

CURRICULUM VITAE

Vijay Kate (B. SC Chemistry).

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Career Objective

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization and his employee, Strength To take every new work as challenge with positive attitude is my greatest strength, Hardworking, innovative, works effectively is my identity.

Educational Qualification

- BSC from Shivaji University Kolhapur in 2019 with (53.36%) 2nd class.
- HSC from Shivaji University Kolhapur in 2016 with (48.15%) 3rd class.
- SSC from Shivaji University Kolhapur in 2014 with (72.60%) 1st class.

Work Experience

1)Emcure Pharmaceuticals Ltd

From: July 2020 To January 2023

Duration: 2 Years and 7 Months

Role: Technical Assistant

Responsibilities:

- Dispensing of Raw Materials as per BMR.
- Storage of Raw Material as per their Storage Condition Requirement.
- Follow Good Documentation Practices of BMR (Batch Manufacturing Record).
- Co-ordination with other departments like production, Quality control, Quality Assurance and Supply chain, PPIC for completion of daily mfg. plan.
- Day-to-day activities related to Warehouse and Dispensing, Documentation (LogBooks, BMR, Daily Records) as per cGMP.
- Follow Up with Quality Control Dept. For Timely Release of Raw Materials.

- Batch determination in SAP with BOM page of BMR.
- Issues material physical and system.
- Do the transaction by using WMS (Warehouse Management System) and SAP.
- Maintaining FEFO (First Expiry First Out).
- Knowledge of Excel Formulas (Sum, Average, Maximum Minimum).
- Responsible for maintaining shortages, excess inventory and taking sufficient action to control / liquidate non-moving, slow-moving items.
- Handling of Operators, Casuals manpower for job distribution to ensure the optimum utilization of man power.
- Calibration of all the equipment's & instruments used in routine work.
- Assists and Ensure compliance of self – inspection Audit and correcting the non-compliance.
- Monitoring and recording of Environmental condition, cleaning and calibration activities as per SOP.
- Keeping the Warehouse and Dispensing area in presentable manner for External and Internal audits.
- Daily review of Temperature & Relative Humidity reports and audit trails from various software's (WMS, SAP & DATA LOGGER).
- Reporting to the Warehouse manager for day to day routine activities.

2) Raptakos Brett & Co. Ltd

From: February 2023 To till date

Duration: 1 Year and 02 Months

Role: Officer

Responsibilities:

- Receipt of Raw & Packaging Materials followed by Inward activity in SAP System.
- To raise GRN for both Raw & Packaging materials maintaining Check List during Receipt.
- Dispensing of Raw Materials & Packing Materials as per BOM provided by production & to complete the BMR & BPR records.
- Issuance of Packaging materials as per BOM provided by production & to complete the BPR records.
- Maintain Routine Log records on daily basis in warehouse including Daily verification & Monthly Calibration of Weighing Balances.
- To Prepare Shortages of RM & PM as Per Work Orders & Production Plan.
- Follow-ups with inter department sections such as Production for day-to-day plan & QC for Release of materials in time to avoid any loss of production.
- Implementation of weekly / daily manufacturing plan & achieving targets as per plan.

- Co-ordination with Purchase section for smooth delivery of materials as per schedule.
- Create invoices of finished goods as per dispatch requirement.
- Create purchase requisitions as per materials requirement.
- SOP drafting for new SOPs.
- All SOP's reviewing as per on Next Review Date.
- Service Entry of Bill's and GRN of bill's are taken in SAP.
- Monthly Production Planning and Inventory Control.
- Monthly and Weekly shortages as per Production Planning.

Technical Skills :

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|---------------------|--------------------|
| i. SAP SYSTEM | iv. MICROSOFT WORD |
| ii. WMS SYSTEM | v. MICROSOFT EXCEL |
| iii. BARCODE SYSTEM | vi. MS-CIT |

Personal Details:

Name : Vijay Vilas Kate
 Gender : Male
 Date of Birth : 08.05.1998
 Marital Status : Unmarried
 Languages Known : Marathi, Hindi & English
 Hobbies : Playing Cricket, Reading, Listening
 Permanent Address : At – Bhambe, Po – Vadgaon (Umbraj)
 Tal – Karad, Dis – Satara.

Date:

Yours Faithfully

Place:

Vijay Kate