

# Moneli Shahidi

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## SUMMARY

With 6 years of experience, I specialize in implementing quality management systems, quality assurance (QA), quality control (QC), and conducting internal and external audits. My focus includes implementing, maintaining, and improving local and international quality systems, managing documentation, performing risk assessments, and conducting root cause analysis. Known for strategic problem-solving and the ability to anticipate and effectively respond to potential incidents. Committed to performing tasks accurately and on time with attention to details. Now, I seek opportunities to contribute my skills to drive success and growth in a challenging role.

## TECHNICAL SKILLS

- **Professional in ISO/IEC 17025 and ISO 9001:** Implementing, Improving and Maintaining
- **Knowledge of: TGA, GMP and GLP**
- **Audit Procedures:** Skilled in conducting internal and external audits of technical and quality systems.
- **Laboratory Skills**
- **Quality control**
- **Developing SOP's and instructions**
- **Computer skills: Office word, excel, power point**

## EXPERIENCE

**Pars Lian Arvand – Quality Assurance Specialist** | Iran | April 2018 – March 2024

My mission has been to drive excellence in quality management systems, ensuring precision and quality to meet regulatory standards, continuous improvement and achieve customer satisfaction. Here's a glimpse of my journey:

- Implemented, maintained and continuously improved the company's quality management system in compliance with International standards such as ISO 9001 and ISO/IEC 17025.
- Developed the Quality Manual, policies, procedures, and work instructions.
- Ensuring quality system and Work processes remained fully compliant with regulatory standards by conducting periodic internal audits.
- Performed risk assessments following established methodologies like FMEA to improve QMS.
- Conducted root cause analysis using standard techniques like 5 Whys and Fishbone diagram. Then designing and implementing corrective and preventive actions.
- Trained new and existing staff on the quality system, ensuring full understanding of the Quality Manual and policies.
- Coordinated external audits, and prepared necessary documentation for submission to auditors during internal and external assessments.
- Responded to external auditors and successfully obtained ISO/IEC 17025 accreditation from the Iranian Accreditation Body.
- Managed quality system documentation. Prepare and maintain essential documents.
- Ensured accurate test results by applying quality assurance practices and statistical methods.
- Contributed to the launch of laboratory software, assisting in design and resolving issues in compliance with regulatory standards.

- Conducted annual management review meetings to improve the quality system by monitoring the entire quality processes, reviewing quality achievements and presenting relevant reports.
- Followed up on customer complaints and inquiries until their concerns were resolved to their satisfaction.
- Worked closely with team members to consistently meet and deliver tasks within designated timeframes
- Participated in training courses to improve performance in assigned tasks.
- Kept work standards up to date and informed teams according to the latest international standards.
- Planned periodic interval for internal audit, document review, quality assurance, staff training, non-conformance metrics, equipment calibration and other programs required for the proper implementation of the quality system.

## **EDUCATION**

**Amirkabir University of Technology** - *Master*

Master's Degree in Analytical Chemistry