

ENSIYEH SHAHBAZI

Email: ensieh1996@gmail.com

Cell Number: +98-912457629

Driven and passionate hygiene quality control expert in Dr. Abidi Hygienic Company. Proven ability to develop and implement patient education programs, manage staff, and maintain a sterile environment. Eager to join a team that is passionate about oral health and committed to providing quality to patients.

Key Qualifications and Responsibilities

- Made quality decisions (accepted or rejected) based on provided control outlines.
- Monitored operations output and associated production standards.
- Documented or Removed all rejected product samples in the appropriate logbook.

• Work Experience

2021-05---Present Quality Control Expert Abidi Hygienic Company, Tehran, IRAN

- Managed the hygienic department, including hiring and firing staff, scheduling shifts, monitoring inventory levels of supplies and equipment, and ordering supplies, as needed.
- Provided training to new hires on proper infection control procedures for cleaning instruments and maintaining clean work areas.
- Assisted with sterilization of instruments in an autoclave or sterile processing area preparing trays for loading into the sterilizer and removing finished trays from the sterilizer after the cycle is completed.
- Performed routine quality inspection operations on industrial and commercial items.
- Reviewed production records for accuracy and compliance.
- Maintained and organized all records, documentation, and other files associated with quality engineering and inspection tasks.

2018-03---2021-05 Internal Office Manager Financial, Banking, and Stocks Newspaper, Tehran, IRAN

- Managed and supervised the daily activities of employees.
- Maintained and organized all records, documentation, and other files associated with employees' activities and provide reports to be submitted to management.
- Managed to provide daily necessary material/ tools and devices for the newspaper such as computers, printers, scanners, and papers.
- Managed and provided daily hours of employees to be reported to the accountancy department for salaries and benefits.

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Education

2021-09---Present	Student of Master's Degree in Biochemistry	Azad University of Tehran, RAN
2014-09---2018-01	Bachelor's Degree in Microbiology	Azad University of Tehran, IRAN

Certificate

March 2015	Nucleic acid extraction-PCR-Electrophoresis-Microbiology	Bio Camp Institute
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