***SHIVA.CHITTETI Mobile****: +91-9705436942*

***S/O: SRINU* Email:** [shiva.sms26@gmail.com](mailto:shiva.sms26@gmail.com)

## H.No: 3-64/2,

***Kambala pally, Chandampet Nalgonda, Telengana-505327***

## CAREEROBJECTIVE:

* *I would like to be a part of an organization where I could use and enhance my knowledge and talent for thedevelopmentofboththeorganizationandmyself.*
* *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 gandi 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*

## 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.*

## PERSONAL INFORMATION:

Name : SHIVA CHITTETI

Father Name : SRINU.CH

Dateof 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).