

# Krishna Kumar Rijal

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Present Address: Paonta Sahib, H.P

## CARRIER OBJECTIVE

- To have a challenging carrier where i can explore my potential and utilize it towards development and growth of organization.

## EXPERIENCE & QUALIFICATIONS

- Currently Working as **Sr.Officer (RM)** in Tirupati Group (Tirupati Lifesciences Pvt. Ltd ) Paonta Sahib, Dist-Sirmour.(From June 2022 till now)
- Worked as **Store Officer (RM)** in Pinnacle Life Science Pvt. Ltd. Subsidiry of Aarti Drugs Ltd. Manpura, Dist-Solan, H.P.from last 2 year 3 months (From April 2018 to June 2020)
- Worked as **Store Assistant** 2 years in Gmmco India Ltd. Dist-Umaria, M.P.(From March 2016 to March 2018)
- **B.Sc. (Zoology, Chemistry)** in 2013 from Veer Bahadur Singh Purvanchal University, Jaunpur with an aggregate of 55%.
- **12th** in 2010 from ISCE Board with an aggregate of 62%.
- **10th** in 2008 from ICSE Board with an aggregate of 61%.

## KEY SKILLS

- Working in **PROBIZ** as an ERP.
- Worked in **TALLY 9.0** as an ERP.
- Worked in **DBS** (Dealer Business System) as an ERP.
- Knowledge of MS Office.
- Preparing Data in excel format
- Timely execution of work given by HOD.
- Good time managements skills, with ability to multitask and work under pressure.
- Communication oral/written

## ACHIVEMENTS & AWARDS

- Certificate of Participation in- “Advance in Management Practices”
- Participated in HR Conclave 2015
- Participated in-UNICEF (Training for Trainer)

## DUTIES & RESPONSIBILITY

- Responsible for receiving all incoming Raw material/Packing material and physical verification as per challan/Invoice.
- Preparing GRN for received materials and intimate QA/QC for sampling.
- Responsible for Monitoring the Overall Cleaning & Housekeeping of warehouse storage area.
- Responsible for debiting BMR/BPR stock from Probiz Software.
- Responsible for maintaining online entries, records & logs books.
- Responsible for performing daily balance verification and monthly calibration of weighing balance.
- Proper storage, allocation and segregation of raw material in Quarantine, Under test, Approved and Rejected area as per material status.
- Responsible for maintaining proper stock and conducting inventory on monthly basis.
- Responsible for quarterly verification of book v/s physical stock.
- Responsible for updating stock Kardex / stock ledger for the all materials.
- Responsible for preparing area for audit/visit as per cGMP requirement.
- Responsible to follow FEFO/FIFO system in warehouse.
- Responsible for handling manpower provided by HR.
- Responsible for follow up with QC for release of Quarantine materials to meet dispensing plan.
- Preparing Retest Requisition for raw material and duly inform to QC for conducting retest.
- Responsible for Coordinating with QA, QC, production, EHS & Engineering for cross functional activity and other relevant works.
- Responsible to take change control, provide CAPA & log deviation if required
- Responsible for Monitoring all break down and maintenance related activity and raise work order for necessary rectification.
- Maintaining stocks of NDPS narcotics material in stock register and sending monthly and quarterly stocks details to Drug Controller.
- Preparing raw material destruction note of expired and non-moving material and destroying as per management decision.
- Handling QMS and working under Senior Manager in revision of SOP and preparing Questionnaire.
- Responsible for maintaining record of rejected raw material and taking follow up from Purchase and CQA for its return.
- Preparing E-Waybill and booking Raw Material in RGP, NRGP and on To Pay basis.

## AUDIT FACED

- Wockhardt, Glenmark, Torrent Pharma, Shalina, Sun Pharma, Lupin Pharma, Torikaa Pharma, Anglo-French, Alembic Pharma, Cipla, Dr. Reddy, Mayor Organics, USV, Herbalife Nutrition, GSK etc.

## HOBBIES/INTEREST

- Listening music
- Surfing on Net
- Cooking
- Playing Volleyball

## PERSONAL INFORMATION

- Date of Birth : 01-Sep-1991
- Father's Name : Mr. C.K Rijal
- Permanent Address : Vill-Kothwar, Post-Aurahi, Dist-Jaunpur(UP),222001
- Sex : Male
- Marital Status : Married
- Nationality : Indian
- Languages Known : English, Hindi.

## DECLARATION

- I certify that to the best of my knowledge and belief, this CV correctly describes me and my qualifications.

Date : / /2024

Place :

KRISHNA KUMAR RIJAL

