



FATEMA VASI



EXPERIENCE

QA QC EXECUTIVE & EXPORT COORDINATOR EURO INDIA FRESH FOODS LTD - Surat, India
06/2021 - 10/2022

- Prepared and coached department heads on audit requirements by external auditors.
- Used proper documentation to track, monitor and follow up on actions from QA QC assessments (GDP).
- Outlined QA QC strategy for all Microbial testing of Food and Beverages.
- QA QC of raw and packed food materials.
- Checking the availability of all the materials required for the production and packing of food and beverages for export order.
- Maintained clean, safe environment by adhering to sanitation and safety requirements.
- Verified accuracy and completion of shipping documentation and necessary certifications, preparing ahead of dispatch deadlines.
- Communicated with transportation companies to assess and resolve possible delivery restrictions.

PRODUCTION OFFICER (MICROBIOLOGY) ARKRAY HEALTHCARE PVT LTD - Surat, India
12/2018 - 06/2021

- Planned and delegated work to meet project or production goals.
- Reported on production equipment on a daily basis, including parts produced, downtime minutes and any quality concerns.
- Achieved quality and productivity KPIs, helping to fuel warehouse efficiency.
- Maintained top-notch quality control standards and eliminated downtime to maximise revenue.
- Assisted in various areas of manufacturing, safety, inventory control and process implementation.
- Increased productivity and reduced material waste to establish coherence.
- Enforced good manufacturing practices governing waste control.
- Logged daily manufacturing activities and prepared reports for management.
- Monitored worker behaviours and enforced standards for consistent safety protections.
- Resolved conflicts between team members to maintain group harmony and productivity.
- Implemented operational standards for high-quality manufacturing output.

TEACHER ALOHA - Surat, India
04/2015 - 06/2016

- Designed presentations, visual aids and worksheets to enhance learning experience.
- Planned exciting, entertaining and educational lessons for MASR, MATT & English subject, to comply with curriculum requirements.

📍 Dubai, UAE

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Responsible Production Officer, QA QC Executive and Export Coordinator, passionate about delivering outstanding quality and service. Offering 5 years of experience in industry with history of recognition for performance.

- Assigned homework and quizzes to gauge performance of students.
- Maintained trusting student relationships by providing both educational and emotional support to students.



SKILLS

- Documentation as per WHO GMP/ ISO requirement
- Microbial analysis of food products and beverages
- Knowledge of SAP ERP and MS Office
- Eye for accuracy
- Communication skills
- Multilingual
- Quality focused
- Multitasking
- Positive attitude
- Hardworking
- Confidentiality and discretion
- Team coordination
- Shipment planning
- Packaging
- Relationship building and management
- Time management
- Personal hygiene assistance



EDUCATION

Master of Science: Microbiology

VNSGU - Surat, Gujarat, 2018

- Dissertation in Study of prevalence and spectrum of antibiotic drug resistance in gram negative bacilli from clinical specimen - Urine, in Surat, India

Bachelor of Science: Microbiology

Shri A N Shah Science College, Kholwad - Surat, Gujarat, 2015

HSC: Science (Biology)

National Institute Of Open Schooling - Surat, Gujarat, 2012

SSC

St Marks Higher Secondary School - Surat, Gujarat, 2010



CERTIFICATIONS

- Presented a paper at the International Conference Hotel Heston Hyde, London, UK on Study of Prevalence and Spectrum of Antibiotic Drug Resistance in Gram Negative Bacilli from Clinical Specimen Urine in Surat, India on 28th October 2018.
- Certificate for poster presentation on STUDY ON PREVALENCE AND SPECTRUM OF ANTIBIOTIC DRUG RESISTANCE IN GRAM NEGATIVE BACILLI FROM CLINICAL SPECIMEN - URINE IN SURAT, INDIA March 24-2018 at 3rd National Conference on Biological Tools for Sustainable Environment, Organised by Department of Bioscience, Veer Narmad South Gujarat University, Surat.
- Certificate for poster presentation (RECOMBINANT POLIOVIRUS FOR CANCER IMMUNOTHERAPY): 10th National science symposium on RECENT TRENDS IN SCIENCE AND TECHNOLOGY, organized by Christ College, Rajkot on February 11, 2018



LANGUAGES

English, Hindi, Gujarati: First Language