

PANDEY MANOJ R
D. PHARM

To,
Manager
Human Resource Department

Sub:- Application for suitable post of your esteem organization

Dear Sir,

I, PANDEY MANOJ R have intended to take post at your esteem organization.

I hope that you will be considering my application and curriculum vitae for the above Mentioned post.

I have a strong sense of responsibility towards my job. I get along well with my colleagues. The perfect job would allow me to put my creative and innovative talents to work in a larger capacity. I want to be able to share my individual perspectives with everyone who views our billboards. I can contribute as an enthusiastic and creative person committed to hard work, perseverance, and teamwork, necessary in Pharma industry.

I would appreciate the opportunity to discuss how my education and experiences will be helpful and useful for you as the further consideration. I hope that you will kindly grant me an opportunity to serve your esteemed concern and oblige. Also I shall put in my best efforts to give you complete satisfaction.

To fulfill my aim, now I am required to do job to acquire knowledge of production of life saving drugs in pharmaceuticals.

I wait for your favorable response at your earliest.

Thanking you,

Yours faithfully,
PANDEY MANOJ R

Curriculum Vitae

PANDEY MANOJ R

D. Pharm

Mobile No: 9725588015

Email:

pandey.manoj972@gmail.com

Career Objective

- To seek full time internship with responsibility and to develop my profession as well as personal skills and to contribute the maximum share in the success journey of the organization, and to get interest in comprehensive problems and try to solve it with better effort.

Strengths

1. Excellent capacity to understand work in diverse culture.
2. Ease to adapt changes in working environment.
3. Multilingual with fluency in English, Hindi, and Gujarati.

Work Experience

(1) Employer: Alembic Ltd.,

At IBU Formulation-1 Panelav,

Tal:-Halol

Dist:-Panchmahal (GUJARAT).

Period : 7th june -2010 to 16th august-2011.

Position : JUNIOR EXECUTIVE.

I am working as a **PRODUCTION JR. EXECUTIVE.**
in PRODUCTION DEPARTMENT.

(2) Employer; Zydus Cadila Healthcare Ltd

Moraiya, ahmedabad

Period ; 18th august-2011 to till date

Position ; EXECUTIVE.

Company Profile:-

Asia's most respected integrated pharmaceutical company with manufacturing practices and facilities that conform to WHO-GMP guidelines, Zydus Cadila is in the business of improving the quality of life and healthcare in over 75 countries around the world, Having Certification and Approval of

- USFDA
- MHRA
- ANVISA
- TPD (Canada)
- MCC (South Africa)
- WHO-CGMP

Product:- Tablets (GRANULATION), (COATING), (INSPECTION) & Documentation (Handling of Deviation, Change control, Incident & Master BMR preparation)

Working profile:

- To prepare equipment for batch charges.
- To check proper availability of all utility as per batch requirement.
- To implement standard Operating procedures, manuals, safety procedure, company policies.
- To maintain discipline, safety at work.
- To help production operators when required in showing process & solving manpower problems and to fill batch/log sheets.
- To ensure use of personal protective equipments, safety kits & tool by himself & subordinate.
- To maintain all process parameter as per S.O.P & B.M.R(S)
- To maintain good housekeeping, cleaning & cGMP at work.
- To display the batch status.
- To prepare shift reports i.e. Weekly production report, output reports etc.
- To take and hand over charge of shift activities from previous to next shift.
- To prepare all QMS related documents like Deviations, Change controls, Incidents & investigations.
- To prepare master BMR according to change control.

Educational Qualification

D. Pharm

Examination	Board/University	Passing Yr.	Percentage	Class
2 nd Year	B.M.SHAH COOLEGE OF PHARMACY, MODASA. (NORTH GUJARAT UNIVERSITY)	2009	76.90%	Dist
1 st Year		2008	62.00%	First

Aggregate of D. Pharm. : 68.07%

Examination	Board/University	Passing Yr.	Percentage	Class
H. S. C.	G. S. H. E. B.	March-2007	71.2%	Distinction
S. S. C.	G. S. H. E. B.	March-2005	77.1%	Distinction

*** G. S. H. E. B. >** Gujarat Secondary & Higher Secondary Education Board, Gandhinagar

Computer Knowledge

- MS - Office
- Knowledge of Internet

Personal information

- Name : PANDEY MANOJ R
- ❖ Address : 2, Sankar Singh ni Chali , Near Dena Bank,
Satyanarayan Nagar
, Amraiwadi,
Ahemdabad
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Religion : Hindu
- ❖ Languages Known : English, Hindi, and Gujarati.
- ❖ Hobbies : Surfing On NET, Drawing,
Painting and Listening to Music

I Hereby declare that the all the information given above is correct as per my knowledge and information.

Date:

Place:

PANDEY MANOJ R