

# Priyanka Saxena

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## CAREER OBJECTIVE

I am a dedicated and skilled Production Officer with a year's experience in the liquid oral pharmaceutical sector. I have demonstrated exceptional competence in overseeing production processes, ensuring quality control, and maintaining compliance with industry standards. My attention to detail and commitment to efficiency have significantly contributed to the smooth operation of the production line. My ability to troubleshoot and resolve issues promptly, along with strong teamwork and communication skills, make me a valuable asset to my team. I am continually striving to enhance my expertise and contribute to the success of my organization.

## WORK EXPERIENCE

### Production Officer

Oct '23 - Present

Suncare Formulation Pvt.Ltd. | Dehradun

- **Production Management:** Oversee daily production activities to ensure smooth operations and adherence to production schedules.
- **Quality Control:** Monitor and maintain product quality by implementing and enforcing quality control procedures.
- **Process Improvement:** Identify areas for process improvement and implement effective solutions to enhance productivity and efficiency.
- **Compliance:** Ensure all production activities comply with industry regulations, safety standards, and company policies.
- **Resource Management:** Manage and allocate resources, including manpower, machinery, and materials, to optimize production output.
- **Team Leadership:** Supervise and train production staff, fostering a collaborative and motivated work environment.
- **Troubleshooting:** Quickly identify and resolve any issues or disruptions in the production process to minimize downtime.
- **Reporting:** Maintain accurate production records and prepare regular reports for senior management on production performance and progress.

## ACADEMIC QUALIFICATION

### M.S.C. in Microbiology

Jul '18 - Nov '20

Dolphin P.G. Institute of Bio-medical and Natural Sciences | Dehradun

### National Workshop On Indian Designed Cost Effective Raman & Fluorescence Spectroscopy

Oct '19 - Oct '19

### National Conference on Advancement In Food Microbiology

Oct '19 - Oct '19

### B.S.C. (Life Science)

Jan '15 - Jul '18

Mahatma Jyotiba Phule Rohilkhand University | Bareilly

## SKILLS

Microbial Techniques: Spreading, Pouring, Streaking, Staining, Slantculture, Bacterial isolation, Antibiotic Sensitivity Test, Additional Techniques /Instrument handling: Microscopy ,Autoclave, Laminar Airflow,Manufacturing Operations,Batch Manufacturing of Liquid Oral,Standard Procedure Operations

## STRENGTHS

- Positive Attitude
- Hard Working
- Dedicated
- Good Communication Skills

## PERSONAL DETAILS

Date of Birth : 01/06/1999

Father's Name : Mr. Dinesh Saxena

Gender : Female

Nationality : Indian

Marital status :Unmarried

Language known :Hindi & English

#### **DECLARATION**

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge. I understand that any misrepresentation or falsification of information may lead to the termination of my application or employment. I am committed to upholding the values and standards of the organization and strive to perform my duties with integrity and excellence.