# Staff Job Description Form

| | | |
|---|---|---|
| **Employee Name** | : | Aswin Arattankandy |
| **Department** | : | Microbiology |
| **Job Title** | : | Microbiologist |
| **Status** | : | ☒ Full-time ☐ Part-time |
| **Supervisor Name & Title** | : | Vilaas Nair / Laboratory Manager |

**Key Responsibilities** :-

- Familiarize with the company Quality Policy and procedures.
- Receipt and logging of samples in to software data & log book including setting up new products and specifications.
- Receives new inventory and puts away in correct location in a timely manner.
- Participates in weekly cleaning of the microbiology laboratory.
- Maintains a high level of good housekeeping including ensuring that all dishes are cleaned in a timely manner once analysis is complete. Regularly packs up equipment to be sterilized and puts away in an organized fashion.
- Maintains a high level of safety and highlights any potential unsafe act immediately to all and works with relevant personnel to prevent further occurrence.
- Ensure that all waste materials/solvents are disposed of in a safe and timely manner.
- Equipment troubleshooting and maintenance, if any equipment required service for maintenance immediately report to Technical Manager.
- Performs other duties as assigned by Manager/Supervisor.
- Daily Monitoring of Temperature Recorder Charts, collection of environmental samples using aseptic technique.
- Generation and documentation of raw data.
- Knowledge of ICH Guidelines which pertain to services trained in.
- Training of other analysts in techniques for which expertise has been demonstrated.
- Participate in IQC Program and assist in the determination of root cause.

- Participates in internal, customer and regulatory audits.
- Participating PT Programs as per PT Programs.
- Following up the technical directions given by the Technical Manager.
- Filling worksheet as per assigned tests & checking.
- Conducting/performing tests independently with relevant Standard/SOP's & Reporting.
- Maintaining sample storage and disposal register.
- Preparing schedule for sample collection & coordinate with samplers.
- To verify, arranging, labeling and storing samples.

**Employee Signature** **Date:** 08/01/26

**Criterion for the position of Microbiologist:**

- Must have Minimum of Bachelor's Degree in a related field with 1-5 years related experience and/or training.
- Must have knowledge of lab testing activities as per standard procedure record, Calculation of test results, local and international standards.
- Must be familiar with the daily performance check of machines and periodical preventive maintenance of equipments.

**Relevant Education and Training for the Position:**

- Education / Training : Must have a Master or Bachelor degree in Microbiology.
- Certificates : Any training certificates, if available

**Prepared By :** **Quality Engineer** **Signature**

**Authorized By:** **General Manager** **Signature**

ASWIN AK
Qatar
■ +974 3106 7928 | ■ aswinak28@gmail.com

## PROFESSIONAL SUMMARY

Microbiologist with 7+ years of experience in microbiological testing, laboratory quality assurance, and regulatory compliance under ISO/IEC 17025 and ISO 22000 standards. Skilled in food, water, pharmaceutical, and environmental microbiology. Hands-on experience in shelf life studies of food, Legionella risk assessment, media validation, and documentation. Proven track record in audit handling, team training, and expanding lab scope for accreditation.

## KEY SKILLS

- Microbiological Testing (Food, Water, Swab, Environmental, Pharmaceutical)
- Shelf Life Study of Food Products
- Legionella Risk Assessment and Sampling
- ISO/IEC 17025 Laboratory Management
- ISO 22000 - Food Safety Management Systems
- Media & Reagent Validation (ISO 11133)
- Environmental Monitoring (Cleanrooms: Grade A–D)
- Audit Preparation & Regulatory Compliance
- Laboratory Information Management System (LIMS)
- Equipment Calibration & Instrument Checks
- Internal Audits & Quality Control
- Personnel Training & Competency Evaluation
- Documentation and SOP Implementation

## PROFESSIONAL EXPERIENCE

Lab In-Charge
Accurac Laboratory, Qatar – ISO/IEC 17025 Accredited
2021 – Present

- Conduct microbiological testing of food, water, environmental, and swab samples as per ISO, USFDA, CCRA, and APHA standards.
- Lead shelf life study projects for various food products, assessing microbiological stability over time.
- Perform Legionella risk assessments and implement preventive sampling plans.
- Oversee ISO/IEC 17025 and ISO 22000 documentation and ensure system compliance.
- Validate microbiological media, reagents, and supplements as per ISO 11133.
- Deliver technical training to lab personnel and assess competency.
- Manage calibration schedules and carry out equipment performance checks.
- Prepare and support internal audits, MOPH inspections, ANAB reassessments, and Ashghal evaluations.
- Use LIMS for reporting, data entry, and client communication.
- Contribute to lab scope expansion and proficiency testing (PT/ILC) activities.

