

CURRICULAM VITAE

JEENA SARA KOSHY

*Joe bhavan Sankarathil,
Thattayil(P.O), Keerukuzhy,
Pathanamthitta, 691525*

**PH .No: +91 7356795225
+91 9742547549**



**Current location: Bangalore
E-mail ID: jeenasankarathil@gmail.com**

CAREER OBJECTIVE

Seeking an exciting and challenging position in an organization, which will require me to utilize my skills and abilities. I am hoping that this opportunity would help me to establish myself in the industry and launch me towards meeting my career goals.

EDUCATION

- ❖ Completed M.Sc Chemistry with *Polymer Specialization* from Catholocate College, Pathanamthitta (2014-2016)
- ❖ Completed B.Sc Chemistry from Catholocate College, Pathanamthitta. (2011-2014)
- ❖ HSE Exam from M.G.H.S.S, Thumpamon. (2009-2011)
- ❖ Completed SSLC Exam from Holy Angels English Medium Higher Secondary School, Adoor. (2009 batch)

WORK EXPERIENCE

- ❖ Currently working as Executive / Quality Control (Data reviewer) – Bioanalytical Research Laboratory (Clinical Development) in Syngene International Limited, Bangalore (From 15 May 2017 to till date)

CURRENT JOB RESPONSIBILITIES

- ❖ To review Pivotal, pilot studies and method validation data in accordance with STPs and Regulatory guidelines.
- ❖ To review bioanalytical reports, concentration data, PK calculation worksheet.
- ❖ To review necessary documents, records and make it ready for audits. (Sponsor/Regulatory/Accreditation Bodies)
- ❖ To review the study-based process data and reports.
- ❖ To review calibration documents of Mass spectrometer, HPLC, Pipettes, weighing balance.
- ❖ To prepare calibration schedule and co-ordinate for preventive maintenance schedule with Engineering and Maintenance department.
- ❖ To verify daily calibration records.
- ❖ To arrange study reports and other study related documents in the document storage area.
- ❖ To undertake daily and monthly inspections in Bioanalytical Research Laboratory (BRL).

- ❖ To discuss findings for corrective actions and verify the corrective actions.
- ❖ Ensures analytical related activities for completeness and to conduct in-process audits for all studies and method validations.
- ❖ Checking logbooks on study and month wise and maintaining track on calibration of equipment's used.
- ❖ Compliance of study related activities to good clinical practice, local regulations concerned standard operating procedure and protocol.

ACHEIVEMENTS

- ❖ Awarded for Quality and process improvement with team effort on January 2021 from Syngene International Limited.

PROJECTS AND WORKS

➤ **AMOUNT OF ASPIRIN CONTENT IN VARIOUS TABLETS**

Done this project as part of under graduation degree curriculum.

➤ **CHARACTERISATION OF GALACTOMANNAN FROM FENUGREEK**

Done this project as part of the post-graduation degree curriculum at Akay *Flavours & Aromatics Pvt. Ltd* in the period *11-04-2016* to *03-06-2016*

HIGHLIGHTS

Dedicative, pleasing personality, hardworking, ability to learn things quickly, punctuality, adaptable, disciplined nature, able to work additional hours if required.

PROFILE

| | | |
|---------------------|---|------------------------------|
| Name | : | JEENA SARA KOSHY |
| Age & Date of Birth | : | 27, 31-10-1993 |
| Sex | : | Female |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Husband name | : | Lijo Thomas |
| Religion | : | Christian |
| Languages Known | : | English, Malayalam and Tamil |

INTERESTS AND HOBBIES

- Reading, hearing music, gardening and cooking.

DECLARATION

I hereby declare that the above-mentioned information are true and correct to the best of my knowledge and belief. I assure to serve in your organization to the best of my ability.

Place : Thattayil

JEENA SARA KOSHY