**CURRICULUM VITAE**

**SUJATA SAINATH GAWADE**

**M.Sc.,D.S.T.**

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**OBJECTIVE**

To built a career which enables to maximize my probable talent and interior potential through put in my efforts towards development of organization. Strive to enhance the efficiency of all functions through humility and commitment in my intact venture in a dynamic organization this would also facilitate the continual learning and growth towards evolution.

**BRIEF OVERVIEW**

A qualified **M.Sc.** with more than **11 years** of exp.(from Jan.2005 upto till date)in manufacturing industry quality as well as production depts. in leading mechanical as well as in leading pharmaceuticals concerns. Last worked with one of the leading pharma mfg.company,**in QA department(QMS & Documentation).** A keen communicator with exceptional leadership, logical abilities, detail-oriented approach and managerial abilities, Complicated & Comprehensive problem solving ability, Self-motivation, Creative, Positive Attitude.

**ACADEMIC CREDENTIALS**

* **M. Sc.** from Mumbai University, Mumbai in 2004. (Secured higher II nd Division).
* B. Sc. (Physics, Chemistry, Maths**)** from Mumbai University, Mumbai in 2002. (Secured higher 1st Division).
* Diploma in software Technology from seed infotech ltd.,Mumbai in 2006.(Secured B+ grade)
* ISO Training & QMS through U.R.Associates,Pune.

**SKILLS SET**

* **Quality system:** Development and implementation of **quality management system** through Quality policy, quality manual, Validation master plan, Environmental monitoring plan, GMP audits,5S Japanese way for sucesss.
* **Managerial skills:** Project management, production planning & execution of plan at production line, Effectively handing external audits, Internal Trainings, Resource management.
* **Documentation:** Preparation of Site master file, SOPs,BMR,BPR,PVP,PVR,APQR,PPAP, 8D’s and Specifications, Various records, Deviation management, Process Capability (Cpk), CAPA,all quality inspection records, Customers as well as In house (Daily,weekly,monthly,yearly etc.) Presentation etc.
* **Quality issues:** Investigation reports either not available or insufficient there is no proper Impact assessment, Root cause Analysis, Risk assessment corrections, CAPA, effectiveness of CAPA.
* **Soft skills:** **Implementation of Software** (project management module), User training in module, Project planning using Microsoft project, Knowledge of QMS module, production planning module and production line comprehensively auto

**CAREER HIGHLIGHTS**

**Jan’05 to Dec’15 with HYT Innovative Projects Pvt.Ltd.,Pimpri-Pune; as Assistant Manager-Production & QC (Manufacturing of Flow forming tubes used for rocket system Propulsion Unit)**

* Production operations & product processing by flow chart
* Quality Management system
* Facility designing as per quality standards & customer requirements
* Lot / Batch planning, machine scheduling
* Quality of product maintain by stage wise testing, parameters, other harmful factors.
* Chemical as well as physical properties maintain by stage wise testing.
* Quality control by proper planning.
* Production planning daily/monthly/weekly tentative as well as actual.
* Manpower handling,raw material requirement monthly planning, Day wise production plan for all stages.
* Lot wise -Material(raw) planning ,Inspection planning, processing planning , final inspection planning at customer end , dispatch of lot planning.
* Production procurement supply chain management, Inventory control for finished goods & raw materials.
* Developing process parameters, testing techniques to improve the quality of the component w.r.t.production tool & reducing the rate of rejection & rework.
* Process Mapping flow chart, component process layouts, cycle time estimation & component accuracies for Cpk.
* Facility designing and production planning for lineup projects & upcoming projects and product manufacturing facility.
* Implementation of corporate Quality management system within the organization.
* Functioning & monitoring for Defense parties ARDE,OFAJ both are Govt.of India & HIPPL.
* Arrange third party inspection before final inspection.
* Involvement in Final inspection held inhouse between ARDE, OFAJ & HIPPL with tenable lot confirmation from representatives.
* Implementation of QMS & core team member for implementation of Master plan.
* New project drawing sanction, manufacturing of same product then costing of product and firm up product from client.
* Technology transfer, Trainings, Audits and compliance, Involvement in Vendor Approval, CAPA and deviation management, Lot release.
* Ensure optimum consumption of raw material
* 100% capacity utilization through proper planning & execution of orders.
* New facility designing and project management for upcoming components & devices
* Implementation of corporate QMS within the organization
* Key member of team responsible for QMS.
* Co-ordination with all departments such as production,QC,R&D,PPIC,IPQC etc.
* Responsible for accelerating projects timelines & development projects, project management And

Documentation as per customer requirements

* Preparation & review of SOP’s,BMR,BPR,PVP,PVR,MFR,APQR for departments LI,DPI,Tablets & Capsules.
* Reviewing technical documents validation protocols(Equipment, process & method validation), certificates of Analysis and final reports of QC testing. Periodic review of all Sop’s, technical documents and its implementation in that area through proper Change control.
* To provide adequate RA inputs for generation of manufacturing & QA related documents during development to ensure that the data generated on exhibit batches is sufficient for submission.
* Internal job Trainings,Induction,Monitoring & supervision of area cleaning and its log book.
* Calibration & verification of equipments in Manufacturing Area.
* Handling internal as well as external Audits and its MOM & compliance
* Documents reviewed for final dispatch of the product
* Monitoring & controlling of line activities & clearances.
* Participation in Vendor agreement
* Filling deviation, CC & CAPA management
* Handling & implementing in QA module.
* Lot release & customer wise batch records.
* Implementation of corporate QMS within the organization
* Key member of team responsible for the GMP
* Co-ordination with all departments such as production,QC,R&D,PPIC,IPQA etc.
* Experienced with QMS related work like Deviation,CC,CAPA,Market Complaint etc.
* Successfully participation in audits.

**IT CREDENTIALS**

**Microsoft**: SAP, Word, Excel, PowerPoint,office,**Project management software(BMJ software).**

**STRENGTHS & EXTRA ACTIVITIES**

* Ability to work under pressure and without supervision.
* Willingness to accept additional responsibility
* Always interact with colleagues for sharing knowledge and information.
* Proactive and quick response.
* Eager to learn new things to enhance knowledge.
* Possess strong human relationship and effective & diplomatic communicate.
* Good player of badminton, Kho-Kho, athletes (district level).
* Good player of chess, carom (district level).
* Listening silent music & old songs, reading, travelling etc.

**ADDITIONAL INFORMATION**

**Date of Birth**                                    :         4th August 1982

**Martial Status                                     :** Married

**Language Known                               :** English, Hindi, Marathi.

**Last drawn CTC** : As per exp. & Qualification

**Expected**  : As per exp. & Qualification

**DECLARATION** I hereby declare that the information given is **true** to the best of my knowledge.

**PLACE : New Panvel  (Sujata Gawade)**