

To,  
HR Manager,

Subject: Application for a suitable placement in your esteemed organization.

Respected Sir/ Madam,

Myself GOPU VENKATAREDDY have completed Master of pharmacy from NIMRA College of pharmacy, JNTU university, KAKINADA, Andhra Pradesh.

With reference to above cited subject, I am applying for the above post in your esteemed organization.

I request if given an opportunity, I will prove myself to be the best and work hard for excelling your organization. This would be excellent for me to prove myself. For your kind reference I have enclosed my resume.

Kindly waiting for favorable reply,

Thanking you,

Yours Faithfully,  
**(G.venkatareddy)**

**Enclosures: Resume**

## RESUME

**Mr. G venkatareddy**

**Email: gopupharma@gmail.com**

**Mobile: +91-9959119870.**

### **CAREER OBJECTIVE:**

Seeking a challenging environment, that enables to bring out best of my abilities as a professional in pharmacy related areas and to achieve great heights by being innovative, resourceful, flexible and responsible in the challenging field of pharmacy.

### **PROFESSIONAL EXPERIENCE:**

| <b>Sl.No</b> | <b>Name of the Organization</b> | <b>Designation</b> | <b>Experience</b>    |
|--------------|---------------------------------|--------------------|----------------------|
| 1.           | AUROBINDO PHARMA LTD            | SR EXECUTIVE       | 10/2015 to till date |
| 2.           | BAFNA PHARMACETICALS            | OFFICER            | 04/2014 to 10/2015   |

### **JOB PROFILE:**

**I HAVE TOTAL 9.5 YEARS OF EXPERIENCE IN IPQA & DOCUMENTATION ACTIVITIES**

#### **IPQA Activities:**

- Ensuring the cGMP complies as per written procedures in production shop floor on day to day basis through rounds and Documentation review.
- Train the team on daily activities and SOPs.
- Responsible for giving line clearance during dispensing, Granulation, Compression, Coating, Capsule filling, Inspection and Packing stage.
- Responsible for verification of API Calculation at the time of dispensing line clearance.
- Responsible for performing the in process checks during granulation, Compression, Coating and Capsule filling Packing stage.
- Responsible for performing the sampling activity at various stages of granulation and blending, Compression and Coating Packing stage.
- Responsible for calibration of in process instruments like Friability and Disintegration test apparatus.
- Responsible for performing AQL at compression stage Coating stage, Capsule filling stage and, Inspection stage.
- Verification of Log books to assure that all entries are complying with the GDP.
- Responsible for monitoring of environmental conditions during the process.

#### **Documents Review:**

- Responsible for Review of BMRs and BPRs.
- Responsible for Review of executed Batch manufacturing records to assure that all In- process checks, Yield & Reconciliations & Entries are compliance with Predetermined specification.

- Responsible for Review of quality system documents like change control proposals, deviations, incidents and CAPA reports related to process.

#### **Hold Time Study:**

- Responsible for review of Process Performance Qualification Protocols and Hold time study protocols & reports.
- Monitoring of Hold time study schedules.

#### **SOPs:**

- Responsible for preparation and review of SOPs and Issuances.

#### **Compliance Quality assurance:**

##### **Close monitoring of PDO and warehouse facility:**

- Compliance with SOP and GMP by doing shopfloor rounds and comparing by procedures versus practices and addressing any non -conformance observed in compliance audit sheet.
- Escalating the facility round observation to department HOD/designee and ensuring the closure of closure of same by doing continuous follow-ups.
- Ensuring compliance of facilities (PDO and warehouse) premises before and during audits by doing facility rounds.
- Execution of customer questionnaires and supporting documents gathering.
- Audit response related CAPAs, change controls, protocols, reports, Sops and relevant supporting documents follow -up, review and collection of PDO and Warehouse departments.
- Support during compilation of regulatory and customer audit response.
- Conduct quality internal audits and compliance audits, follow up for the compliance activities against to observations.
- Collection of necessary documents from the cross functional teams.

#### **IT SKILLS:**

- MS Office
- Oracle business suite (ERP)
- Updating to process pad ,Caliber LIMS,RETRO N21 Software and eResidue Cleaning.

#### **CORE STRENGTHS:**

- Quick adaptability, grasping & learning capabilities
- Confident and optimistic attitude
- Goal oriented
- Problem solver
- Good team player

#### **ACADEMIC CHRONICLE:**

| Degree      | University                    | Year of Pass | Percentage |
|-------------|-------------------------------|--------------|------------|
| M.Pharmacy  | JNTU university,Kakinada,A.P. | 2013         | 77.4%      |
| B. Pharmacy | Nagarjuna University, A.P.    | 2011         | 67.6%      |

**Personal Information:**

Father's Name : Gopu. Nagireddy  
Nationality : Indian  
Date of Birth : 10/07/1989  
Gender : Male  
Marital Status : Married  
Hobbies : Reading books, Listening music  
Languages Known : Telugu, English, Tamil and Hindi.

**Declaration:**

I hereby declare that all the information furnished by me is true to the best of my knowledge and belief.

PLACE: **Hyderabad**

**(G.VENKATAREDDY)**