

Application

From:-

Amit Pundir

H. No.:- L-201 Karnavati Apartments-1,
Lambha, Ahmedabad
Gujarat

To

The Head HR,

Dear Sir/Madam,

As a quality conscious personality with around 10 years of working experience in engineering department, handling HVAC, Water System, Plant Maintenance and QMS. I think I can contribute effectively to your organization. Currently I am associated with Baxter pharmaceutical India Pvt. Ltd. As an Associate Engineer in Engineering department. I have successfully participated in MHRA, WHO Geneva, TGA, health CANADA, Tanzania FDA, USFDA, Columbia FDA, APAC, QP, PICS and other various customer audits.

So I request your kind self to consider my candidature for a suitable post in your organization.

Here, I enclosed a copy of my detailed curriculum vitae for your kind perusal.

Thanking you

Yours sincerely

Amit Pundir

AMIT PUNDIR

Amit Pundir,
House No. L- 201, Karnavati Apartments-1, Lambha, Ahmedabad
Cellular: +91 78 28 699752, +91 9805347986
Email Id: kaffota.amit@gmail.com

Associate Engineer Engineering services

Result oriented and hardworking professional with B. Tech degree and total 10 years of work experience with various pharmaceutical organizations like OSD, API and injectables. Seeking a position to utilize my skills and knowledge and to secure a challenging position where I can effectively contribute my skills and knowledge.

EDUCATION

Bachelor of Engineering

Bachelor of Engineering in Mechanical from SS International University New Delhi with Grade B⁺.

Polytechnic

Polytechnic in E.C.E. from PSBTE Chandigarh from 2006 to 2009 With an aggregate of 51%.

PROFESSIONAL EXPERIENCE

Baxter Pharmaceuticals India Pvt. Ltd. (13th Feb. 2017 to Till Date)

Designation: - Associate Engineer Engineering Services

Responsibilities: -

- Handling of all QMS activities pertaining to engineering department in compliance with CQA QMS and Global requirements.
- Supporting in execution of various audit compliance against observations.
- To coordinate with Production, Validation and Other cross functional departments for equipment qualification/requalification, equipment validation, calibration, safety measures etc.
- To ensure smooth workings of Plant and utility machineries.
- Plant Equipment procurement Planning - Discussion with various suppliers as per the requirement. Technical & commercial comparison. URS & Design Qualifications.
- Responsible for implementation of new projects at site (e.g. TW8 system, Maximo System, BaXU system) in coordination with various departments SME's (CQA, CSV, QA, Q&V).
- Have the sound exposure to maintain and operate utilities like HVAC, Water System, Clean utility (Purified Water, WFI and Pure Steam).
- Well versed with installation, commissioning and line integration of process as well as utility equipment's.
- Suitable modifications of process and utility equipment's to achieve maximum

output and minimum break downs.

- Having hand full exposure and knowledge in preparation and execution of qualifications like URS, DQ, IQ and OQ for process and utility equipment's.
- Expertise hands in Planning and execution of Preventive maintenance for both process and utility equipment's.
- Having exposure in training of engineering technician and staff on cGEP and day to day engineering activities
- Reporting to General Manager Engg.

IPCA laboratories Ltd Ratlam (11May 2015 to 20th Jan. 2017)

Designation: - Sr. Officer of Engineering

Responsibilities: -

- Responsible for preparing, review & execution the qualification document i.e. (URS, DQ, FAT, SAT, IQ, OQ & PQ)
- Submission & Approvals of Qualification as well as re qualification documents to QA.
- Preparation of SOP, s and Protocols of Engineering.
- Responsible for technical agreements with vendors who have work at Plant premises.
- Responsible for preparing and review the master list of equipment, instrument along with the preventive maintenance & calibration scheduled.
- Responsible for change control/deviation management/CAPA Through Track wise management System.
- Facing the Regulatory, Customer, Internal Audits and preparation of compliance.
- SOP's and Protocols Training for the new personnel and refreshment training for existing team members.
- Co-ordination with CFT line Production, QC & QA department to execute any engineering documentation related works.
- Good in adhering to SOPs and maintaining of the documents.
- Reporting to Sr. General Manager Engg.

USV. Ltd (20 Jan 2014 to May 2015)

Responsibilities: -

- Responsible for execution the validation document of Heating Ventilation Air & Conditioning System (HVAC) according ISO 146644-1.
- Responsible for HVAC validation/re validation.
- Operation and maintenance of BMS/ HVAC system.

- Fault arresting, breakdown and preventive maintenance of BMS
 - Data Backup, audit trial, RNR report.
 - Maintaining documents of daily, monthly & yearly checks of all equipment's for Audit & company references.
 - Reporting to Sr. Manager Engg.
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Ranbaxy Laboratories Ltd Paonta sahib & Baddi (04 March 2011 to 13th Jan 2014)

Zee Laboratories Paonta sahib (20 Sep 2009 – 02 Feb 2011)

- Responsible for all breakdown & maintenance of whole HVAC System (AHU, Dust Collector, Ventilation & Dehumidifier System.)
 - Handling the HVAC System maintenance and its documentation.
 - Maintaining the HVAC System Preventive Maintenance and filters cleaning records.
 - Preparation of Preventive Maintenance, Filters Cleaning, Re-validation Schedules.
 - Executing the validation activity as per Protocol.
 - Reporting to Manager Engineering.
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PROFESSIONAL SKILLS / ABILITIES

- Gained clear understanding of operations and functioning of various aspects and functioning of all the departments.
 - Effective resource planning and optimization, focusing on enhancing productivity and cost effectiveness.
 - Gained proficiency in MS office packages like MS excel, word and power point.
 - Good communication skills verbal as well as written and efficient presentation skills.
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PERSONAL PROFILE:

Name	Amit Pundir
Father's Name	Sh. Attar Singh
Date of Birth	23 June 1988
Gender	Male
Address	Village P.O Dugana, Tehsil Paonta Sahib Distt. Sirmour.H.P PIN 173029

DECLARATION

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: -

Place: - Ahmedabad (Gujarat)

(AMIT PUNDIR)