

CURRICULUM VITAE

LATHA.D

99865 57081
lathapoojicm@gmail.com

PROFESSIONAL OBJECTIVE:

Aspiring for a Challenging work environment that encourages continuous learning, utilize technical capability, provide exposure to new technology stimulating challenging job profile, which provides ample opportunity to contribute, grow and excel in my area of core competence in “Microbiology” to enrich and enhance my knowledge and skills, and to make contributions to the Organizations growth to maximum extent.

PROFESSIONAL STRENGTH:

Well-developed leadership qualities, strong practical background, good interpersonal skills, aspiring, responsible & committed quick learning capability and adaptability.

EDUCATIONAL QUALIFICATION: **MSc in Microbiology**
(First class from Bangalore University)

COMPUTER KNOWLEDGE: Computer Basics (Windows, MS Office)

EXPERIENCE SUMMARY:

Having 15 years of strong experience in Quality Control and Quality Assurance, Microbiology.

From November 2024 till April 2025 worked as “**Senior Quality Officer**” for VCNR Builders & Developers, Bangalore.

From Mar 2015 to Dec 2019 worked as “**Senior Officer - Microbiology**” for Fitech Biosciences, Bangalore.

From Sep 2011 to May 2012 worked as “**Senior Officer-Microbiology**” for Sami Labs Ltd, Bangalore.

From Sep 2010 to Aug 2011 worked as “**Officer in Charge-Microbiology**” for IADFAC laboratory, Bangalore.

From Dec 2007 to July 2010 worked as “**Quality Assurance Executive**” for Sky gourmet catering pvt ltd, Bangalore.

From May 2001 to June 2006 worked as “**Microbiologist**” for Sami Labs Ltd, Bangalore.

From Mar 2001 to May 2001 worked as “**Microbiologist**” for Sapphire Aqua Min Pvt. Ltd., Bangalore.

From Jan 2001 to Mar 2001 worked as “**Trainee Microbiologist**” for Rallis Research Center, Bangalore.

EXPERIENCE DETAILS:

With Fitech Biosciences, Bangalore:

Job Role: “**Senior Officer-Microbiology**”

Job Profile:

- Responsible for leading and handling complete Microbiology laboratory activities.
- Responsible for complete documentation activities pertaining to Quality control.
- Preparation and Review of all Microbiology SOPs as per the requirement.
- Preparation of new SOPs as per the requirement.
- Guidance for various microbial analysis & practical supervisions of all team members.
- Verification of all microbiology related internal documents at regular frequencies.
- Quality checks in all Production Area.
- Responsible for adhering to all Good laboratory procedures at all the point of time.
- Responsible for effective customer Quality feedbacks.
- Making reports, certificate of analysis for all final products.
- Quality checks of all Consignments and related documentation work.
- **Reporting to Managing Director.**

With Sami Labs Ltd, Bangalore:

Job Role: “Senior Officer-Microbiology”

Job Profile:

- Responsible for complete Microbiology laboratory activities.
- Responsible for complete documentation activities pertaining to Quality control and Quality Assurance.
- Preparation and Review of all Microbiology SOPs as per the requirement.
- Preparation of new SOPs as per the requirement.
- Guidance for various microbial analysis & practical supervisions of all team members.
- Verification of all microbiology related internal documents at regular frequencies.
- Quality checks in all Production Area.
- Responsible for adhering to all Good laboratory procedures at all the point of time.
- Responsible for continuous improvement in the quality of products.
- Responsible for Root cause analysis at critical quality issues with immediate corrective action plan.
- Responsible for effective customer Quality feedbacks.
- Verification of all Export related documents before dispatch.
- Conducting Training classes for the Shop floor staff.
- Making reports, certificate of analysis for all finished products.
- Quality checks of all Export Consignments and related documentation work.
- Guidance to students for various projects
- **Reporting to General Manager.**

With IADFAC Laboratory, Bangalore:

Job Role: “Officer in Charge-Microbiology”

Job Profile:

