

CURRICULUM VITAE

SHIVA.CHITTETI

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S/O: SRINU

H.No: 3-64/2,

Kambala pally, Chandampet

Nalgonda, Telengana-505327

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CAREER OBJECTIVE:

- ✓ *I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.*
- ✓ *Self-motivated, innovative, Hard working nature, Dedication and relocate and ability to learn new things and flexible.*

EDUCATIONAL QUALIFICATION:

EDUCATION	UNIVERSITY	INSTITUTION	YEAR	% of Marks
Degree (B.sc Chemistry)	Mahathma gandhi University (Nalgonda)	The Nalgonda degree collage	2018	70 %
Intermediate (MPC)	Board of Intermediate education	Sri Ragavendra Collage (Devarakonda)	2014	60 %
SSC	Board of Secondary Education	Vidyodhaya High school (Devarakonda)	2012	7.2 %

STRENGTHS:

- ✓ *Ability to work individually and closely with others to accomplish assigned goals.*
- ✓ *Can handle any kind of Responsibilities with care.*
- ✓ *Ability to learn new Technologies and techniques.*
- ✓ *Easy learner and have the zeal to work hard and satisfy superiors.*

SKILLS:

- ✓ *Good Communication Skills*
- ✓ *Ability to work under pressure*
- ✓ *Good understanding and problem solving skills*

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COMPUTER SKILLS:

- ✓ *BASICS IN COMPUTERS*
- ✓ *MS-OFFICE*
- ✓ *CAD/CAM*

PROFESSIONAL EXPERIENCE:

- ✓ *Worked as Sr. officer in “QA DEPARTMENT” to the Organization “M/s: METROCHEM API PVT LTD” Unit-C from March 10th 2019 to 23- Dec-2023.*
- ✓ *Currently working as Executive in “QA DEPARTMENT” to the organization “M/s: LEE PHRMA PVT LTD” from January 1st 2024 to till date.*

PROFESSIONAL EXPERIENCE:

- ✓ *Issue and retrieval of respective all documents to all concern departments as per their requests. And archival documents controlling and segregation.*
- ✓ *Distribution of Master documents (Like: SOP's Specification & Method of analysis, Protocols and respective addendums).*
- ✓ *Review of BPCR's and relevant documents and Review of analytical raw data and relevant documents.*
- ✓ *IPQA Activities (Like: Plant monitoring to all respective departments to monitor the online activities) and Graphical trending and reporting for every month of IPQA Observations for monthly presentation.*
- ✓ *Coordination of Training activity.*
- ✓ *Participating and monitoring of Line clearance activities.*
- ✓ *Participating & monitoring of sampling activities - API.*
- ✓ *Review of executed MBPR's.*
- ✓ *Review of In-process raw data.*
- ✓ *Review of equipment cleaning record*
- ✓ *Participating in Dispatch activities.*
- ✓ *Preparation of APQR.*
- ✓ *Involving in respective all Activities of validations.*
- ✓ *Trending and graphical representation of critical process parameters and in process results.*
- ✓ *Supporting To QMS.*

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PERSONAL INFORMATION:

Name : *SHIVA CHITTETI*
Father Name : *SRINU.CH*
Date of Birth : *16.08.1997*
Gender : *Male*
Marital Status : *UN Married (Single)*
Nationality : *Indian*
Religion : *Hindu*
Languages Known : *English & Telugu*
Permanent Address : *H.No:3-64/2*
Kambala pally(V), Chandampet(M)
Nalgonda (Dist) -505327, Telengana.

DECLARATION:

- ✓ I consider myself familiar with B. Sc Chemistry I am confident of ability to work in a team. I hereby declare that the information furnished is true to the best of my knowledge.

Date:

Place:

Thanking you
(SHIVA CHITTETI).