Md. Hasan Tareq

House # 12 (5th Floor), Road# 08, Block-D,
Mirpur, Section-12,
Dhaka-1216, Bangladesh.
Cell: 01912649160
E- mail: hasan2923@gmail.com

SUMMARY OF QUALIFICATIONS

- Total 14.5 years job experience. 6.5 years QC experience at Libra Pharmaceuticals Limited, 7 years QA experience at Square Pharmaceuticals Limited, and 1 year QA experience at The ACME Laboratories Limited.
- Potential team member for the successful certification of Square Pharmaceuticals Limited by MHRA, UK & TGA, Australia as well as other international organization like USA, Kenya, Nepal, Saudi-Arabia, Sudan, Malaysia etc.
- Have sound knowledge about ISO 9001, ISO 22000, HACCP, ISO 14001 and SA 8000 standard.

WORK HISTRY

Asst. Manager, Quality Control at Libra Pharmaceuticals Limited (Jan' 14 to Till now)
Responsibilities:

- Responsible for release of Raw Materials, Packaging Materials and Finished Products in timely manner for Local and Export Market.
- Planning, Organize & Execute the Quality Control tests for the incoming Raw Materials, Packaging Materials, and Finished products for Local & Export Market.
- Response deficiency letters received from different regulatory bodies and take necessary in house development for successful registration.
- Product complaint handling: analyze quality deviation and failures, takes steps to prevent quality problems like extra controls and process improvements through CAPA.
- Responsible for OOS, Deviation, Change Control and Market Complaint investigation.
- Preparation of Process Validation Protocol, Stability Protocol and Cleaning Validation Protocol to execute the activities accordingly.
- Validation of Analytical methods.
- Perform trouble shooting for the critical laboratory instruments and analytical application.
- Guide and train members of the QC team towards excellent work performance.
- Motivate & provide necessary support to all QC personnel to act as a team to face challenges under stressed condition.
- Established clear management reporting system within the QC laboratory.
- Ensure readiness and perfect technical status of the QC equipment, through proper qualification, validation and calibration.
- Ensure proper management of Reference/ working standard & Reagents.
- Preparation, Generation, updating of GMP documents related to Quality Control.
- Evaluate testing time and prepare QA reliability data.
- To review and compilation of BMR and BPR.
- Analyzing QA activity monthly, prepare a report and submit it to management for review.

Sr. Officer, Quality Control at Libra Pharmaceuticals Limited (Apr' 12 to Dec' 13)
Responsibilities:

- Supervise and execute the analysis at all stage for finished products.
- Responsible for batch certification.
- Ensure validation of analytical methodology used for the analysis of finished products.
- Organize and execute commercial and accelerated stability studies.
- Responsible for the qualification and calibration of HPLC, UV- Viss. Spectrophotometer etc.
- Provide necessary support to QA Manager for release of finished products in time.
- Monitoring the activities related the raw data preparation for finished products.

Continuing……..

- Motivate & provide necessary support to all finished product personnel to act as a team to face challenges under stressed condition.
- Preparation of Technical Document (e.g. SOP).
- Testing Instruction preparation as per registration requirement.
- Archiving of Batch Documents for finished product.

Officer, Quality Assurance at Square Pharmaceuticals Limited (Jan' 10 to Apr' 12)
Responsibilities:

- Planning, Organize & monitoring the sampling and analytical operations of incoming goods (Raw Materials & Finished Products).
- Ensure timely completion of the tests with proper documentations for release of Raw Materials and Finished Products.
- Prepare and update all the SOPs and technical documents related to incoming goods as per the most recent methods of Pharmacopoeia.
- Validation of analytical methods for INN molecule.
- Proper co-ordination with production, product development, warehouse and commercial for smooth routine production operations.
- Evaluate new sources and establish alternative suppliers for existing and/or new materials.
- Preparation and management of reference and working standard.
- Update the supplier status and storage condition of the incoming goods and reagents and ensure keeping of retention samples at recommended condition.
- Qualification and Calibration of HPLC, UV- Viss. Spectrophotometer etc.
- Inventory management (requisition, purchase & storage) of glassware and lab. Chemicals.

Sr. Analyst, Quality Assurance at Square Pharmaceuticals Limited (Jan' 08 to Dec' 09)
Responsibilities:

- Review analytical documents for its correctness.
- Perform visual inspection, testing of Raw materials and review of supplier's COA for its correctness before batch disposition.
- Perform the analysis of finished products as when required.
- Preparation of different SOPs related to analytical equipment (KFT, Potentiometer, IR, Balance etc.)
- Qualification, Calibration of QC equipment like IR, KFT, AAS, Melting points etc.
- Train Analyst on different analytical techniques.
- Raise requisition/ Comparative study/ Follow- up for the Equipments/ Reagents/ Standards/ Spare parts/ other general Quality Control Laboratory as or when required.

Analyst, Quality Assurance at Square Pharmaceuticals Limited (Nov' 05 to Dec' 07)
Responsibilities:

- Perform analysis of samples received from new and alternative vendors for source approval process.
- Review COA and other suppliers documents (Stability, suppliers GMP doc.) as a part of source approval.
- Preparation of methods for new molecules and perform validation activities of this methods.
- Perform the analysis of finished products & raw materials as per requirement of the lab.
- Responsible for the management of reagents and laboratory glassware.
- Comparative study.
- Bio-equivalence test.

Jr. Officer, Quality Assurance at The ACME Laboratories Limited (Jan' 05 to Oct' 05)
Responsibilities:

- Analysis of finished products.
- Give support to Product Development analysis.
- In process check during processing of Bulk Product and Finished Product in the manufacturing area.

PROFESSIONAL AND INDUSTRIAL TRAINING

- Training on "Validation as FDA perspective & Validation: Basic concepts and strategies'' held in July 2008 by SUGGY CHRAI, President Chrai Associates.
- Training on "CFR 211 – Current Good Manufacturing Practice,Aseptic Processing – Current Good Manufacturing Practice and Quality system Approach to Pharmaceutical GMP regulations'' held in June 2008 by SUGGY CHRAI, President Chrai Associates.
- Training on "Validation Master Plan and Validation: Basic Concepts and Strategies'' held in October 2008 by SUGGY CHRAI, President Chrai Associates.
- Training on "Good Documentation Practices" held in July 2008 by SUGGY CHRAI, President Chrai Associates.
- Training on "Investigation Out- of- Specification Test Results" held in February 2010 by SUGGY CHRAI, President Chrai Associates.
- Training on "Cleaning Validation Cross Contamination Control" held in 18-19 Jan' 2009 by DEREK SMITH, A Senior Consultant and Ex. TGA Auditor.
- Training on "General cGMP: Basic concepts and strategies'' by Dr. Jerry Prout, Pharma Consultant, CoAcs, UK.
- Training on "General cGMP on Audit and inspection" by Mr. Mike Zachoea, Pharma Consultant, CoAcs, UK.
- Training on "Good Quality Control Laboratory Practice" by Mr. Mike Zachoea, Pharma Consultant, CoAcs, UK.
- Training on "Operation Management" by Mr. Nawabur Rahman, Assistant General Manager, Production Operations: Square pharmaceuticals Ltd.
- Training on "Quality operations" by Mr. A .B. Imtiaz Ahmed Khilji, Assistant General Manager, Quality Operations: Square pharmaceuticals Ltd.
- Training on "Development of Professional Leaders" held in 16th – 17th February 2019 by BRIDDHI-School of Professionals & School Knowledge.
- Lot of several in house training on different SOPs running in Libra and exists in Square & Acme.

INSTRUMENTAL EXPOSURE

Properly capable of operating:

HPLC (Class- VP, LC Solution, Waters, DIONEX, Agilent), UFLC (DIONEX), GC (GC- 14B, GC Solution), LC MS (Agilent Technologies), Ion Chromatography, UV- Visible Spectrophotometer, Atomic Absorption Spectrophotometer, Polari meter, Semi- micro Osmometer (KNAUER, K- 7400), Coulometer, DV- II+ Viscometer, Halogen Moisture Analyzer, Total Org. Carbon Analyzer, FTIR, Automated Clotting Analyzer, Potentiometric Titrator, Disintegration Tester, Online Dissolution Tester, Bulk Density Apparatus, Melting Point Apparatus, Liquid Particle Counter, Particle Size Analyzer (Malvern), Particle Size Analyzer (Malvern, Spraytec.)

