

Afsar Sultana

Quality Assurance Technician at Cloud Packaging Solutions

Skokie, IL

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To obtain a full time position as a Quality Control Technician position in a laboratory.

WORK EXPERIENCE

Quality Assurance Technician

Cloud Packaging Solutions - January 2011 to Present

Des Plaines, Illinois

- Performed MOKON oxygen content testing to ensure that the product has been sealed properly.
- Performed Moisture Check-Up and inspected the density of the sample.
- Performed High Vacuum Leak Detector.
- Completed documentation and maintained records necessary to ensure compliance.
- Ensured products met the FDA rules and regulations.
- Inspected and verified the quality of the product and packaging prior to shipment.
- Validated packaging specification prior to shipment.

Laboratory Technician

Abbott Laboratories (Manpower) - February 2007 to October 2009

Des Plaines, Illinois

- Inspected and verified the quality of the kit packs of the medications made by Abbott Labs and ensured that the products met the FDA rules and regulations.
- Completed documentation and maintained records as necessary to ensure compliance.
- Inspected labels and package inserts of the medications and developed a labeling system for product storage. Also revised inspection procedures to ensure streamlined processing.
- Led ongoing project to clear a three month backorder of products.
- Exceeded department goal expectations by working effectively in cross functional teams and ensuring overall quality process improvement by reducing errors and attaining due dates.
- Developed leadership skills by training and mentoring 3 new hires by exposing them to the job duties, responsibilities, and Abbott expectations.
- Effectively worked as a team member to maximize the output of the department.
- Maintain material inventories.

Private Tutor

Segregate - Skokie, IL - August 2003 to May 2007

- Tutored a group of 6 kids in basic mathematics and science in an After School Skills development Program.
- Instilled organizational techniques, critical thinking, discipline, and time management skills in the students.

Elementary School Teacher

Nath Valley High School - May 1995 to May 1997

Aurangabad, India

- Taught general courses in science and mathematics and encouraged students to take part in extra curricular activities like story telling competition, running, long jump, and reading on a daily basis.

Quality Control Technician

Medley Pharmaceuticals - March 1993 to April 1995

Aurangabad, India

- Performed sub-level and final testing in the laboratory and reported the test results and documented material disposition against the established specifications.
- Analyzed the raw materials for physical and chemical properties using various tests that calculated the purity, solubility, viscosity, density, boiling and melting points, pH levels. Used liquid and gas chromatography to separate chemical mixtures.
- Used infra-red spectroscopy instruments and UV light to identify unknown compounds.
- Ensured that the data collected met the FDA Rules and Regulations.
- Maintain, operate, or setup laboratory equipment.

Research Assistant

Medley Pharmaceuticals - February 1990 to March 1993

Aurangabad, India

- Assisted PhD professor in determining effects of drugs and its mechanism of endocytosis on the cell membrane.
- Conducted several experiments by planning the procedure and ensuring the data collected was not erroneous.

EDUCATION

B.S.

Baba Saheb Marathwada College of Education
1989

Diploma

Kamla Nehru College of Pharmacy
1988

M.S. in Physics

Baba Saheb Marathwada University
1983

B.S. in Chemistry, Physics and Mathematics

Baba Saheb Marathwada University
1981

ADDITIONAL INFORMATION

SKILLS

- Efficient and persistent problem solver.
- Finishes work promptly and with minimal supervision.
- Good knowledge of Microsoft Office: Word, Excel, Power Point, and Lotus Notes.
- Effective at training coworkers in a friendly manner and imparting high quality standards.
- Delegates tasks to team members according to talents to elicit maximum performance.