

# CURRICULUM VITAE

## OBJECTIVE

To associate myself with an organization which has the challenging and dynamic environment with good growth potential, that would help in enhancing the existing skills to reach the pinnacle of success in the field of pharmaceuticals.

## EDUCATIONAL QUALIFICATION

- Completed **Post Graduation in Pharmacy (Quality Assurance)** from **Sinhgad Institute of pharmacy**, Narhe, Pune. Pass out in year **2015**.
- Completed **Graduation in Pharmacy** from **Indira Institute of Pharmacy**, Sadvali, Ratnagiri. Pass out in year **March 2013**.

## AREAS OF INTEREST

- Quality Assurance
- IPQA
- Regulatory Affairs

## TOTAL PROFESSIONAL EXPERIENCE

- 2 Years & 7 Months (QMS, Documentation & IPQA)

## WORK EXPERIENCE

- Previously Worked in **Pharmax (India) Pvt. Limited**, Ghatkopar, **Mumbai**, as a **Quality Assurance Officer** from 02 May 2016 to 21 December 2018.

## ADDITIONAL QUALIFICATION

- Undergone the Industrial Training at **SG Phytopharma** Kolhapur, Maharashtra, India.
- Pharmacovigilance: Master Key for Drug Safety Monitoring** presented poster at “**PHARMEET** 17 January 2015, National conference on “Emerging prospects in pharmaceutical industry” at **Mitcon Institute of Management, Pune**.



## KIRTI G. MATRE

(MASTER OF PHARMACY IN  
QUALITY ASSURANCE)

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Contact No. : 7738912152

## Personal Data:

Date of Birth : 03/05/1991

Sex : Female

Nationality : Indian

Marital Status: Married

**Languages Known:** Marathi,  
Hindi and English

## Present Address for

## Correspondence:

Flat no. A-19, Rutej Nest  
Society, Phase-I, behind  
gurudwara, near vaishno devi  
mandir, Akurdi, Pune.

## Packages Known:

- MS Office  
(Word, Power Point and  
Excel)

## JOB PROFILE

### Key Responsibilities-

- Responsible for **dispensing of raw materials**.
- To ensure **proper manufacturing**.
- **Line clearance** at every step of batch manufacturing.
- Handling of **control sample**.
- Daily Air particle count (**Sterile Area monitoring**) in liquid injection and Dry Powder Injection area & maintaining its records.
- To assist Manager-QA for quality management system i.e. Co-ordination with team for implementation of **CAPA, deviation, change control, Handling of market complaint, product recall**.
- Issuing and receiving, reviewing of **log books and formats** to various departments.
- **SOP preparation** & maintaining issuing & receiving of SOP log book.
- Prepare **MFR & specification** (RM, PM & Finished product).
- **BMR** issuing & reviewing.
- **Artwork** checking.
- Checking and keeping of all final documents (Production and QC).
- To follow the Good Documentation Practices and Standard Operating Procedures.
- Maintain best co-ordination & co-operation with QC, Microbiology, Maintenance, Production, Store department.

## AWARDS AND PARTICIPATION

- Selected in JAWAHAR NAVODAY VIDYALAY exam in 5<sup>th</sup> standard.
- Merit awarded in MAHARASHTRA TALENT SEARCH examination in 24<sup>th</sup> April 2005.
- Merit awarded in KOKAN TALENT SEARCH examination in December 2004.
- Winner team member of tug of war in UDDAN 2013.

- Silver medalist of carom single in UDDAN 2013.
- Participated in essay writing taluka level competition held at sangmeshwar with 3<sup>rd</sup> place.
- Completed “Art of living” course – Youth Empowerment Skill (YES +).

## ACADEMIC RECORDS

Year of Passing	Level of Education	Board/University	Aggregate (In %)
2015	M. Pharm. (QAT)	Pune University	66.39
2013	B. Pharm.	Mumbai University	56.20
2009	H. S. C.	Kolhapur Board	61.83
2007	S. S. C.	Kolhapur Board	86.61

## PERSONAL TRAITS

- Willingness to learn new ideas
- Self- driven personality
- Good co-ordination & co-operation with the team
- Problem solving attitude

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mention particulars.

Date:

Place:

*Kirti Girish Matre*