

OMKAR DATTATRAY GAIKWAD

Senior Pharmaceutical Store Officer | 14+ Years Experience

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14+
Years Experience

3
Companies

SAP MM
Certified User

cGMP/GLP
Compliant

🔗 PROFESSIONAL SUMMARY

Dynamic and detail-oriented Pharmaceutical Store Officer with 14+ years of progressive experience in warehouse management, inventory control, and regulatory compliance within top-tier pharma companies. Proven track record at Cipla Ltd and Rubicon Research in managing cGMP/GLP/GDP-compliant environments, executing SAP MM transactions, and driving operational excellence. Adept at leading audit preparations, coordinating cross-functional teams, and ensuring zero-deviation dispensing of Raw Materials & Packing Materials. Seeking a leadership role to leverage expertise in pharma supply chain and warehouse operations.

⚡ CORE COMPETENCIES | TRENDING SKILLS

🔥 HOT SKILLS

- ✓ SAP MM (ERP)
- ✓ WMS – Stockone
- ✓ E-Logbook System
- ✓ MS-CIT Certified

📋 COMPLIANCE

- ✓ cGMP / GLP / GDP
- ✓ Regulatory Audits
- ✓ Change Control / CAPA
- ✓ Deviations Mgmt

📦 WAREHOUSE OPS

- ✓ RM/PM Dispensing
- ✓ Inventory Control
- ✓ FIFO/FEFO Mgmt
- ✓ Cold Chain Awareness

👥 LEADERSHIP

- ✓ Team Supervision
- ✓ Cross-dept Coordination
- ✓ Audit Readiness
- ✓ SOP Implementation

🏢 PLANNING

- ✓ Production/Dispatch Plans
- ✓ Material Planning
- ✓ Stock Verification
- ✓ Retesting Monitoring

⚙️ TECHNICAL

- ✓ Weighing Balance Calibration
- ✓ Batch Record Entry
- ✓ Delivery Challan Prep
- ✓ QA/QC Coordination

📁 PROFESSIONAL EXPERIENCE

Store Officer
Rubicon Research Pvt. Ltd

May 2022 – Present
3+ Years

- Manage end-to-end warehouse operations including receipt, storage, issue and dispensing of RM/PM in compliance with cGMP, GLP, and GDP norms.

- ▶ Handle SAP MM transactions for all material postings, transfers, and inventory adjustments.
- ▶ Maintain E-Logbook entries for equipment usage, area cleaning records, and batch manufacturing activities.
- ▶ Coordinate with QA/QC for material release, sampling, and batch clearance to ensure zero-deviation compliance.
- ▶ Lead preparation and execution for Corporate, Regulatory, Internal, and EHS Audits.
- ▶ Perform monthly retesting identification and cross-department coordination for timely sampling.
- ▶ Supervise calibration and verification of weighing balances per SOPs.
- ▶ Use Stockone WMS and Samved DMS systems for documentation and inventory management.

Store Officer Cipla Ltd, Kurkumbh

March 2008 – Oct 2019
11+ Years

- ▶ **Managed high-volume pharmaceutical warehouse at Cipla's Kurkumbh manufacturing plant over 11+ years.**
- ▶ Supervised daily dispensing of Raw Materials and Packing Materials to production and packing departments per Batch Manufacturing Records (BMR/BPR).
- ▶ Executed daily and monthly dispatch/production/material plans in coordination with planning and supply chain teams.
- ▶ Performed proper receipt, loading/unloading, labeling, and storage of RM/PM as per SOPs in cGMP environment.
- ▶ Managed stock arrangements by material status: Under Test, Approved, Rejected, and Quarantine.
- ▶ Prepared packing lists, Delivery Challans, and coordinated dispatch of Finished Goods.
- ▶ Conducted physical stock verification as per SOPs and maintained accurate inventory records.
- ▶ Operated SAP MM for all warehouse transactions and inventory management.

Production Officer Halide Chemical Pvt. Ltd, Kurkumbh

Aug 2006 – March 2008
2 Years

- ▶ Oversaw production operations ensuring compliance with chemical manufacturing SOPs.
- ▶ Coordinated material flow between stores and production to support uninterrupted manufacturing.



TECHNICAL SKILLS & TOOLS

SAP MM	Materials Management – GR, GI, Transfer Orders, STO, Stock Management, Reporting
WMS	Stockone Warehouse Management System – Inbound, Outbound, Inventory Control
DMS	Samved Document Management System – SOP retrieval, BMR/BPR access & documentation
E-Logbook	Digital equipment and area logbook management – GMP compliant electronic records
MS-CIT	Maharashtra State Certificate in Information Technology – MS Office proficiency
Compliance	cGMP GLP GDP Deviations Change Control CAPA Internal & External Audits



EDUCATION & QUALIFICATIONS

B.Sc. Chemistry
University of Pune

HSC – Maharashtra Board
SSC – Maharashtra Board



PERSONAL DETAILS

Date of Birth: 15 June 1984

Languages: Marathi | English | Hindi

Address: At/P- Tawashi, Tal. Indapur, Dist. Pune – 413104

Industry: Pharma / Healthcare / Clinical Research

Hobbies: Trekking, Reading

Sports: Cricket, Volleyball

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Omkar Dattatray Gaikwad