction File, Clinical Evaluation Reports and Risk Analysis Reports of Medical Devices.
  - To update IFU and labels according to iso.
  - Prepare SOPs, analysis reports and working with quality management system.
  - Handling Batch Monitoring Records and Other Reports from Production.
  - To prepare sampling plan for QC and review analysis reports of raw materials, in process and finished products.
  - Prepare accelerated and real time aging stability Study protocol and Reports.
  - Prepare and Performed Validation Protocol and Records.
  - Handling Initiation of change control, Preparation, review and revision of Procedure manuals, and other QMS Documents.
  - Ensuring all relevant log entries are made for every activity in production.
  - My overall work experience is in QMS and Technical Documentation.

### **Area Of interest:-**

- Literature search
  
- Working in laboratory, Research.

**Computer skill :-**

- M.S. Excel
- M.S. Word
- M.S. Power point

**skills :-**

- The ability to grasp new concepts quickly and to assimilate and evaluate scientific data.
- Ability to rapidly build set up trust.
- Confident and Determined.
- Ability to cope up with different situations.
- Public Speaking.
- Travelling
- Internet surfing
- Understanding of both legal and scientific matters.
- Reading current affairs

**Achievements :-**

- Actively participated in various sports activities for inter school .
- Participated in inter college Chase and basketball competition.

**Personal Profile :-**

Name	Pooja Roshan Mishra
Father's name	Roshan Surendra Mishra
Mother's name	Pratima Mishra
DOB	24/09/1999
Gender	Female
Marital Status	Single
Languages known	Hindi, Gujarati, English
Nationality	Indian

**Declaration :-**

I hereby declare that the information mentioned above is authentic and true to the best of my knowledge and belief in the case of any discrepancy. I am responsible for it.

Pooja Mishra