Aditi Sen

Pharmaceutical Quality Assurance Associate

Hyderabad, India • aditi.sen@example.com

Summary

Quality assurance associate with three years supporting solid-dose manufacturing documentation. Experienced in batch record review, deviation tracking and controlled document updates. Works with production and quality colleagues to resolve incomplete records while keeping approval authority with authorised reviewers.

Experience

Pharmaceutical Quality Assurance Associate, Example Alder Pharmaceuticals — Jul 2023 - Present

Hyderabad, India

- Reviewed documentation completeness for 18 solid-dose batches each month and returned discrepancies to the responsible production team before quality approval.
- Introduced a document index for 120 controlled procedures, reducing retrieval time in an internal readiness exercise from 12 minutes to 4 minutes.
- Maintained a deviation action tracker and followed up with assigned owners, reducing overdue administrative updates from 14 to 5 over one quarter.
- Prepared monthly training-record reconciliations for a 32-person production unit and escalated missing acknowledgements to the quality manager.

Quality Documentation Trainee, Example Willow Formulations — Aug 2022 - Jun 2023

Hyderabad, India

- Updated training and document registers under a quality supervisor’s review.
- Compared completed record pages with the document checklist and escalated missing signatures without altering the original entries.
- Prepared indexed copies of approved procedures for supervised internal review.

Education

B.Pharm — 2018 - 2022

Example Lakeside University

Skills

Quality documentation: Batch manufacturing records, Controlled document registers, Deviation tracking, Training records

Working methods: GMP awareness, Version control, Excel reconciliation, Cross-functional follow-up

Projects

Batch record completeness checklist

- Piloted a checklist across 12 completed records; separated missing entries from issues requiring technical assessment.
- Submitted the revised checklist for quality review before use in the approved workflow.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/pharmaceutical-industry-resume-sample