Executive - Microbiology
Biological E Limited, Hyderabad, India
2019 – 2021

- Performed cleanroom monitoring (Grade A–D), water analysis, and bioburden testing.
- Conducted endotoxin tests and culture purity evaluations.
- Maintained microbial culture banks and environmental monitoring logs.
- Supported GMP documentation and batch release standards.

Microbiologist
Vysali Pharmaceuticals Ltd, Kochi, India
2017 – 2019
- Conducted sterility tests, microbial limit testing, and bioburden assessments.
- Performed toxicity testing and antibiotic bioassays.
- Maintained accurate media preparation records and culture documentation.

EDUCATION
Master's Degree in Microbiology
Bharathidasan University, India
Bachelor's Degree in Botany
University of Calicut, India

CERTIFICATIONS
- ISO 22000 - Food Safety Management Systems (Training Completed)
- HACCP for Food Manufacturing (Highfield Certified – RQF)
- Legionella Risk Assessment & Water Safety (Practical & Theoretical Training)

AUDIT EXPERIENCE
- WHO GMP compliance audits
- ISO/IEC 17025 accreditation and reassessment
- Ministry of Public Health (Qatar) inspections
- ANAB evaluations (2022 & 2023)
- Ashghal audit assessments (2022)

PERSONAL DETAILS
Nationality: Indian
Languages: English, Hindi, Malayalam, Tamil
Date of Birth: 22 July 1994
Availability: Immediate
Relocation: Open to relocation

**ELEMENT ENGINEERING LABORATORY**

## Staff Job Description Form

| | | |
|---|---|---|
| **Employee Name** | : | Sarath Nair |
| **Department** | : | Site Investigation, Soil & Material Testing, Chemical & Environmental Testing |
| **Job Title** | : | Senior Quality Officer |
| **Status** | : | ☒ Full-time ☐ Part-time |
| **Supervisor Name & Title** | : | Jithin Nazimudeen, General Manager |
| **Branch** | : | Dubai Lab |
| **Key Responsibilities** | : | |

- Ensures that staff members comply with all laboratory rules and regulations, including health and safety policies, to guarantee the highest quality of results.
- Establishes quality standards, supervises quality control, inspects staff work and adjusts lab policies and procedures as needed when standards aren't met.
- Conducting Internal Quality Management Audits, Internal Technical audits.
- Evaluating IQC Results, Training of staff for various tests as per Quality Schedules.
- Confidentiality: Unless you have to do so as part of your work, you must not disclose to anyone or use at any time any trade secret or confidential information of your company.
- This applies during your employment and after the termination of your employment with the company. "Confidential Information" is information which you acquire during the course of your employment about the activities of the company anywhere which you could not have publicly obtained elsewhere and which has not been published by the company.
- Company property : All company property which is in your custody will have to be returned to the company upon completion of service or termination of contract.

**Employee Signature** **Date:** 21.08.2026.

**Criterion for the position of Quality Officer:**

- Must have a minimum of 5 years experience in the relative field
- Must have skills for the implementation of quality assurance system for the laboratory based on the requirements of ISO/IEC 17025.
- Must have training for Conducting Internal Quality Audits, In-House/External Calibration of laboratory equipments, Training Program of staff, Scheduling Technical & System Audits.

**Relevant Education and Training for the Position:**

- Education / Training : Must have a Bachelor Degree in Science
- Certificates : Any training certificates, if available

31/08/2026

**Approved By :** **HR/Admin** **Signature**

31/08/2026

**Approved By :** **General Manager** **Signature**



# Sarath Nair

☎+971 564569181 snair5590@gmail.com
Abu Dhabi, United Arab Emirates

## Summary

Chemical engineer with more than 9 years of experience. Looking forward to work in an environment that inspires continual personal and professional development to fulfill my potential aspirations by applying my knowledge to provide solutions to meet the needs of the organization.

## Experience

### Head of Chemical Engineering – Fabric Quality & Sourcing

Danniyeh Royal Trading • Abu Dhabi, UAE
04/2026 - 08/2026

- Direct and monitor wet processing operations including desizing, scouring, bleaching, dyeing, and finishing, ensuring chemical efficiency and fabric performance.
- Approve and validate chemical recipes for dyes, auxiliaries, and finishing agents, balancing cost, performance, and sustainability.
- Introduce process optimization techniques to reduce chemical consumption, improve reproducibility, and enhance fabric consistency.
- Build long-term supplier relationships while maintaining strict compliance with buyer requirements and ethical sourcing standards.
- Evaluate and approve chemical suppliers and fabric mills, conducting audits on quality, sustainability, and reliability.
- Collaborate with R&D teams to conduct pilot trials and sampling, ensuring innovations are scalable to mass production.
- Draft and enforce Standard Operating Procedures (SOPs) for chemical processes, inspections, and quality checks.
- Define and enforce chemical and physical quality standards (shrinkage, tensile strength, pilling, whiteness index, Delta E tolerance, etc.).
- Represent the company in client meetings, audits, and technical discussions, providing authoritative input on fabric quality and chemical processes.
- Drive continuous improvement initiatives, motivating teams to adopt best practices and achieve higher efficiency.

