

## CURRICULUM VITAE

**Haritha Venuvanka**

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### CAREER OBJECTIVE:

To be associated with progressive organization that gives ample scope to apply my skills in the areas of development of applications and to become a part of a team that would give me opportunity to expand my skills and work dynamically towards the growth of the organization.

### CURRENT JOB PROFILE AND EXPERIENCE:

#### US IT RECRUITER:

##### Duration:

- From January 2023 to till date working as US IT Recruiter in 8Elements Technologies USA based company.

##### RESPONSIBILITIES:

- Performed the whole process right from Client & Consultant calling, Interviewing, pay negotiation and extending offer.
- Responsible for entire Recruitment and Selection life cycle of a resource.
- Experienced in handling the Scheduled interviews.
- Experience in sourcing the profiles of H1B, EAD, GC, Citizens
- Knowledge on Employment contract terms like W2, Corp-Corp.
- Strong experience on job boards Monster, Dice, Techfetch
- Sourced profiles through Job Portals, Groups, Social Networking Sites, and Referrals
- Strong experience to placing the consultants with all SAP Modules(both technical, Functional, Techno-Functional) and technologies like web base technologies , databases , networking , ERP modules.
- Good capabilities of negotiating the rate and building the relationship with the vendors and clients.

### PREVIOUS JOB PROFILE AND EXPERIENCE:

#### 1. COMPANY NAME: ZYDUS:

#### 2. Duration:

- From July-2021 to October 2022 as a **Executive in QC QMS** documentation in ZUDUS

Healthcare at Dabhasa, Vadodara, Gujrat.

**RESPONSIBILITIES:**

- Review of specification and STP.
- Preparation and review of Protocol of cleaning validation, Particle size method.
- Sample destructed using SAP Software system.
- Initiation and review of Change control for CAPA, Lab incidents and Deviations using Track wise software. And installation of Instruments like water by KF, HPLC, spectrometer, UV, IR etc.
- Checking experience in review of lab note books.

**3. COMPANY NAME: AALIDHRA PHARMA**

**4. Duration:**

- From March 2018 to May 2021 in **QC (Documentation) as a Senior Officer** at Aalidhra
- Pharma chem. Pvt Ltd. Nandesari. Vadodara, Gujrat.
- **RESPONSIBILITIES:**
- Initiation of Change controls as per new product implementation and Regulatory queries.
- Exposed in participation and preparation of various documentation as per cGMP and Regulatory standards such as Standard Operating Procedures, Specification and STPs.
- To assure regulatory and cGMP compliance in Quality Control premises.
- To Co-ordinate with various QA and R&D departments to discuss regarding various
- developmental activities and to identify the status of documents related to prepare and review of QMS documents.

**5. COMPANY NAME: ZYDUS**

**6. Duration:**

- From February 2015 to February 2018 in ADL (DQA Related) Department at the Cadila Healthcare Limited (Zydus Cadilla), Dabhasa, Vadodara, Gujrat **as a Scientific Assistant.**
- Preparation of Raw material, Intermediate and Finished product specification and MOA.
- different method validation protocols and ensuring validation of methods.
- Raise change control for revision in any Specification/MOA/Worksheet
- Revise the Finish product document in case of Pharmacopoeia /Periodic update.
- Intimation given to RA for any change in the specification/MOA Intimation to QC incharge for any abnormal observation.

- Review the process change proposals and help the team members provide guidance on
- Initiation of Change controls for revised specification and STP.

## **7. COMPANY NAME: AMOLI ORGANICS PVT LTD**

### **8. Duration:**

- From January 2012 to December 2012 in ADL Department at the AMOLI ORGANICS PVT LTD, Padra, Vadodara as a **Trainee in ADL**.
- Preparation of documents of SOP and STP.
- To communicate with QA and solve their queries regarding any documents of ADL.
- Procure and provide any technical documents to head of the department, as and when required.

## **FACULTY EXPERIENCE:**

### **Duration:**

From March 2007 to September 2011 worked as a Jr.Lecturer for chemistry in **Tejaswini jr college**, Bhupalpally, Warangal Dist, Telagana State.

## **AUDIT EXPOSURE**

- United states FDA & Medicines and Healthcare Products Regulatory Authority (MHRA).
- World Health Organization (WHO).

## **EDUCATIONAL QUALIFICATIONS:**

- 2004-2006 : Master in chemistry (Drug and Pharmaceuticals) at JNTU college of Engineering, Hyderabad. (2004-2006) : Passed with 71%.
- 1999-2002: Completed Bachelor Degree in (Micro, Bot,Chem) (58.17%) from Sri Chaitanya Degree college Karimnagar.Kakatiya University, Karimnagar (Telangana).
- 1997-1999: Completed my Board of intermediate (63.7%) from Loyola Junior College, Karimnagar, Board of Intermediate ( Telangana ).
- 1997: Completed my Tenth Standard (71%) from Vaninikethan High School, Karimnagar. (SSC) ( Telangana).

## **IT CREDENTIALS:**

- Good working knowledge of Internet Applications.
- MS Office: Word, Excel, PowerPoint.
- Operating Systems: Windows 98, XP.

### **PERSONAL SKILLS:**

- Great willingness to learn new things.
- Good leadership qualities.
- Self motivated and self driven.

### **PERSONAL PROFILE:**

Husband's Name : Arun Venuvanka

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages Known : English, Hindi ,Gujrati and Telugu

Present Address :

C-303, Fortune-V, Near Pratham Upvan, Sun Pharma Road, Vadodara,Gujarat – 390020.

### **DECLARATION:**

I am requesting you sir/madam to give me an opportunity to work under your organization, I assure you that I can discharge my duties to the most satisfaction of my superiors and management.

Thanking you.

Sign:

Date: