

## SUBBALAKSHMI G

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### PROFESSIONAL SUMMARY

- QA/QC, Regulatory Affairs Manager, with more than 4 years of experience planning, developing and implementing documentation in Health care sector.
- Innovative Assistant Professor bringing proven success in implementing technology- based curriculum delivery and assessment tools. Passionate about fostering academic development and success for every student.

### SKILLS

Documentation	Academic research
Dossier preparation	Student research guidance
Student records management	Teamwork and collaboration
Technology-based curriculum	
Student counselling	

### WORK HISTORY

Feb 2018 – Current- **Assistant Professor at Padmashree Institute of Management & Sciences - Bengaluru, KA**

- Built strong rapport with students through class discussions and academic advisement.
- Utilized innovative teaching methods to encourage student learning objectives.
- Adapted teaching methods and class materials to suit student needs.
- Modified the general education curriculum for special-needs students based on various instructional techniques and technologies.
- Documented student attendance and progress against goals.
- Facilitated group sessions and provided one-on-one support.

Mar 2017 - Feb 2018- **BIOCHEMISTRY FACULTY- MediBase Coaching Institute - Bengaluru, KA**

- Encourage student learning by using innovative teaching methods
- Worked with graduate students on classroom material and laboratory practicums.
- Integrated technology into classroom instruction for a well-rounded and modern approach.

Feb 2016 - Nov 2016- **ASSISTANT BIOCHEMIST- Gunasheela Surgical And Maternity Hospital - Bengaluru, KA**

- Sampling for blood analysis
- Perform Hormonal assay using Advia centaur CP.
- Perform Endometrial tissue for TBPCR using Gene Expert Plus.
- Conduct Triple and double marker test using Immulite 1000
- Perform Viral Screening (HIV, HBSAG & HCV) using ELISA method.

Oct 2015 - Jan 2016- **REGULATORY AFFAIRS MANAGER-** BENTLEY  
HEALTHCARE PVT LTD - BANGALORE, KARNATAKA

- Appointed as the main corporate office contact, handling all questions and issues from customers and vendors.
- Ensured that process checks were done properly and at the correct frequency.
- Wrote, edited and updated project manuals and technical documentation that was used by the QA team.
- Maintained knowledge of regulatory requirements, to include accrediting bodies, federal, state and local requirements, as well as company's policies.
- Created and achieved product quality objectives and met product specifications.
- Consistently met deadlines and requirements for all production work orders.
- Collaborated with clients from concept through final delivery of product or service.
- Responded to customer requests via telephone and email.
- Analyzed departmental documents for appropriate distribution and filing.
- Obtained documents, clearances, certificates and approvals from local, state and federal agencies.

Feb 2013 - Jan 2014-**QA-** BENTLEY HEALTH CARE PVT LTD - BANGALORE

- Kept up-to-date with changes in regulatory legislation and guidelines and obtained marketing permissions.
- Interpreted regulatory rules or rule changes and ensured that they were communicated through corporate policies and procedures.
- Labeled, stored and packaged products and wrote comprehensible product information leaflets and labels.
- Analyzed product complaints and made recommendations regarding their re portability.
- Accurately recorded and reported test results according to established procedures.
- Documentation for ISO auditing
- Maintained knowledge of regulatory requirements, to include accrediting bodies, federal, state and local requirements, as well as company's policies.
- Developed and maintained Quality Assurance procedure documentation.
- Assisted customers with prompt and polite support in-person and via telephone.
- Accurately logged all daily shipping and receiving orders.
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.
- Documented all customer inquiries and comments thoroughly and quickly.

Nov 2011 - Sep 2012- **QC MICROBIOLOGIST**-Bentley Healthcare Pvt. Ltd. - Malur Rural, KA

- Spearheaded development of Quality Control and Management Department.
- Maintained compliance with safety and clean area procedures.
- Determined proper corrective actions to bring products in line with requirements.
- Evaluated samples against standards by completing measurements, visual inspections and other established tests.
- Performed thorough inspections of incoming materials and outgoing products.
- Responsible for the selection and maintenance of equipment.
- Planned, scheduled and delegated daily work.
- Monitored product standards and quality-control programs.
- Read and followed standard operating procedures.
- Maintained quality assurance and customer satisfaction objectives.
- Prepared and maintained production reports and personnel records.
- Kept work areas clean and neat.
- Made sure that products were produced on time and are of good quality.

