

COVER LETTER

Dear Sir/Madam,

*I am completed my Degree in R.J.S.P.M College of pharmacy. Presently, working with **Cipla Ltd. Kurkumbh (Daund), Maharashtra in the Quality Assurance Department as a Senior Executive from May 2015 to Till date.** I am interested in doing the job in QA department. I am confident that my combination of practical work experience and IT skills has prepared me for making an immediate contribution to Renowned Pharmaceutical Company like yours.*

I am enclosing my resume along with this letter with intention of getting the opportunity to work with your organization. I will be very glad if you consider my resume for a vacancy in your organization. Please let me know, if I can provide you with any further information on my qualification and background. I look forward to hearing from you. I can be interacted on 9975818029 via email at amolborate5111@gmail.com

Thanking you in anticipation

Sincerely,

Amol Rajaram Borate

CURRICULUM VITAE

Amol Rajaram Borate
Email Id: amolborate5111@gmail.com
Contact No.: 9975818029

CAREER OBJECTIVE

Ambitious and driven professional with expert knowledge of the scientific and pharmaceutical sectors coupled with a smart business expertise, currently seeking a challenging position in Pharmaceutical Industry. Strong interpersonal skills, a friendly and approachable disposition together with honed psychological and interpersonal skills lends to a position where rapid reading of situations and subsequent reaction is required.

JOB PROFILE

Work Experience: Total 10 years

Current Designation: Senior Executive – (Quality Assurance)

Qualification: B. Pharmacy

Cipla Ltd. Kurkumbh, Daund, Pune (From May 2015 to at Present)

- Preparation, Compilation and Review of Annual Product Quality Review Report.
- Review, printing and approval of master batch packing records and master process data sheet.
- Review of Batch documents like BMR, BPR.
- Coordinate with various customers for approval of documents and maintaining the timeline.
- Handling and monitoring all shop floor activities like line Clearance, In Process Check, Proof Certification, Sampling etc.
- Preparation of audit trial schedule and review of machines audit trial report.
- Preparation of user management schedule and review of user management policy.
- Review and approval of online rejection assessment reports.
- Review and approval of job card investigation reports.
- To co-operate for investigation of Deviation/OOS/Complaints.
- New product specification review as per Pharmacopoeia standard.
- To prepare and update documentation as per current regulatory guidelines.
- Sound exposure in documentation and Quality system like review of BPRs, CAPA, Deviation Investigation, Self-Inspection etc.
- Preparation & Implementation of new SOPs.
- Review and approval of packing list for batch release.
- Review and approval of batch recipe in centrack server.
- Ensure all operations in Production are performed in accordance with the relevant cGMP guidelines.
- Performing Performance Dialogue on Daily / Weekly basis and streamlining activities.
- Issuance and review logbook related to production activities.
- Maintain cGMP and Regulatory / Customer audit preparation.
- Having a good knowledge of Data Integrity and ALCOA principle.

ROLE

Customer Support/ Compliance:

- To support the RA team during the registration and launching of new products by providing required information as part of questionnaire assessment and technical quality agreement.
- Co-ordinate with Production, Quality Control, supply chain and purchase department for dispatch related activities and customer queries, quality / technical agreements and supply agreements.
- Coordination with quality control for specification, standard test procedures and QC related queries generated by customers.

Product review:

- To ensure preparation, review & approval of Master documents as per scheduled timelines in coordination with other departments.

Batch release and material supply:

- Responsible for preparation of batch release certificate for dispatch.
- Responsible to communicate with other departments in case of any delays in the dispatches due to any reasons.

QMS:

- Handling of shopfloor Change Control activities for implementation, monitoring and assessment.
- Participate in various shop floor Investigations like Deviation, OOS, Complaint related with process.

EDUCATIONAL QUALIFICATION DETAILS

Qualification	College / University	% Marks	Year of passing
B. Pharm	R.J.S.P.M.C.O.P Alandi Pune	60.00 %	2014
D. Pharm	S.V.P.I.O.P. Malegaon (B.K) Baramati	56.60 %	2011

KEY SKILLS: SOFT SKILL (FUNCTIONAL AND PERSONAL)

- Strong technical writing skills, the ability to communicate effectively with management, technical teams and all organizations in the business, along with strong problem-solving skills.
- Ability to work and direct independently with a strong work ethic, be innovative, detail oriented, possess initiative, be positive, and be people oriented.
- Always carry problem solving attitude instead of problem identification in day-to-day life and work.
- Team working: Excellent team player, considerate and non-judgmental of team member's input and ideas. Aims to build strong symbiotic relationships within a team environment to ensure the team's performance is prioritized.
- Organizational: A proficient organizer, learner and educator, able to multi-task multiple projects to strict deadlines. Works best in a highly organized environment. Worked extracurricular on projects consulting with organizations and project managing ensuring the team worked efficiently. Love to work under pressure to outline my best performance.

Exposure to Regulatory Audits

Member of the Quality team, which cleared last USFDA, TGA, MHRA, WHO, MOH Kenya, Germany Health authority and various customer audit.

COMPUTER LANGUAGES/ SOFTWARE

- Proficient in usage of software with SAP system, Cipdox, Goose system, E- Track system, Pramaan system, Track-Wise system, Cen-track System Leucine System, ICMS System etc.
- Expert in using the internet as a tool for knowledge acquisition.
- Excellent skills in MS Word, MS Excel, and MS PowerPoint.
- Good working knowledge of common software applications.
- Excellent in formatting and presentation skill set.

INDUSTRIAL EXPOSURE

Cipla Ltd. Kurkumbh, Daund (Pune), Maharashtra.
Time Period: May 2015 to Till date.

PERSONAL INFORMATION

Name	: Mr. Amol Rajaram Borate
Date of Birth	: 28/07/1991
Gender	: Male
Mother Tongue	: Marathi
Languages Known	: English, Hindi and Marathi
Nationality	: Indian
Marital Status	: Married
Address	: A/P- Anthurne (Bharnewadi) Tal: Indapur, Dist.: Pune, Pin: 413114, State: Maharashtra
Current CTC	: 07 Lakh 15 Thousands

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date: -

Place: -

Amol Rajaram Borate