

Resume

Ajit Mahadeo sul

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Respected Sir,

Subject: Application for the job.

I am submitting herewith my resume for the job in your organization.

Review of my credentials will indicate that I am a qualified B.Sc. having Possess knowledge of **warehouse procedures, cGMP**. I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization.

Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

To describe myself in a nutshell, I am systematic, organized, and hardworking; ready to take up any challenge of life up to date with the latest trends and a team player with excellent communication skills.

My basic objective is to improve in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand the professional environment and capitalize on opportunities which will help the organization.

ACHIEVEMENTS: Profile summary

- Developed good leadership.
- Well known about Requirement of cGMP.
- Successfully faced various internal & external Audits (**USFDA, WHO, TGA, IFDA, MCC, MHRA**)
- Successfully faced various customer audits
- Generating ideas for cost deduction & power conservation.
- Creating awareness about safety to all subordinates.

Professional experience:

- From August 2007 to till date with Cipla Limited Kurkumbh.

Current Position: Senior Executive

- Directed daily warehousing activities.
- Well-known operational procedures for activities, such as verification of incoming and outgoing Materials, handling of destruction and sale of materials and keeping warehouse inventory up to date.
- Ensures compliance to current good manufacturing practices in warehouse and meet all regulatory requirements.

- Ensuring compliance to receipt and storage of material as per status labels and recommended storage conditions/retrieval and timely dispensing of material with coordinating with production.
- Communication with site head to ensure coordination of warehouse activities to production, quality SCM and purchase.
- Taking care of warehouse equipment's like Stacker, trolley, cold storage etc.
- Manage inventory, physical counts and performed periodic cycle counts to verify stock level.
- Motivating, organizing and encouraging teamwork within department to ensure productivity.
- Providing training on departmental procedures and monitoring the performance and progress.
- Reinforcement of discipline in warehouse and maintaining interpersonal relationships with internal and external customers.
- Make sure that products are stored according to appropriate documentation and implementation of procedures related to warehouse operations.
- Highlight stock accumulation discrepancies and abnormal consumption and raising effective control measures.
- Ensuring compliance to receipt and storage of material as per status labels and recommended storage conditions/retrieval and timely dispensing.
- Assuring no Data Integrity in operations, recordings in daily work.
- Ensuring compliance to observations during audits and inspections.

Current Job profile:

Operation – Control, Monitoring and Recording

- Execute the warehouse activities as per manufacturing plan.
- Responsible for receipt, storage and accounting of materials.
- Monitoring of overall sanitation and hygiene of warehouse area.
- Handling, storage and clearance of rejected material.
- Control and handling of damaged containers.
- Maintenance of daily records.
- To Operate the SAP system based on roles and rights provided.
- To Operate PRAMAAN system based on roles and rights provided.
- To Operate Cipdiox system based on roles and rights provided.
- To Operate E-track (Barcode) system based on roles and rights provided.
- Any other assignment allocated by unit/site head.
- Coordination with unit planner and SCM team for achieving production targets.
- Coordinate with other units for salvage of nonmoving material.

Planning

- To deal with planning, administration and general management issues.
- Co-ordination with planning, production, Quality assurance, Quality Control and other department for effective functioning.

GMP

- To follow current Good Manufacturing Practice (cGMP).
- Checking and monitoring of cleanliness, maintenance, upkeep of the warehouse.
- Concurrent entries of all operations / activities.
- Line clearance during batch / product change over for the dispensing activity.
- Ensure Correct Status labelling for materials, accessories and equipment.
- To ensure that all operations are carried out as per laid down quality standards specifications and current GMP practice.

Safety

- To ensure safe working conditions on shop floor for man and material and adherence to Health, Safety and Environment policy of company.
- Strict adherence to safety, health and environment.

Administrative

- Co-ordination with other sections and departments.
- To maintain discipline in the section.

Key Skills

- SAP (MM module),
- Excel, Managerial skills.
- Manpower Handling and target achievement.
- Developing the teamwork in the department.
- E-track (Barcode)
- PRAMAAN (e log)

Core strengths:

- Inventory control.
- Computer skills.
- Safety Control.
- Self-Motivated.
- Material arrangement
- Punctual
- Multi-tasking

Educational Qualifications:

Sr.No.	Examination	Board/ University	Month-Year	Class
1)	S.S.C	Pune Board	March-2000	First Class
2)	H.S.C	Pune Board	February-2002	Higher Second Class
3)	B. Sc	Pune University	October-2006	First Class

Trainings Attended:

Leadership & First aider, Six sigma,

Personal Information:

Date of Birth : 14.08.1985
Marital status : Married
Nationality : Indian