

# Resume

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## Application for the suitable post in Learning & Development Department

<b>Objective</b>	To obtain a challenging position in a high quality environment from Training and Development, HR Side where my resourceful experience and academic skills will add value to organizational operations & boost my knowledge and passion towards Learning & development part
<b>Academic Details</b>	<p><b>Shri Sarvajani Pharmacy College (SSPC), (Gujarat Technological University)</b> Master of Pharmacy (M.Pharm), Pharmaceutics, 8.28 CPI (Dist.), Year-2013</p> <p><b>Post Graduate Diploma in Operational Management (PGDOM) from IGNOU</b> 89.00 % (Dist.), Year-2013 (Part Time)</p> <p><b>Shree Swaminarayan sanskar pharmacy college (Gujarat University)</b> Bachelor of Pharmacy (B.Pharm), 68.85% (First class) Year-2011</p> <p><b>L.M. College of Pharmacy (Gujarat University)</b> Diploma of Pharmacy (D.Pharm), 58.70% (Second Class), Year-2007</p> <p><b>BVD School (Gandhinagar Board)</b> Higher secondary School (HSC), 61.50% (First Class), Year-2005</p> <p><b>Lotus high school (Gandhinagar Board)</b> Secondary school Certificate (SSC), 80.57% (Dist.), Year-2003</p>
<b>Work Experience</b>	<p><b>Apollo Hospital Enterprises Pvt. Ltd, Unit: Apollo Pharmacy, SVP Hospital, Ahmedabad</b></p> <p><u>Senior Executive-Human Resource L &amp; D (Learning &amp; development), Apr 2019 - till date (Continue)..</u></p> <p><b>Role:</b></p> <ul style="list-style-type: none"><li>✓ Deliver Trainings on Induction-Orientation, Standard Operating Procedures, Soft skills development Programme, Technical Skills, Supervisor development Programme (SDP), Drug knowledge, Surgical knowledge followed by its Assessment and Effectiveness Check</li><li>✓ Employee Counseling and grievance readdressed from HR Side</li><li>✓ Organize and conduct the Functions and Activities like rewards &amp; recognition, International Women's Day, Pharmacist Day etc.</li><li>✓ Training needs Analysis and Training Calendar Preparation &amp; its implementation, Dashboard &amp; Training, MIS reports Preparation.</li></ul>

	<ul style="list-style-type: none"> <li>✓ Compliance of Knowledge &amp; Aptitude Assessment on daily/Weekly and Monthly basis, Preparation and compilation of documents for upcoming NABH and JCI regulatory audit.</li> </ul>
	<p><b>Zydus Hospira Oncology Pvt. Ltd (Zydus Pfizer), Parenteral Unit-SEZ, Ahmedabad</b></p> <p><u>Assistant Manager, Production QMS (Quality management system), Sep 2016 - Apr 2019 (2.5 Years)</u></p> <p><b>Job Role :</b></p> <ul style="list-style-type: none"> <li>✓ Refresher Training for cGMP, GDP, Data Integrity (DI) and other Operational SOPs, Assure Training and evaluation to respective personnel mapped in OLTIMS software, Training of Changes against requirement of Change control.</li> <li>✓ Deviation (Investigation) Handling of Personal Errors along with its CAPA and Effectiveness Check.</li> <li>✓ Preparation of standard operating procedure (SOP) and its upload to OLTIMS, Other Compliance related activities e. g Change Control, Risk assessment, Gap Assessment and Effectiveness check</li> </ul>
	<p><b>Sun Pharmaceuticals Industries Pvt. Ltd, Parenteral Unit, Halol Plant</b></p> <p><u>Senior Executive-Production, Oct 2013 - Sep 2016 (3 Years)</u></p> <p><b>Job Role :</b></p> <ul style="list-style-type: none"> <li>✓ Part of Compliance Team for Training need and its implementation</li> <li>✓ Training to respective personnel for respective SOPs (Class room and On Job Training), Refresher Training for cGMP, GDP, Awareness Training against the deviation requirement.</li> <li>✓ Track wise Software handling for Training needs, Compilation of Training records, Revision of standard operating procedure through Change Control.</li> <li>✓ Other Compliance related activities e. g. Member of CEP Team (Compliance) for Auditing, CAPA handling, Risk or Gap Assessment</li> </ul>
<b>Project Details</b>	<p><b>Floating drug delivery system of ferrous fumarate</b></p> <p>Development of the floating drug delivery system of ferrous fumarate to reduce constipation based on high solubility in the stomach</p> <p>Period : 1 Year, Team Size: 1, Role : Project Lead</p>
<b>Field of Interest</b>	Learning & Development, Continuous Improvement, Operation Excellence
<b>Skills</b>	Good Communication Skills, Efficient Time management, Support and Efficient co-ordination with Seniors & Sub-ordinates, Accuracy
<b>Industrial Visit</b>	Sun Pharmaceuticals Advanced Research Center (SPARC), Vadodara in Year-2011 during masters.

<b>Achievements</b>	<ul style="list-style-type: none"> <li>✓ <b>Gold medalist (All over India 1st Rank)</b> in post Graduate diploma in operational management (PGDOM) fromIGNOU</li> <li>✓ Rewarded by <b>appreciation letter</b> for successful participation to attend the Auditors in USFDA and MHRA audit in Zydus Pfizer.</li> <li>✓ Zero observations in <b>Audit handling</b> in assigned tasks/work for compliance in Audits i.e. USFDA, MHRA, TGA, ANVISA, Lachmann consultants in Sun Pharma and Zydus Hospira</li> <li>✓ Awarded as <b>NABH Champion</b> for working preparation and leading compliance part for MOM (Management of Medication)</li> </ul>
<b>Strength</b>	Ownership and Accountability, Efficient work to get work done within timeline, Accuracy in Work
<b>Languages Known</b>	English, Gujarati, Hindi
<b>Current CTC</b>	5.28 Lac Per annum
<b>Hobbies</b>	Cricket & Reading Books, Literature Etc.
<b>Reference</b>	It can be provided based on the request and requirement
<b>Declaration</b>	I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

Date: 01-06-2021  
Place: Ahmedabad



(Bharat Vishwakarma)