



# Grimika Saini

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## Professional Summary

Proactive and detail-oriented professional with a background in biotechnology and project management, experienced in coordinating cross-functional activities, maintaining documentation, and ensuring project timelines are met. Skilled in **project management tools (Zoho Projects, Asana, Jira)**, **MS Office Suite (Excel, Word, PowerPoint)**, and compliance documentation. Strong communicator with proven problem-solving and organizational abilities, eager to contribute to efficient project execution at Wellness Extract.

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## Key Skills

- ✓ **Project Coordination & Tools:** Zoho Projects, Asana, Jira, project scheduling, reporting, documentation
  - ✓ **Communication & Collaboration:** Cross-team coordination, stakeholder engagement, presentation skills
  - ✓ **Time & Resource Management:** Prioritization, workflow optimization, deadline adherence
  - ✓ **Software Proficiency:** MS Office Suite (Excel, Word, PowerPoint), R Programming
  - ✓ **Compliance & Documentation:** SOP development, GMP/ISO standards, audit support
  - ✓ **Problem-Solving & Adaptability:** Root cause analysis, issue resolution, process improvement
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## Professional Experience

**Project Manager (Internship)** – Lambton College, Sarnia  
*Aug 2023 – Dec 2023*

- Coordinated quality assurance projects, analyzing and trending QA/QC data to support process improvement.
- Assisted in monitoring compliance with **GMP, HACCP, and ISO standards**.
- Supported SOP development and documentation updates to enhance quality control processes.
- Reported project progress and collaborated with faculty and peers to meet deadlines.

**Scientist B – Molecular Biology Section** – Fare Labs Pvt. Ltd. (NABL Accredited),  
Gurugram  
*Feb 2022 – Dec 2022*

- Coordinated cross-departmental tasks for microbiological testing projects and compliance with ISO standards.
- Prepared technical documentation, SOPs, and audit reports to ensure regulatory compliance.
- Managed project timelines and delivered progress updates to supervisors and stakeholders.
- Supported internal audits and ensured readiness for external inspections.

**Microbiologist** – City Paws Veterinary Clinic, Noida  
*Dec 2020 – Jan 2022*

- Conducted microbiological testing projects and maintained records to support compliance with regulatory standards.
- Coordinated sterilization, media preparation, and personnel schedules for smooth operations.
- Assisted in internal audits and collaborated with cross-functional teams to resolve workflow issues.

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## Education

**Advanced Project Management and Strategic Development**  
*Lambton College, Canada | 2024 | GPA: 3.2*

**M.Sc. Biotechnology**  
*Kurukshetra University, India | 2020 | First Division (78%)*

**B.Sc. (Hons) Biotechnology**  
*Maharishi Dayanand University, India | 2015 | First Division (89.1%)*

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## Certifications & Training

- Project Management Tools: Zoho Projects, Asana, Jira
- ISO 17025:2021 Quality Standards (NABL Training)
- WHO Training Modules – Antimicrobial Resistance, Ethics & AI in Health
- Functional Genomics (Harvard University) – Data analysis using R/Bioconductor