

Anika Mehta

Mobile: +91-8866885976
Email: anika1510@gmail.com

A Biotechnology Graduate with double masters and extremely well-developed communication, interpersonal, project management, quantitative, research and analytical skills

Highlights:

- 5+ years of work experience
- 4+ years of work experience as Laboratory Operations Manager
- One complete year of project work done on Probiotics – Identification and Characterization
- Experience of working in various departments such as microbiology, molecular biology and research and development department

Experience Summary

Laboratory (Operations) Manager- Mehta Clinical Laboratory, Surat, Gujarat, India (April 2018-June 2022)

Key Responsibilities:

- The Laboratory Manager is accountable for managing all aspects of the operation and for ensuring that the Laboratory Director is kept current and informed on all aspects of the laboratory activities that have any direct or indirect impact on financial, customer service, quality and H&S
- Solving day to day process problems, providing technical and operational leadership and guidance to all staff.
- Ensures that laboratory policies are followed and understood by all personnel.
- Monitors and reports weekly highlights, monthly revenue predictions, expenses etc.
- Participate in annual management meetings and summarize lab's operational performance.
- Assists writing Statement of Work (SOW)
- Assists in writing the SOPs for smooth and standardised operations.
- Participate in business development activities to expand the business operation.
- Responsible for timesheet approvals and consumables management & timely approval of supplies.
- Responsible for responding to client and all other requests within laboratory in a quick manner.
- Follow industry and corporate regulations and policies for safe handling and disposal of samples as per the biomedical waste management rules.
- Scheduling lab and equipment resources to meet client requirements.
- Schedule the purchase of lab supplies and preparing ordering lists.
- Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair.

Senior School Teacher – Fountainhead School, Surat, Gujarat, India (February 2016- April 2017)

Key Responsibilities:

- Plans and implements a programme of instruction that adheres to the School's philosophy, goals and objectives as outlined in the adopted course curriculum.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies.
- Lesson plans must integrate offline and online learning.
- Identifies specific intelligence proclivity of child and organizes individual centric learning.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good learning habits by assigning individual and group project-based studies.
- Provides progress and interim reports as required.
- Prepares substitute folder containing appropriate information as required by the coordinator.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.

- Uses effective oral and written expressions.
- Provides guidelines for substitutes.
- Plan and participate in projects, experiments, field-trips, day and overnight camps in School and outside School, and any other such activity that promotes integrated learning.
- Curriculum development, Classroom management, Student evaluation are also the part of it.

KEY STRENGTHS:

- Outstanding time management and organisational abilities as evidenced by project managing an advanced research project and internship and university projects whilst volunteering and working casually simultaneously
- Highly developed analytical, research and problem-solving skills as demonstrated through administrating and delivering project solutions, case studies and poster presentations at conferences
- An excellent communicator with proven ability developing peer to peer relationships with top-ranking medics, scientist, healthcare professionals and other stakeholders
- High level attention to detail and initiative, with demonstrated ability working independently and as part of a professional collaborative team with leadership capabilities

Education & Training

Qualifications:

- **Master of Science (Biotechnology & Business)** – University College Dublin, Ireland Sept 2013 - Aug 2014
GPA- 3.54/4 | Top 5% in class
- **Master of Technology (Integrated) Biotechnology** – [B.Tech + M.Tech] , July 2007 - May 2012
Dr.D.Y.Patil University, Pune, India | GPA - 9.41/10 | First in the University (Gold Medalist)
- **Bachelor of Education** – SNDT University, Mumbai, India June 2019- May 2021
GPA-9.19/10

Thesis & Projects

1. Business Development Intern (2014)

Title: Business plan for an anti-blemish complex: Clarogel

Clarogel™ (product), a unique formulation for Innovent, Venn Life Sciences : Working in a team of 4, delivered a 20 minute presentation on business plan development and identified the potential stakeholders.

- Generated a complete business plan for a unique skincare formulation considering technological, financial, marketing and commercial aspect for an anti-blemish control complex.
- The plan was designed to license the product and technology with unique properties to a bigger cosmetic brand and thereby enter the market and reach the consumer.
- Conducting meeting with the Managing Director of Innovent, Venn Life Sciences on regular basis and representing the plan to the panel of six judges were the critical parts of this project.

2. Research Development Intern (2011-2012)

Title: *In vitro* evaluation of probiotic potential of two lactobacilli

Organization: Agharkar Research Institute, Pune, India

- Experience in animal tissue culture, microbiology, biochemistry and molecular biology
- Planned skilfully the important steps for the 'Characterization of Probiotic organisms.' It included steps such as: determining physiochemical properties, genotypic and phenotypic characterization followed by antibiotic resistance and adhesion studies with the help of animal cell culture etc. It helped to study the effectiveness and safety of the organisms.
- Proficiently displayed problem solving skills by identifying the factors, mycoplasma contamination and less growth space, responsible for inhibiting the growth of mammalian cells (Caco 2) while conducting animal cell culture experiments. Adeptly administered the animal culture work during the project on Probiotics.

3. HydroScientific, Molecular Nose technology for detecting small molecules– Working with 8 students, researched technology, market competitors, developing business plan, marketing strategy, identified potential stakeholders and

established the concept for a revenue stream. Delivered a final presentation to 50 biotechnology and business students, with the team achieving 1st rank from 16 teams.

Posters and participation:

- Participated in 15th Bangalore India Bio, biggest conference of biotechnology in India, 2015
- Poster: Neurodegenerative Disease and Biotechnology Alzheimer's Disease, University College Dublin, 2014
- Presented a case study on clinical trial phase 0 , Conway Institute, University College Dublin, 2014
- Participated in a symposium on "Probiotics for Human Health," India Habitat Centre, India, 2012
- Poster: Presented a scientific poster at AMI (Association of Microbiologists of India), India, 2011
- Poster: Isolation of halotolerant chitinolytic bacteria from mangrove swamps, National Seminar on Frontiers in Biotechnology and Bioinformatics, Pune, India, 2011
- Poster: 'Xanthan Gum Production' on National level, Pune, India: Secured first place, 2010

Trainings:

- Training at National Institute for Bioprocessing Research as a part of course at University College Dublin, 2014
- Research and Development trainee: Cadila Pharmaceuticals Limited, India, 2010
- Quality Control Department trainee: Span Diagnostics Limited, India, 2009

Additional Information

Interests: Gymming, Badminton, photography, travelling

Referees: Available upon request