EDUCATION

- **M. Sc. In Chemistry**, 2nd Class (Score: 54.5%) in 2004 from National University (Govt. Titumir College, Dhaka)
- **B. Sc. (Hons.) In Chemistry,** 2nd Class (Score: 58.2%) in 2003 from National University (Govt. Titumir College, Dhaka)
- **H. S. C.**, 1st Division (Score: 72.1%) in 1999 from B. A. F. Shaheen College, Kurmitola, Dhaka
- **S. S. C.**, 1st Division (Score: 80.1%) in 1997 from B. A. F. Shaheen College, Kurmitola, Dhaka

PROFESSIONAL SKILLS

- Planning, monitoring and controlling QC/QA activities.
- Guide and train members of QC/QA team towards excellent work performance.
- Managed laboratory equipment for readiness and perfect technical status.
- Negotiated contracts and discounts with vendors of reagents and laboratory equipment, resulting in decrease in supply expenses.
- Coordinated inter-department activities to satisfy customer's needs.
- Interviewed, supervised and motivate a staff for increased staff retention rate.
- Presented and taught cGMP and GLP practices, techniques and HSE standards to QC, Production, Engineering personnel and other relevant person of the company.
- Evaluate testing time to ensure timely release of Raw materials, Packaging materials and finished products.
- Practice Code of Conduct in related activities.

Continuing……..

- Releasing and certifying the Raw materials, Packaging materials for production and reviewing and certifying the finished products for Local and Export Market.
- Designed and performed laboratory experiments as per regulatory/BP/USP/EP requirements.
- Investigation of production deviation, OOS, Market complaints.
- Have a vast knowledge & practical experience of Extruder Plant.
- Have practical knowledge of disposable syringe and various medical devices manufacture with maintaining product quality.
- Have practical experience of Natural Mineral water plant.
- Have practical experience of Polymer Industry.
- Have experience formulation of Tablet, Capsule, I.V. Fluid, Energy drink, Sport drink etc.
- Preparing and updating cGMP documents as per requirement of Export and different regulatory requirement like MHRA, WHO, FDA etc.
- Preparing and updating all SOP's related to Quality Control/Assurance functions.
- Preparing and Updating of QPM (Quality Policy Manual), VMP (Validation Master Plan) & SMF (Site Master File).
- Engaged in creative problem solving in a fast-paced environment.

COMPUTER LITERACY

Windows XP/7/VISTA, MS Office, Trouble Shooting, Web Page Design, Internet Browsing, MS Power Point, HTML, Adobe Photoshop.

PERSONAL INFORMATION

Permanent Address	:	Vill. Sharutia, P.O. Dighulia, P.S. Tangail, Dist. Tangail.
Father's name	:	Md. Shamsul Haque
Mother's name	:	Mrs. Basona Haque
Date of Birth	:	20th December 1982
Marital Status	:	Married
National ID	:	2650898252407
TIN	:	139205958510
Passport	:	BJ 0727809

REFERENCES

Dr. Zahurul Hossain
AGM, Quality Operations
Square Pharmaceuticals Limited
Dhaka Unit, Kaliakair, Gazipur.
Phone: +8806822-52070 (Extn. 300) (Office)

A. B. M. Murtaza Chowdhury
Manager, Production
Libra Pharmaceuticals Limited
Plot I/7, Mirpur Industrial Estate (Rupnagar), Section- 2, Dhaka-1216.
Cell: 01974014775, 01762049996
Phone: 9001179, 9004770-1 (Extn. 123) (Office)

PROMISORY NOTE

I hereby declare that the particulars stated above are true to the best of my knowledge.

Signature & Date

……

Md. Hasan Tareq