## **EDUCATION**

**PURSUING PH.D. IN BIOTECHNOLOGY** - PES university, Bengaluru.

**POSTGRADUATE DIPLOMA:** Clinical Research and Regulatory Affairs James Lind Institute | Hyderabad-2016

**Master of Science:** Biochemistry Maharani Laxmi Ammanni College for Women | Bangalore, KA-2011

**Bachelor of Science:** Biochemistry, Genetics, Biotechnology Shree Bhagwan Mahaveer Jain College | KGF-2009

## **SEMINARS, CONFERENCES, FDP ATTENDED:**

- Faculty Development Program on “Recent Advanced Technologies for the Development of Biosensors and their applications”- October 2021
- FDP on Molecular Docking and Simulation- July 2021
- International Webinar on Metabolomics- A novel research tool to examine mechanism underlying diet disease association”- July 2020
- International Conference on Corona Viral Genomics- June 2020
- Teacher Development Certificate- April 2020
- Workshop entitled, 'INDUSTRIAL HANDS-ON TRAINING HPLC AND FPLC', January 23rd,24th,25th 2019-PIMS
- Seminar on whatshapp foods-v4.0-towards a greener and sustainable future, January 11,2019, BCIC
- Hands on national workshop on "skills and strategies for a successful Research career". November 15th, 17th 2018-PIMS
- Hands on national workshop on "High Performance Liquid Chromatography". November 13th 2018-PIMS
- workshop on Methods of heavy metals removal from Industrial waste, MARCH 31ST 2018, BU
- Protein folding and protein dynamics, MLACW. (Seminar on by Indian Institute of Sciences, IISC, Bangalore).
- Participated in e-biotech workshop titled “Gene Expression analysis and post genomic

studies using Bioinformatics tools (17th-19th Sep 2010).

### **CERTIFICATIONS:**

- Internal auditing for Food Safety Management System based on ISO 22000:2018- Academy Division of TÜV SÜD South Asia Pvt. Ltd.
- Internal Auditor Program on Hazard Analysis Critical Control Point (HACCP)-Academy Division of TÜV SÜD South Asia Pvt. Ltd.
- Certificate course on Intellectual Property Rights and Innovation- 29<sup>th</sup> April 2020- 2<sup>nd</sup> May 2019

### **Certified NSDC- LSSSDC Trainer for below roles:**

- Quality Control Biologist
- Research Associate-Product Synthesis
- Production/Manufacturing Biologist

### **Certification course on Recombinant Technology and Genetic Engineering- Shreedhar Bhatt's Lab-Bangalore.**

During the course, the techniques of genetic engineering, recombinant technology and plant tissue culture was performed in detail.

### **Achievements:**

- Postgraduate meritorious alumnus of MLACW for BSc Biochemistry
- Student Project Programme (SPP) sanctioned by Karnataka State Council for Science and Technology

### **PROJECT**

#### **1) Study of Cytopathic Effects of Hydroxyanthraquinone Derivatives on Leukemic Cell Lines- IISC- Bangalore.**

The project involved the study of cytopathic effects of the derivatives of hydroxy anthraquinone which are aromatic organic compounds. The derivatives such as Hexa acetyl anthraquinone, Dihydroxy tetrabutoxy anthraquinone and Hexahydroxy anthraquinone were used for study on leukemic cell lines (Reh, K562 & normal cell line 8E5). The comparative study of effects of the above-mentioned compounds was studied using cell counting assay and results were tabulated graphically.

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### **PROJECT GUIDED**

1. "Extraction, purification of Proteases and Lipase from visceral waste of poultry for utilization in biotech industry"
2. "Natural Antioxidants to reduce Rancidity"
3. "Development of Sugar-Free Jelly and Encapsulation of *Swietenia mahagoni* Seed Granules in Sugar-Free Jelly for Diabetes".
4. "Effect of alcoholic fermentation on Millets".
5. "Standardization and development of flavored millet cookies".
6. "Curcumin as a bioindicator for identifying food contamination".

7. "Bioplastics from Banana peel: Wealth from waste".
  8. "Development and standardization of mixed fruit and vegetable Jam".
  9. "Development and evaluation of Jamun seed and wood apple Incorporated nutritious cake".
  10. "A Comparative study on nutrients, supplements intake and Muscle growth among Gym Goers".
  11. "A comparative study of relationship between sleep disturbance, stress and dietary intake in software people".
  12. "Comparative phytochemical profiling and antioxidant activity of tissue cultured and normally grown *Centella asiatica*".
  13. "Molecular docking of phytochemical compounds against SARS-COV-2 surface glycoprotein and envelope protein"
  14. "Molecular docking of phytochemical compounds against SARS-COV-2 surface glycoprotein 2S and Helicase protein"
  15. "Ligand receptor binding study of phytochemical compounds with SARS-COV-2 membrane glycoprotein and envelope protein by computational docking"
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#### **Paper Publications:**

- Subbalakshmi G, Chaya D, Sushmitha M, Fouzia Bano, Anuradha M and Preenon Bagchi, August 2020, Molecular Docking of Phytochemical compounds against Sars-Cov-2 surface glycoprotein and Envelope Protein- International Journal of Public Mental Health and Neurosciences, Vol 7, Issue 2.
- Dhanalakshmi. G, Subbalakshmi. G, December 2020, Comparative study of metabolomic profile changes in poly cystic ovarian syndrome and normal south Indian women International Journal of Research and Analytical Reviews, (IJRAR) Volume 7, Issue 4, 960-966.

#### **REFERENCES:**

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**HOD, Padmashree Institute of Management and Sciences**  
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**PERSONAL DETAILS**

**DOB** 14.07.1988  
**Mother's Name:** Jayalakshmi G  
**Father's Name:** Ganeshmurthi B  
**Husband's Name** Vijay Anand R  
**Nationality** Indian  
**Languages known** English, Kannada, Tamil, Telugu, Hindi

**DECLARATION**

I do hereby declare that the above furnished information is true to the best of my knowledge and belief

**Place-** Bangalore

**yours sincerely**

(Subbalakshmi G)