

Norah Alturaisy

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SUMMARY

I aspire to work in the field of quality and safety, where I aim to leverage my experience and skills gained during my one-year training period. This training included preparing quality plans, writing reports, and ensuring compliance with safety standards and approved procedures. Additionally, I have gained extensive knowledge through my specialization in General Chemistry, I seek to integrate this knowledge with the field of quality to enhance processes, improve the safety and quality of food products, and ensure adherence to the highest standards within a professional work environment that fosters sustainable excellence.

EDUCATION

Qassim University
Bachelor Degree in General Chemistry | 2024

EXPERIENCE

Sciences Company
Quality specialist trainee | May 2024 - September 2024

- Developed comprehensive ISO 9001-compliant quality management plans, including documented procedures, work instructions, and quality records.
- Created an ISO 22000 food safety management system plan, outlining hazard analysis, critical control points, and validation/verification processes.
- Crafted GMP plans to define quality control measures for manufacturing operations.
- Composed risk analysis, prevention, and treatment reports; prepared food safety systems control reports

Quality specialist | December 1, 2024 - January 30, 2025

- Gained hands-on experience in reverse osmosis (RO) water desalination, focusing on removing salts and impurities using semi-permeable membranes.
- Applied MEWA 2024 Water Quality Specification issued by Ministry of Environment, Water, and Agriculture.
- Improved water quality and ensured compliance with international safety and treatment standards.
- Acquired expertise in the GSO Water Sampling Standard and standardized sampling methods for accurate analysis.

Reef Coffe
Administrative Assistant | 1 November 2024 – 10 April 2025

- Inventory Management
- Employee Training
- Customer Communication

COURSES :

- Good Manufacturing Practice (GMP) | TVTC 60 hrs
- HACCP and ISO 22000 | SFDA , TVTC , SCFHC | 60 hrs
- TQM quality management system iso 9001 | TVTC 60 hrs
- ISO/IEC 17025:2005 | TVTC 60 hrs
- Water Quality Standards | TVTC 60 hrs
- Fundamentals of ISO 45001 | TVTC 60 hrs
- EMS of ISO 14000 | TVTC 60 hrs
- Risk Management of ISO 31000 | TVTC 60 hrs
- Water Desalination (MEWA) and Sampling (GSO) Standards | TVTC 60 hrs
- Manufacturing Language Essentials: Terminologies and Procedures | TVTC 45 hrs
- Training on Office Applications in Quality Systems (TAONQ) | TVTC 60 hrs

Achievements

- Completion of a one-year training program in the food and water sector, focusing on quality and safety applications.
- Specialized training in water and food quality techniques under the supervision of experts in the field.
- Development and implementation of integrated operational plans to ensure full compliance with the latest global standards.

SKILLS

- Strategic planning for ISO 22000 and HACCP with risk assessment.
- Conducting internal audits for EMS systems and ISO 14001, in addition to internal and external audits according to ISO 45001.
- Preparing audit and calibration reports in accordance with ISO 17025 standards.
- Proficient in handling Office programs related to quality and safety.
- Good Manufacturing Practices (GMP) planning.
- Operational planning for quality control according to ISO 9001, TQM.
- Risk assessment for the facility according to ISO 31000 standards.
- Writing water reports for desalinated water using reverse osmosis technology, in compliance with the Ministry of Environment, Water and Agriculture 2024 standard, and the Gulf Cooperation Council Standardization Organization.

Languages

- Arabic
- English