

**Md: Rabiul Islam**

Shafipur, Kaliakair, Gazipur

Contact Number: 01623529785



**Career Objective** : To execute in a congenial environment in any responsible position in **Pharmaceutical & Cosmetics Industry** where, I can use my technical and interpersonal skills creatively and independently & apply my learning experiences in order to contribute in the welfare of the company, the economy, the society, and the country.

**Professional Experience:**

Name of the company : Remark HB Ltd.  
Position : Sr. Lab Assistant, QC  
Duration : 11<sup>th</sup> February 2023 to Till Now

**Professional Experience:**

Name of the company : Apex Pharma Ltd.  
Position : Lab Assistant, QC  
Duration : 07<sup>th</sup> November 2013 to 10<sup>th</sup> February 2023

**Job Duties and Responsibilities:**

1. Inspection of temperature and Relative Humidity (%RH) Log book in two dispensing booths, released area, under test area, cold room, drum room & bag room.
2. Given Room cleaning certificate which attached to BMR (Batch Manufacturing Record) & MI (Manufacturing Information).
3. Also given Line clearance certificate in each Lot, which is to be dispensed.
4. Check the FO (Formulation order), Issue Quantity and Potency, date of expiry, Dispensing label & sign. Also check FO (Formulation order) after weighing the materials.
5. Check the bulk Raw materials, excipients Liquid materials which to be dispensed against each Lot (Loose & intact containers)
6. Given QAD status (Quarantine sticker, released sticker, rejected sticker, Re-Evaluation sticker) attached to the Raw materials.
7. Entry daily dispensed product list, Report of Analysis from QC, Sampling log book, GRN (Goods Receiving Note) etc.
8. Regularly sampling the incoming raw materials and send to QC Lab for analysis.
9. Regularly communicated with QC for raw material release information.
10. Monitoring all dispensing & check raw materials according to MIS (Manufacturing Information System)
11. All Raw Materials Sampling According to SOP (Standard Operating Procedure)
12. All Packaging Materials Sampling & Test.

13. Operated by pH meter, Conductivity meter, polarimeter, Dissolution Tester, Melting point, Refractometer, Moisture Analyzer, Disintegration Tester, UV Spectrophotometer, Muffle Furnace, Ultrasonic Bath.
14. Creating, reviewing, and maintaining SOPs, batch records, validation protocols, etc.
15. Ensuring proper version control and document archiving.
16. Managing controlled documents in a QMS (Quality Management System).
17. Visual Inspection, In-Process Quality Checks, Verification of Compliance
18. Ensuring the inspection area is clean and organized.
19. Following safety protocols to maintain a safe working environment.
20. Confirming that operators follow SOPs and GMP guidelines.
21. Monitoring adherence to production batch instructions.

### **Educational Qualification**

Name of the Exam	Year	Group	GPA	Institute	Board
S.S.C	2010	Science	4.13	Adhaypak Afzal Sobhan high School	Dinajpur
H.S.C	2013	Science	3.10	Jatir Pita Government College	Dhaka
BSc in Mechanical	-	-	Till now	Sonargaon University	-

### **Other qualifications:**

#### **Computer Skills:**

- Computer, MS Word, Excel, Power Point
- Internet and e-mail application.
- SAP (Systems, Applications, and Products in Data Processing)
- ERP (Enterprise Resource Planning)

### **Language Proficiency:**

**Spoken** : Bengali, English  
**Written** : Bengali, English

### **Personal information**

:  
 Name : Md. Rabiul Islam  
 Date of Birth : 28<sup>th</sup> November 1994  
 Place of Birth : Dinajpur, Bangladesh  
 Father's Name : Md. Khademul Islam  
 Mother's Name: Rezina Begum  
 Marital Status : Unmarried  
 Nationality : Bangladeshi (by birth)  
 Sex : Male  
 Religion : Islam (Sunni)  
 Blood Group : O (+ve)

### **Signature of the Applicant:**

Md. Rabiul Islam\_\_\_\_\_