

CURRICULAM VITAE

Dipali Sanjay Jadhav

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Contact No):9860811397,9561120223

○ **Objective:-**

To pursue a challenging career in leading and progressive organization offering opportunities for utilizing my skills towards the growth of the organization.

○ **Experience Summary :**

○ **1.Company Experience Details :- (1 April 2023 to Till Working)**

- Working company : **Machelods Pharmaceuticals Ltd. Daman**
- Current Designation: **Officer -Quality Assurance.**
- Working period: 1 April 2023 to Till Working
- Description: Working as **Officer-Quality Assurance .**

○ **On Job Responsibilities:-**

During working period, my Responsibility & Working area are as follows:

- Responsible for Review and Issued, Batch Manufacturing Record and Batch Packing Record.
- Preparation and Revision of BMR/BPR.
- Initiation of Change Control for preparation and Revision of BMR/BPR.
- Creation of Bill of Material in ERP as per Master BMR and BPR.
- Originate the Batch Manufacturing and Packing Record.
- Handling of QMS Document through Trackwise.
- Responsible for issuance and retrieval of all Controlled documents (SOP, Protocols/ Analytical worksheets/Specification/Format).
- Responsible for Preparation & Compilations of Online Audit Schedule & Report.
- Responsible for Initiate and Compilation of Change Control related Batch Manufacturing Record and Batch Packing Record.
- Responsible for Document Management and Control.

2.Company Experience Details :- (3 year 10 month)

- Working company : **Ipca Laboratories Ltd. Aurangabad**
- Current Designation: **Jr Officer -Quality Assurance.**
- Working period: **1 May 2019 to 25 March 2023**
- Description: Working as **Jr .Officer-Quality Assurance .**
- **On Job Responsibilities:-**

During working period, my Responsibility & Working area are as follows:

- Responsible for review Issued, Batch Packing and Control Record
- Responsible for Retention Sample Management.
- Responsible for preparation & review of Departmental SOP
- Responsible for issuance and retrieval of all Controlled documents (SOP, Protocols/ Analytical worksheets/Specification/Format).
- Reviewing & compilation of process validation plans, protocol and reports
- Responsible for preparation of APQR (Annual Product Quality Review)
- Responsible for preparation of CPV (Continued Process Verification)
- Responsible for preparation of IPQA (Area Clearance, Packing Line Clearance)
- Preparation & Compilations of Online Audit Schedule & Report

3.Previous Company Experience Details:- (1 year 2 month)

- Previous company :**Savera Pharmaceutical Private Limited, Aurangabad**
- Previous Designation :**Trainee-Quality assurance**
- Working period :**19 Feb 2018 to 31 Apr 2019**
- Description :Worked as **Quality Assurance Trainee.**
- **On Job Responsibilities:-**
- Responsible for issuance and retrieval of all controlled documents (BMR, BPR, SOP, Protocols, Analytical Worksheets).
- Responsible for preparation of master SOP, control, issuance & distribution.
- Responsible for Review of batch manufacturing record & preparation of batch packing record.
- Responsible to assist seniors in handling of change control ,deviation ,CAPA, market compliant.
- Responsible to check and monitor the training record.
- Preparation & compilation of process validation protocol and reports.

○ Educational Summary:

QUALIFICATION	UNIVERSITY/ BOARD	YEAR	AGGREGATE%	GRADE
Institute	Dr. VITHALRAO VIKHE PATIL FOUNDATION'S COLLEGE OF PHARMACY			
M.Pharmacy	Pune	2020	67.68%	I class
Institute	MES's COLLEGE OF PHARMACY,SONAI			
B.Pharmacy	Pune	2017	65 %	I class
College	SHIRI SHANISHWAR JR.COLLEGE, SONAI			
H.S.C	Pune	2013	56%	II Class
High School	NEW ENGLISH SCHOOL,SHIREGAON			
S.S.C	Pune	2011	74%	Distinction

○ Achievements:-

- Attended two days National Conference (Expanding bounding in P'cal research in MES COP, Sonai.).
- Attended two days National Conference on RECENT ANALYTICAL Techniques in Phytochemical Analysis: Present Scope.

○ Audit Faced :-

- CGMP
- WHO
- ISO
- Corporate quality audit

○ Known Software :

- Microsoft Excel
- Ms Word
- Power Point

○ Personal information:-

- Name :- Dipali Sanjay Jadhav
- DOB :- 23rd April 1995
- Gender :- Female
- Marital status:- Married
- Nationality :- Indian
- Languages known:- English, Hindi & Marathi.
- Hobbies :- Reading, social work.
- Permanent Address :- At- Shiregaon Post- Khedleparmanand Tal- Nevasa, Dist- Ahmednagar. Pin Code 414105.

I hereby declared that the above information is true to the best of my knowledge.

Date: -

Signature: -

Faithfully
(Mrs.Dipali Jadhav)