**CURRICULUM VITAE**

#### DIVYA BHATT

#### D/O SRI JAGDISH CHANDRA BHATT

#### KRISHNA SOCIETY, LAW GARDEN

#### NEAR ELLIS BRIDGE, AHMEDABAD

CONTACT DETAILS:- **09574614546, 7874804694**

E-Mail ID: - [divyabhatt04@gmail.com](mailto:divyabhatt04@gmail.com)

**CAREER GOALS:**

To apply technical Knowledge and logical skills for the maximum benefits of the company and secure highest position of company with hard work and determination.

**TOTAL WORKING EXPERIENCE:**

19th July 2013 to till date

**CURRENT COMPANY PROFILE:**

**MYLAN LABORATORIES LIMITED:**

**Date of joining and Duration:**

06th June 2018 to till date

**Designation**

Sr. Chemist Quality Assurance.

**Work Profile**

* Preparation, review, control, distribution and retrieval of SOPs and ensure compliance of SOPs
* To fulfil customer requirements w.r.t. providing batch release documents for batch released at site. This includes BMR, BPR, Analytical documents as per customer requirement.
* Initiate & review of Change control in Trackwise.
* Handling of Training programmes as a training coordinator, preparation & review of Master calendar,

Training curriculum.

* Handling of Myuniversity software for training management. (working as training coordinator)
* Handling of artwork and shade card received from packaging development.
* Review of Master batch records.
* Issuance of batch records, formats & log books as per production plan.
* To provide documents for regulatory submission.
* Co-ordinate with cross functional department
* Preparation & Review of Annual Product Review

**PREVIOUS COMPANY PROFILE:**

LINCOLN PHARMACEUTICALS LTD:

**Date of joining and Duration:**

25th October 2017 to 3rd June

**Designation:** Sr. Officer

**Work Profile**

**Quality Management System :**

* Handling of change control (Initiation, review & closing).
* Preparation, review, control, distribution and retrieval of SOPs and ensure compliance of SOPs
* Issuance and archival of Batch Manufacturing Records and Batch Packing Records
* Preparation & Review of Annual Product Review.
* Handling of Departmental Training as a training coordinator (Preparation of Master calendar, training curriculum)
* Periodic review the training calendars to compliance training system at plant.
* Review of Master & controlled document.
* Handling of artworks and shade cards .

INTAS PHARMACEITICAL LIMITED, MATODA

**Date of joining and Duration:**

19th July 2013 to 17 th October 2017

**Designation:** Sr. Officer

**Work Profile**

* Preparation and review of batch records by referring RTD, BOM (New products) and consulting with packing development if there is any query.
* Preparation of standard operating procedures and its periodic review.
* Handling of department training.
* To perform QMS activities in Qedge Software.
* To initiate, review and closing of Change control.
* To perform stage wise SAP activities

**ACHIEVEMENT**

* Faced the regulatory audit of MHRA, TGA, USFDA, WHO Geneva, INVIMA (Colombia).
* Proficiency in SAP with respect to defined responsibility.

**ACADEMIC QUALIFICATION**

* **Master of Science in Chemistry**

Institute: Gujrat university.

**Result:** 66 **%**

* **Bachelor of Science in Chemistry**

College:Kumaun University, Haldwani (Nainital)

**Result:** 63 **%**

* **H. S. C.**

Board: Uttarakhand Board

**Result:** 60.92**%**

* **S.S.C.**

Board: Board: Uttarakhand Board

**Result:** 65 **%**

**IT SKILLS:**

1. Internet skills
2. MS office
3. Software handling

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Father’s Name** | Mr. Jagdish Chandra Bhatt |
| **Date of Birth** | Oct. 04, 1992 |
| **Nationality** | Indian |
| **Marital Status** | Unmarried |
| **Languages Known** | English & Hindi |
| **Personal Traits** | Goal Oriented, Self-confidence, Quick Learner, and Communications skill. |

**DECLARATION:**

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Date: Signature :

Place : Ahmedabad Divya Bhatt