### Assistant Manager – Quality and Systems

Intertek India PVT LTD • Bangalore, India
06/2025-03/2026

- Develop, implement, and maintain a QMS compliant with ISO 17025 standards.
- Control quality manuals, standard operating procedures (SOPs), work instructions, and other policy documents.
- Ensure the lab maintains its ISO 17025 accreditation and coordinate with external assessment bodies for surveillance and scope expansion.
- Oversee all lab operations to ensure strict adherence to ISO 17025 requirements, ensuring valid and reliable testing and calibration results.
- Plan and conduct internal audits across various departments to identify non-conformities.
- Drive the implementation of effective corrective and preventive actions (CAPA) to address non-conformities and prevent recurrence. Overseeing the entire calibration process within a laboratory, including ensuring all equipment is properly calibrated against traceable standards, maintaining calibration records, training technicians on calibration procedures.
- Provide management with regular statistical reports on the QMS performance, quality trends, and non-conformities.
- Ensure all laboratory personnel are properly trained, qualified, and competent to perform their assigned tasks, particularly test methods and quality procedures.

## Quality Specialist

Global textiles Fergana • Fergana, Uzbekistan
03/2023 - 03/2025

- Establish and maintain comprehensive quality standards for fabrics based on customer requirements and industry best practices.
- Ensuring that all produced fabrics meet established standards by conducting inspections, analyzing test results, identifying defects, and collaborating with production teams to implement necessary adjustments.
- Liaising with and providing technical advice to design and production staff.
- Create and maintain detailed quality control plans outlining inspection procedures, sampling methods, and acceptance criteria for raw materials, in-process production, and finished goods.
- Ensuring all laboratory measuring instruments are accurately calibrated by regularly inspecting, testing, adjusting, and documenting their performance against established standards.
- Maintaining records as per ISO/IEC 17025: 2017.
- Overseeing the entire calibration process within a laboratory, including ensuring all equipment is properly calibrated against traceable standards, maintaining calibration records, training technicians on calibration procedures.
- Risk Assessment to identify potential hazards within the laboratory, assess the associated risks, implement appropriate control measures to mitigate those risks, and ensure all lab personnel are aware of and follow established safety protocols.
- Supervising staff, delegating tasks, and selecting team leads.

## Lab Incharge

Kitex Garments Ltd-Processing • Aluva,Kerala
03/2017 - 01/2023

- Authorized signatory for laboratory testing reports of finished products.
- Establishing and maintaining calibration programs.
- Maintaining records as per ISO/IEC 17025.
- Developing and implementing quality control procedures and ensuring accuracy of test results Accomplishing
- sustainability and chemical programs like HIGG,OEKOTEX,ZDHC,GOTS & BHive.
- Ensure that their laboratory participates in relevant proficiency testing programs, properly handles the proficiency testing samples, analyzes the results accurately, and takes corrective actions if necessary to address any identified performance issues, all while maintaining compliance with regulatory standards.
- Evaluating and validating new testing methods or procedures as needed.

## Production Officer - Trainee

Cipla Ltd • Pune, Maharashtra
09/2016 - 03/2017

- Maintaining production logs, documenting production issues, and providing basic reports.
- Participating in formal training sessions on production processes, safety procedures, quality standards, and relevant industry knowledge.
- Operating machinery under supervision, assembling components, packaging products and maintaining production records.
- Responsible for managing an organization's workforce by analyzing staffing needs.

## Education

### National Institute of Technology (NIT),Calicut

Bachelor of Technology in Chemical Engineering • Calicut, Kerala
08/2016

- Chemical technology
- Energy technology
- Process equipment
- design Process
- instrumentation Heat Transfer
- Mass Transfer

### Certificate & Achievements

- Authorized NABL personal as per ISO/IEC 17025 :2017
- Accomplished the standard for the laboratory - ISO/IEC 17025 : 2005 (11/2018 -
- 11/2020) MRSL AND RSL PROJECT Kitex Garments (07/2017 - 01/2023)
- Executed OEKOTEX ,GOTS and ZDHC certifications for the organization
- SUSTAINABILITY PROJECTS (08/2019 - 01/2023)- Achieved Higg FEM certification for the organization

### Internship Training Experience

- The Kerala Minerals and Metals Limited (KMML), KOLLAM - Industrial Training in Titanium Dioxide Pigment
- Plant. Fertilizers and Chemicals Travancore Limited - In Plant Training.

### Skills

Quality Assurance, Quality Control, Quality Management, ISO 17025: 2017, Calibration, Chemical Management, Training & Development, Sustainable Development, LIMS

### Languages

Malayalam, English, Hindi, Tamil