




AMAR- DEEP PHARMAS LLP - GOA  
**JOB RESPONSIBILITY**

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Name : Ms Prajakta R. Harmalkar Qualification : M.Sc. Department : Microbiology	Date of Joining : 28/02/2024 Present Experience : Nil Designation : QC Microbiologist
REPORTING TO : Asst. Quality Control Manager	Area of work : Microbiology Dept.

Ms Prajakta Harmalkar, has to ensure a smooth functioning of the Microbiology Dept. She should strive to achieve the desired targets and provide appropriate responses to other departments to ensure efficient running of the Microbiology department. Her prime responsibilities will be as follows,

- ♦ Analysis, Releases for RM/FP/Water/Stability/Process validation & R&D Samples and maintain its record.
- ♦ To assure that appropriate calibration and preventive maintenance of microbiology instruments are conducted as per schedule.
- ♦ Compliance of audit observations.
- ♦ Documentation work related to microbiology.
- ♦ Environment Monitoring in all Department & record for the same.
- ♦ Responsible for All Microbiology Instruments Calibration, validation & records
- ♦ To fulfill the current needs of "Training" with respect to GMP, GLP, safety & Hygiene
- ♦ Preparation of Environmental trends
- ♦ Ensure cleanliness of laboratory.
- ♦ Media Preparation & Records.
- ♦ Daily Log Book entry & checking.
- ♦ Chemicals, Media, Other Item Indent & stock maintaining & record for the same.
- ♦ Maintenance of Standard Cultures, Sub culturing & records for the same.

PREPARED BY	APPROVED BY	AUTHORISED BY
 Mrs. Suraksha Nathgosavi (Asst QC Manager) DATE: 14/05/2024	 Mrs. Anita Dhopeswarkar (QA Manager) DATE: 14/05/2024	 Mr. Vinay Sail (Plant Manager) DATE: 14/05/2024

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REPORTING TO : Asst. Quality Control Manager	Area of work : Microbiology Dept.

Accepted by PRAJAKTA RAJARAM HARMALKAR  
Sign/Date : Prajakta Harmalkar  
14/05/2024

In His /Her absence \*Mr./Ms Anita Morajkar is responsible.  
\*Acknowledgment of responsibility:

Anita Morajkar  
14/05/2024  
(Ms. Anita Morajkar)

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