



# MAITHILY KS

JUNIOR EXECUTIVE QUALITY CONTROLLER

## CONTACT

- +97154495099
- maithilyshaji25@gmail.com
- linkedin.com/in/maithily-ks-52b0ba215
- Dubai, United Arab Emirates

## ACADEMIC CREDENTIALS

### POST GRADUATION [MSC FOOD SCIENCE, NUTRITION AND DIETITICS] | 2021

- St Aloysius College, Mangalore, India

### BSC MICROBIOLOGY | 2019

- St Pius Xth College Kannur, India

### INTERMEDIATE (12<sup>th</sup> Science) | 2016

- BEMHSS Kasaragod, India

### MATRICULATION | 2014

- Jai Matha Senior Secondary School

## CERTIFICATES

- Highfields Level 3 award in HACCP for food manufacturing (07/2023 - Present)
- Association of allied health professionals' registration and membership (07/2023 - 12/2050)

## PROFILE SUMMARY

- To obtain secure and challenging position in professionally managed processing industry to develop solutions to production issues, by maintaining food safety. Capable professional well-versed in completing daily rounds, collecting measurement, and identifying processing concerns early through diligent inspections.

## KEY SKILLS

|                         |                     |                   |                    |
|-------------------------|---------------------|-------------------|--------------------|
| Team Work               | Work Ethic          | Analytical skills | Leadership Quality |
| Decision-making         | Attention to detail | Patient Service   |                    |
| Problem Solving Ability | Hardworking         | Positive Attitude | Honesty            |

## EMPLOYMENT CHRONICLE

### JUNIOR EXECUTIVE QUALITY CONTROLLER | OCTOBER 2021-JULY 2023 SYNTHITE INDUSTRIES LTD, KOLENCHERY, KERALA, INDIA

- Sampling and analysis of raw materials and finished goods for quality tests and documentation.
- Perform phytochemical active ingredient analysis with standard analytical methods to meet stringent quality of product.
- Monitored personal hygiene & working habits of employees
- Daily HACCP checklist verification and documentation.
- Ensuring all monitored products meet label declaration.
- Documenting daily process and CCP reports in individual shifts.
- Performing inspections of storage conditions of the product.
- To exercise corrective actions in processes when required.
- Analysing trends in food sampling reports.

## PROJECT

- Screening and characterization of fluorescent pseudomonas from mango rhizosphere.

## PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

## COMPUTER PROFICIENCY

|                  |           |
|------------------|-----------|
| MS Office        | ★ ★ ★ ★ ★ |
| Basic Operation  | ★ ★ ★ ★ ★ |
| Internet & Email | ★ ★ ★ ★ ★ |



## LANGUAGES KNOWN

|           |                              |
|-----------|------------------------------|
| English   | <div><div></div></div> 100 % |
| Malayalam | <div><div></div></div> 100 % |
| Hindi     | <div><div></div></div> 80 %  |

## PROFESSIONAL SKILLS

- Good hygienic practices
- Quality control
- Food Analysis technique
- Research and development
- Documentation
- Product inspecting and analysis.

## INTERESTS

|  |   |   |
|--|---|---|
|  |  |  |
| Songs  | Travelling  | Movies  |

## REFERENCE

- Available upon request

## PERSONAL DOSSIER

|                   |  |
|-------------------|--|
| Gender            | : Female   |
| Date of Birth     | :16-02-1998  |
| Nationality       | : Indian   |
| Marital Status    | : Single   |
| Permanent Address | : Sushama Nivas, Periyadukkaa,<br>Kasaragod, Kerala, India |

## PASSPORT DETAILS

|                 |              |
|-----------------|--------------|
| Passport Number | : W1487297   |
| Date of Expiry  | : 21/06/2032 |
| Place of Issue  | : 22/06/2022 |

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MAITHILY KS