COVER LETTER

FROM,
G. RAVI,
Muneshwara layout,
Kudulu
Bangalore,
Karnataka,
India.
Mobile No: 9019105042
Mail ID: ravi0002.pharma@gmail.com.

To,

Respected sir/madam,

Subject: Submission of my resume to your esteemed organization for Quality Assurance department.

Presently I have an experience of **5.3 years** as **Senior Executive Quality Assurance and Quality compliance (Bio analytical Lab & Drug metabolism and pharmacokinetics)**. I wish to work in your esteemed organization, assure that I would work to the best of my knowledge and prove worthy of my selection. I am here with forwarding my resume for your kind perusal for quality assurance department. A close scrutiny of my credentials will confirm that I am capable of achieving objectives and organic growth through effective contributions.

Thanking you.

Yours faithfully,
G. RAVI

CURRICULUM VITAE

G. RAVI **Mobile: 91+9019105042**
Email: ravi0002.pharma@gmail.com

OBJECTIVE :

- To pursue a challenging career and to be a part of progressive organization that give scope to enhance my knowledge, skills and reach the pinnacle in this with sheer dedication and hard work.

PROFESSIONAL SNIPPETS:

- Working as **Senior Executive in Quality Assurance and Quality compliance (DMPK Lab)** in **Syngene International Ltd** from Jan 2021 to till date.
- Worked as **Executive Quality Assurance (Bio analytical Lab**) in **Micro Labs Ltd** from March 2018 to Jan 2021.
- Worked as **Executive Quality Assurance (Bio analytical Lab)** in **Norwich clinical services Pvt ltd** from Jun 2016 to Feb 2018.

ACADEMIC HIGH LIGHTS :

- Completed **Master of Pharmacy in Pharmaceutical Technology (2015)** from Vasavi institute of pharmaceutical sciences, kadapa, affiliated to JNTUA.
- Completed **Bachelor of Pharmacy (2013)** from Annamacharaya College of pharmacy, Rajamepta, Affiliated to JNTUA.
- Completed **Intermediate (10+2)** from Sri Sai Baba national junior college 2008.
- Completed **S.S.C (10th class)** from Sri Sai Baba national High school March 2006.

JOB RESPONSIBILITIES:

- Preparation, revision and distribution of SOP's.
- Co-ordinating with all regulatory and customer audits related Bio analytical department and Drug metabolism and Pharmacokinetics lab. (DMPK).
- Co-ordination of all staff on the regulatory requirements and quality /Safety/Integrity issues & departments like operations, stores, Quality control, Quality assurance and engineering activities.
- Responsible for preparation, review and updating of master documents like SOP's Master list, Site master file, Quality Manual, Organogram (OG), Instrument Master List, Instrument calibration and preventive maintenance calendar.
- Responsible for Archiving of projects, retrieval & destruction of records and data maintaining as per regulatory requirements.
- Responsible for review of IQ/OQ/PQ documents of equipment's review.
- Responsible for drug standards/samples expiry and retest dates checking and storage.
- Responsible for review Method development, Method validation and Standard test protocols, reports
- Responsible for review of eCTD/Dossier review for ANDA and NDA submission studies.
- Responsible for review of eLN (Electronic lab note book) as per ALCOA+/GDP/GLP/ GMP principles.

- Responsible for review of calibration documents of various instruments.
- Responsible for review of Audit trails like Analyst software 1.7.1/Winoline/eLN/Biomeck software/SDMS/SDMRS.
- Responsible for conducting In-process/Retrospective/General process audits/System and Facility audits/Vendor Audits.
- Responsible for training and implementation of quality Management systems (QMS/EDMS).
- Ensure required trainings of all the employees.
- Responsible for maintaining Test compound management data (TCM).
- Responsible for preparing for data review meeting (DRM)/Quality/ Safety/Integrity.
- Manage (or) facilitate continuous improvement based on audit/inspection observation.
- Perform QA tasks as designated by the Head of the Quality Assurance.

AUDIT EXPOSURE :

- **Regulatory audits**: US-FDA, CDSCO, DCGI
- **Customer audits**: Lupin, Arabindo, Dr. Reddys, Hetero labs,

TRAINING PROGRAMS:

- GCP and GLP and GDP Training in Norwich clinical services Pvt Ltd.
- External training program of clear synth (Working standards).
- SAS 9.2 Software/ Analyst software 1.7.1

PROFESSIONAL AFFILIATIONS:

- Andhra Pradesh State pharmacy council **(85421/A1)**

COMPUTER SKILLS:

- Operating system : Windows 2008, Windows 2007, Windows 2010, Windows XP
- Packages : MS-OFFICE, Computer Basics.

PERSONAL PROFILE:

PERIMIENT:

Date of Birth : 11.04.1991
Gender : Male
Nationality : Indian
Marital Status : UN married
Languages Known : English, Kannada Telugu, Hindi.
Address : 6/4/165/1 Maruthi nager, Anantapur (Dist)-515001 Andhra Pradesh.India

CURRENT ADDRESS:

Address: Muneshwara lay out
2nd main, 5th cross
1st Floor, No: 24
Kudulu,
Bangalore- 560068,
Karnataka.
India.

DECLARATION:

I hereby declare that all the information given above is genuine to the best of knowledge and brief and if you give an opportunity to work in your organization, I will put my best efforts.

Place: Regards

Date: G. Ravi