# Mr. Dipesh R. Dave

**PERMANENT ADDRESS:**

63, Surya Kiran Society

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To,

Subject: Application for the post of – **STORE DEPARTMENT.**Respected Sir,

As per reference, it’s my pleasure to apply in your organization .My qualification and relevant experience leads me to apply. My technical skill and honest nature will best to fulfill the job requirement and duties. Along with application, attaching my resume for your reference and consideration.

Anxious for your favorable response.

Thank you for your valuable time, consideration and blissful co-operation.

Best Regards.

Yours Sincerely,

(Mr. Dipesh R. Dave)

R E S U M E

**MR. DIPESH R. DAVE**  63, Surya Kiran Society

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## Personal Profile:

# M.Sc. (Statistics) & 19 YEARS EXPERIENCE IN Store Department

# Born on 19th November 1969 Indian citizen, Married, Good communication skill, Logical thinking, Ability to work as a team leader well versed with various aspects of STORE MANAGEMENT. My skill in communication makes me a good team player. My leadership & Interpersonal skills allow me lead my team into any assignment within my scope of work and take it to its successful completion. My experience and knowledge give me necessary tools to work in any competitive environment. My energy levels, self-motivation abilities pressure handling abilities and self-exertion abilities that make me an ideal candidate for Store management team member in your organization.

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**TECHNICAL PROFILE:**

* **Present working as Store Officer - STORE (Raw –Packing –Finish Goods) since 1992 at SAGA LABS AND ACMELIFESCIENC. Ahmadabad and Baddi, H.P.**

**WORK PROFILE:**

To Manage STORE includes:

* + - Raw and Packing Material inventory control.
    - Manage raw material as per FEFO and Packing Material as per FIFO.
* To Regulate STORE Department.
* Leading team member of Audit Team.
* Internal inspection – audit in time.
* To be review near retest – near expiry – expired material and finished product as well as SOPs.
* To be review and carry out production planning.
* Physical stock verification time to time.
* Receiving materials (from approved vendors) as per SOP.
* Manage REJECTED AREA and review time to time.
* Handling Software – Pharmasuite-MMS-FIS of SOHAM COMPUTERS, SAP (CADILA & CIPLA).
* Vendor Development as per requirement for packing materials, inactive Raw –Colors - coating materials.
* Daily dispensing of raw and packing materials as per SOP. Also Co-ordination with team members and LL manufacturers Representatives for achieving quality requirements. To guide and ensure monthly calibration and Government calibration of balances are carried out in time.
* Review of internal GMP rounds report / inspection outcome and review of action plan.
* Coordinate with all departments like production, Finish Goods packing, Quality Control team and corporate team for smooth working.
* Familiar with SAP OF Cadila Healthcare LTD and CIPLA LTD.
* To review under test area time to time.
* Review and release of the raw and packing materials.
* Review of all locations of materials after approved by Qc Dept.
* Review the Internal Audit reports of the departments as per the schedule and ensuring the compliance.
* Coordinate with Internal customers & Head- Corporate QA for Deviations, Complaint & CAPA Management in order to minimize the deviations, complaint & monitoring the implementation & compliance to long term corrective & preventive action defined.
* Participate in the Vendor Qualification to update the vendor approval.
* **Additional information:** Reporting to Director and Exe Director.

**EMPLOYMENT HISTORY**

* At Present Working In SAGA Laboratories, Changoder as a Store Manager from 2015.
* Worked as Store Manager from 2002 to 2015 Acme Life science Baddi, Himachal Pradesh.
* Worked as Store Cum Dispatch In-charge from 1992-93 to 2002 at SAGA Laboratories, Vatva, Ahmadabad.

#### MANAGEMENT SKILLS

Communication Skill, Problem Solving Skill, Leadership Skill, Team building and leading Skill.

##### EDUCATIONAL INFORMATION

* M.Sc. Statistics from Gujarat University, Ahmadabad, Gujarat in 1992.
* B.Sc. Statistics from Gujarat University, Ahmadabad, Gujarat in 1990.
* HDCS – computer course at Private coaching Institute ACT and LCC (Maninagar-Ahmedabad)

**REFERENCES:** If you want my nature of work, feel free to following references.

1. Mr.Vinit.Shah (Director - SAGA LABORATORIES)
2. Mr. D.K.Patel (Director – ACME LIFESIENCE)
3. Mr. Prashant Kumar (Exe Director,Acme Group)
4. Mr. Jagdish Patel (Plant Head , Deep Pharma,Dholka)
5. Dr. Sandeep I. Shah (M.D.,Sardar patel Hospital,Kankaria Maninagar)
6. Dr. Vijay Mehta (M.B.B.S, Uttamnagar,Nr.Ambaji Temple)