

# CURRICULUM-VITAE

Narsimha  
Mobile. 9603404534

E-Mail: narsimhan3@gmail.com

---

## **OBJECTIVE:**

Looking for a challenging position of responsibilities that would allow me to utilize my education and professional experience in an organization where I would be deserved for my further growing and learning process.

## **Education Qualification:**

M.B.A from Suprabhath PG College, Bibinagar, Nalgonda Osmania University.

B.Com. from N G Degree College (Govt), Nalgonda, Osmania University.

C.E.C from Ravi Jr. College. Chityal

SSC from Z.P.H.S Elikatta.

## **Technical Experience**

M.S. Office

Tally

## **Work Summary:**

Having around 6.5 years of work experience in Warehouse and Material Management.

## **CURRENT EMPLOYER:**

Bharat BioTech International Ltd as Jr Executive L1 from Aug 2023 to till date

## **PREVIOUS EMPLOYER:**

Sri Krishna pharmaceutical Ltd working as Chemistry from July 2018 to Feb 2021 Shilpa therapeutics pvt Ltd working as Executive from March 2021 to May 2022

Alphamed Formulation pvt Ltd as Sr Associate from June 2022 to July 2023

---

## **Receipt Area**

- ☐ Receiving of Raw materials as per cGMP.
- ☐ Preparing GRN as per received Quantity against purchase order.
- ☐ Maintain Inward and Stock Register of Raw material and Packing material.
- ☐ Proper Segregation of material lot wise or batch wise. and Quarantine/Approved.
- ☐ Proper Segregation and Storage of material as per the material as per storage condition at storage location, RM&PM.
- ☐ Co-Ordination with the QC staff for daily Status of the material.

### **Dispensing Area**

- ☐ Planning for the dispensing as per the production priority,
- ☐ Proper segregation arrangement of material and require quantity against the PORM.
- ☐ Proper arrangement and available of dispensing aids for the dispensing.
- ☐ Dispensing Of Raw Material as per cGMP.
- ☐ Follow up for Approved Status of the material with QC.
- ☐ Co-Ordination with the production staff for daily production Plan.
- ☐ Co-Ordination in the Shifts.
- ☐ Handling of cold chain materials.

### **Retest and Rejected Area**

- ☐ Handling of retest Material.
- ☐ Handling of Expiry Raw materials and Packing materials as per GMP.
- ☐ Handling, controlling and documentation of Rejected material.
- ☐ RM&PM materials deduction as per GMP.

### **Monitoring of Temperature and RH in Working Area**

- ☐ Monitoring of temperature and Relative Humidity.
- ☐ Monitoring of Cold Rooms temperature.
- ☐ Maintained Logbooks

### **Personal Skills**

- Good communication skill
- Teamwork means hard work is my policy
- Excellent interpersonal skills.
- Self Confidence

### **Languages Known**

English, Telugu, Hindi

## Personal Profile

**Gender:** Male  
**Date of Brith** 28/04/1986  
**Marital Status:** Married  
**Address:** H.NO: 1-1/46,  
Elikatta Village  
Chityal Mandal,  
Nalgonda Dist.

## Declaration

I hereby declare that all the above details are true and correct to the best of my knowledge.

Date:  
Place:

Yours faithfully

**NARSIMHA**