**CURRICULUM VITAE**

**Khoob Ram Email: -khoob.ram123@gmail.com**

**Vill. Chhajwan khabu P.O. Sardhwar**

**Teh.Balh Distt.-Mandi(H.P.)175023. Mob. No. +919418580260**

## CAREER OBJECTIVE:

To serve in an organization where growth in carrier and development in qualities goes hand in hand, synergizing the contribution to the organization as well as personal upliftment.

**PRESENT STATUS**

♦Presently Working with **Reckitt Benckiser Healthcare india Ltd. *Baddi*** From **Dec. 2021** to till date

**PREVIOUS STATUS**

♦ Previously worked with **Ranbaxy *Labs Ltd. A-41 Mohali*** from***May. 2012*** *to* ***Nov. 2014****.*

♦ Previously worked with **Zydus Cadila Healthcare ltd. Baddi** from **Dec. 2014** to **Dec.2016.**

♦ Previously worked with **M/S Indoco Remedies *Ltd. Baddi*** from**Dec. 2016** *to* ***Feb.2020***

♦ Previously worked with **USV Private Limited jharmajri *Baddi*** from ***Feb.2020*** to **Dec. 2021.**

Job responsibilities/EXPERIENCE

(a)warehouse

* Dispensing of Raw and packing Materials as per BMR,BPR,FO,PO followed by SAP and ERP System with GMP and GDP compliance.
* Explores of **DMS** (dispensary management system),**WMS**(warehouse management system) with **Bar coding** of each Materials and Products.
* Knowledge of Operations of **RF device** for material transfer as well as confirm transfer order, stock check etc.
* Maintaining Area records of Batch Staging area, Dispensed raw material store, Dispensing Booth i.e. Temperature & relative humidity record, cleaning record, balance verification and calibration record etc. on daily basis.
* Storage & handling of raw material as per MSDS and storage instructions.
* Handling of liquid materials spillage as per MSDS by using spillage kit.
* Receiving of raw and packing material as per Purchase order Followed by approved vendor/Supplier list
* Maintain location chart of received/quarantine/under test/approved material where as WMS not followed.
* Ensure and improve SOP compliance at every stage related to GMP,GDP and materials as well as area requirement.
* Preparation of Physical Material verification memo/Documents/PI count.etc.
* Co-ordination with production department for day to day dispensing planning.
* Destruction of rejected/obsolete raw/packing material as per SOP follow by hazardous or non hazardous safety norms.
* Co-ordination with QA department related to periodically revision of SOP/ new SOP and training.
* Handling of code to code transfer of material, deviation ,CAPA, change control, Qualification, Justification of Audits, Dispatch Related issues etc.
* SOPs Preparation of new equipment/area and give their training to concern Personal.
* Warehouse related documentation i.e. preparation of GRN (Goods Receipt Note) in ERP and/SAP system; maintain dispensing Booth log book, Labeling of materials/equipments/ accessories, temperature & humidity record, Physical stock verification documents, stock ledger, purchase order etc.
* Handling Temp. mapping in Warehouse area as per SOPs and schedule.
* Responsible for verified Finished product as per the documents received from production.
* Plan strategically and manage finished goods warehouse.
* Arrange and plan out warehouse, catalog goods etc.
* Manage inbound and outbound stock movement of finished goods warehouse operation.
* Produce and store action plan, which supports the company's strategic objectives by using initiative to take corrective measures as needed.
* Supervise and train the finished goods warehouse team.
* Monitor all kind of relevant store functions and transitions are properly recorded in the Accounting System.
* Perform the function of processing orders, organizing the dispatch and delivery of finished goods and ensuring that finished goods are stored safely.
* Handling of man power,vendors,external parties in proper manner.
* Ready to carry out any other tasks given by the HOD.

(b)Production

* Giving request for BMR as per weekly production plan to QA department on weekly basis.
* Receiving and verifying of BMR from QA for batch manufacturing.
* Calculation for API as per assay and LOD basis required for batch manufacturing.
* Preparation of Process order for Batch in SAP and ERP systems.
* Co-ordination with Dispensing Personal for timely dispensing of raw material.

Major Audit Faced: **WHO, USFDA**, **TGA, MHRA.**

Qualification:

**Professional Qualification**

♦**D. Pharmacy** from **Govt. Polytechnic Rohru** Affiliated to **Pharmacy council of India, AICTE** and **HPTSB Dharamshala.**

**Academic Qualification**

♦**B. Sc** from  **Monad University, Hapur is established by the UP State Govt,Act 23 of** **2010&U/S 2(f) of UGC Act 1956**

♦**12**thfrom **H.P.B.S.E. Dharamshala**.

♦**10**th from **H.P.B.S.E. Dharamshala.**

Computer Proficiency: Basic Knowledge of Computers, MS word, Excel, Internet, Track wise, Quality one as well as Microsoft window environment and with their applications.

Achievement: -Special training on **5S, cGMP, GDP and DATA INTEGRITY, SAFTY, FIRST AIDS**  in company campus and work on Project on **cost savings** as well.

**Strengths:**

♦Zeal to keep learning and do the Job honestly.

♦Equal effective,working independently or in a team.

♦Work in a creative way with taking self initiation.

♦Good Communication and Presentation skills.

♦Want to attach with people professionally and personally as well.

♦Not believes on every thing.

## Personal Details:

Father Name : Sh. Chanchal Ram

Date Of Birth: 07/Jan/1992

Marital Status: Married

Sex: Male

Hobbies: Reading, playing cricket, cooking.

Language Known: Hindi, English, Punjabi

Declaration: I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place: Baddi Khoob Ram**

**Date:**