

## **COVER LETTER**

To  
The Head,  
Human Resource Department

Sub: Application for suitable position in your esteemed organization.

In connection to above, Myself **Hemavathi D** currently working as a **senior executive** in Biocon Ltd, in Quality control department would like to join in your esteemed organization.

For your kind perusal, I am attaching my resume with this letter. Kindly go through the same and provide me an opportunity to put up my skill for fulfillment of current market demands with novelty

Regards,  
Hemavathi D  
Contact No: 9902772107

## RESUME

**Name** : HEMAVATHI D

**Email ID** : hemabiotech1988@gmail.com

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### OBJECTIVE:

To establish myself at a position where I can meet challenges and effectively contribute my skills as a professional, possessing competent technical skills & complete daunting tasks in creative & calculated

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<b>Work Experience</b>	: 9.8 years
<b>Organization</b>	: Biocon Limited,Bangalore
<b>Designation</b>	: Senior executive
<b>Duration</b>	:16th November, 2011 –till date

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### CORE COMPETENCES:

- Online review of ODS and log book related to activity
  - Worked with team lead during investigations of incident, OOS and OOT
  - SAP updating of periodic results and Generating SAP COA's.
  - Complete availability whenever there is requirement
  - Periodic submission of analytical reports to QA
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### PROFESSIONAL EXPERIENCE:

Currently working in Biocon limited, Bangalore as **Supporter in LIMS(Labware) Master data creation** from Aug-2018-till data.

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### ROLE AND RESPONSIBILITY:

(2018-2021)

- Creating of Analysis for RM, FP, PM, Stability samples as per approved methods and protocols, in compliance to CGLP in LIMS Master data.
- Extensive experience working with database Objects (Lab war LIMS 7.0 & V5.2)
- Trouble shooting for LIMS end user requirement.

- Creation of analysis for all product as per approved methods and protocols, in compliance to CGLP in LIMS master data creation.
- Creation of backend formulas, root cause identification and investigation to find solution for errors in Lab.
- Creation of SOP and uploading into FileNet.
- SAP review for RM and FP batches.

**(2017-2018)**

- Handling Document and control for Labs
  - Preparation of SOPs, IOPs (Ms-Word) and QC Forms (Ms-Excel) for labs.
  - Issuing of SOPs and QC related documents and maintained the tracking for the same.
  - Responsible for preparation, review and verification of QMS system like Deviation, Change control, OOS, OOT.
  - Responsible for releasing the finish product for smooth dispatch.
  - Identification & investigation of incident & deviation reports for validation batches.
  - To ensure effective document management system.
- Preparation and review of audit compliance report.
- Preparing audit report and monthly report.

**(2011-2016)**

- SAP result entries for finish products.
- Online review of documents and logbook related to finish product in process and stability sample.
- Review of RM, FP, PM, Stability of QC documents.
- Analysis of stability samples without any deviations.
- Analysis of enzyme samples and API finish products, working standards as per CGLP
- Analysis of QC and stability samples without any deviation.

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**AUDIT FACED**

1. USFDA audit
2. Internal audit conducted by Global audit committee.

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**INSTRUMENT HANDLING:**

1. HPLC (Agilent and chemstation software)
  2. Infrared Spectroscopy
  3. Moisture Content (KF titrator)
  4. Weighing balance
  5. pH meter
  6. Ultraviolet–visible spectroscopy
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**COMPUTER SKILL:**

1. Working on MS office
  2. Working on MS excel
  3. Working on MS power point
  4. Windows 10 Internet
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**SOFTWARE ENVIRONMENT:**

1. Laboratory information Management system (**LIMS**) Modul 7.0 & Template Version 5.2
  2. SAP
  3. FileNet
  4. Track wise Change control.
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**STRENGTHS**

1. Strong communication/ interpersonal skills and particular about timings.
  2. Ability to quickly adapt to new responsibilities and to work in a team and achieve organizational goals.
  3. Self-Motivated and Optimistic.
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**QUALIFICATION:**

1. M.SC Biotechnology 2011-SRM university 84%
2. B.Sc. 2009- Periyar university 68%
3. Class 12 (H.S.C) 2006 -State board 55.8%

4. Class 10 (S.S.C) 2004 -State board 72.2%

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**PERSONAL DETAILS:**

**Name:** Hemavathi D

**Date of birth:**01.11.1988

**PAN No.:** AGTPH1828G

**Marital status:** Married

**Languages Known:** English, Hindi, Telugu, Tamil, Kannada

**Permanent address:**46/8 SRS layout, Gulimangala village, Bangalore-99

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**DECLARATION:**

I hereby declare that the above-mentioned details are true and accurate to the best of my knowledge and belief.

Place: Bangalore

Yours Sincerely,

Date:

HEMAVATHI D