- Responsible for complete Microbiology laboratory activities.
- Leading & Handling of the entire Microbiology team of 10 microbiologists.
- Responsible for Sampling schedules & allotments of samples among the team.
- Guidance for various microbial analysis & practical supervisions of all team members.
- Routine documentation & Reporting of the results.
- Internal Training to the entire team as per the requirement.
- Verification of all microbiology related internal documents at regular frequencies.
- Preparation and Review of all Microbiology SOPs as per the requirement.
- Responsible for ensuring a good work environment among the team to promote involvement of all team members at work to their maximum extent.
- Responsible to encourage and appreciate hardworking, sincere and honest team members to excel their performance at work.
- Responsible for adhering to all Good laboratory procedures at all the point of time.
- Interactions with various customers related to Quality & Testing.
- Handling various customer related Projects.
- **Reporting to Managing Director.**

With Sky Gourmet Flight Catering Pvt Ltd, Bangalore:

Job Role: “QA Executive”

Job Profile:

- Food catering company is HACCP and ISO 22000 certified.
- Responsible for complete Documentation work related to Microbiology Laboratory.
- Calibration and maintenance of all equipment used for Microbiological analysis in the Microbiology Laboratory.
- Microbiological analysis of all Raw Materials
- Microbiological analysis of water samples.
- Quality checks in all Production Area.
- Documentation of all Microbiological activities.
- Generating routine Microbiological reports.
- Performing routine Hand swabs and Equipment swabs.
- Verification of all other departments documentations.
- Communication & Recommendations for various Products quality improvement aspects.
- Interdepartmental supervisions, communications, interactions and corrective action recommendations for overall maintenance of Quality Standards.
- Root cause analysis and suggestive corrective actions for poor quality products.
- Investigation and documentation for the received customer Feedbacks.
- Checking Food item temperatures at various stages of Production and Storage.
- Conducting Supplier/Vendor Audits and documentation of Audit reports.
- Conducting Training related to HACCP, Personal Hygiene and Food Safety aspects.
- **Reporting to QA Manager.**

With Sami Labs Ltd,Bangalore:

Job Role: “***Microbiologist***”

Job Profile:

- Responsible for Microbiological analysis in Quality Control lab.
- Calibration and maintenance of equipment used for Microbiological analysis.
- Microbiological analysis of all Raw Materials. (Herbal, synthetic & chemical products)
- Microbiological analysis of water samples (Potable & Demineralized water)
- Support to water system validation and maintaining their records.
- Microbiological analysis of all Finished Products (Herbal, Synthetic & Pharmaceutical products)
- Enumeration of viable Spores in Bacteria by pour plate method.
- Determination of Lactic acid producing capacity in Bacteria.
- Environmental trend monitoring of Processing area by plate exposure Technique.
- Supervising various Production activities and related documentations.
- Sub culturing & Maintenance of Microbial cultures.
- Making reports, certificate of analysis for all finished products.
- Quality checks of all Export Consignments and related documentation work.
- Guidance to students for various projects
- Review of QC Records.
- Anaerobic media preparation using Gassing manifold.
- Handling of Anaerobic cultures in an Anaerobic chamber.
- Sub culturing and Maintenance of Anaerobic culture.
- **Reporting to QC Manager.**

With Sapphire Aqua Min Pvt. Ltd, Bangalore:

Job Role: “*Microbiologist*”

Job Profile:

- Microbial Analysis of Water.
- Sub culturing and Maintenance of Microbial Cultures.

With Rallis Research Centre:

Job Role: “*Trainee Microbiologist*”

Job Profile:

- Isolation of Microbial cultures.
- Sub culturing and Maintenance of Microbial Cultures.

PERSONAL PROFILE:

Date of Birth : 06/ 02/1976

Contact Number : 9986557081

Email : lathapoojicm@gmail.com

Marital status : Married

Languages known : Hindi, Kannada, English & Telugu.

Address for communication : # 20, Srinivasa Nilaya,
14th Cross, Bagalagunte,
Nagasandra post,
Bangalore 560 073.

Yours faithfully,

(LATHA. D)