

Mrs. Swati M. More

✉: Sanghvi Regency,D-401,New RTO,Birla College Rd.Kalyan-W.

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OBJECTIVE : To oversee and assist the Laboratory team,providing technical support including data analysis and reporting to the Laboratory Head and ensuring quality assurance and quality control of the lab outputs. Also provide support to production team.

ACADEMIC & PROFESSIONAL CREDENTIALS

- ✚ B.Sc. from Mumbai University in 1997.
- ✚ Post Graduate Diploma in Regulatory Affair, from VPM College,Thane.
- ✚ Diploma in Computer Application from Aptech Institute.
- ✚ Internet Proficiency

PROFESSIONAL EXPERIENCE -

23 YRS working Experience in Q.C. & Q.A.Dept.,in Oil Industries, Mfg.Pharma Grade Light & Heavy Liquid Paraffin Oil,Industrial Lubricants & Specialities, Cosmetic Jellies,Transformer Oil.

SR.NO.	ORGANISATION	TITLE	DURATION
1	GANDHAR OIL REFINARY (INDIA) LTD.	MANAGER- QA/QC	20/06/2018 to till date
		Q.C.OFFICER	27/11/2007 to 17/02/2009
2	COLUMBIA PETROCHEM PVT. LTD.	ASSIST. MANAGER- Q.C./QA	18/02/2009 to 16/06/2018

3	PARAS LUBRICANTS PVT. LTD.	Q.C.CHEMIST	13/12/1999 to 02/03/2006
4	ICCON OIL & SPECIALITIES PVT. LTD.	Q.C.CHEMIST	14/10/1997 to 19/02/1999

PROFILE AND STRENGTH -

- ☞ Seasoned & dynamic professional offering over 20 years of experience, Quality Dept.in Oil & Specialities, and Jellies, Transformer Oils. Currently spearheading as MANAGER– QA/QC in Gandhar Oil Refinery(India)Ltd.
- ☞ Willingness to learn new & creative things for better control / improved results, good team facilitator, believes strongly in listening and analyzing.
- ☞ Solutions oriented approach with excellent relationship management skills, successfully.
- ☞ Excellent time management skills with proven ability to work accurately and quickly prioritize.

KEY ACCOUNTABILITIES-

TECHNICAL RESPONSIBILITIES –

- Well conversant with Mineral Oil –Pharma Grade ,Technical Grade,Transformer Oil, Automotive,Industrial Lubricants, Specialities & Greases.
- Review of quality records pertaining to quality like BMR, Analytical reports of Finish prodproduct & raw material
- Solving customer’s Questionnaires before customer’s audit.
- Co-ordinating via mail or phone calls with GORIL’s marketing team- International & Domestic in making samples as per Customer’s requirement for Approval.

- Support to technical team to update all the product MSDS and PDS.
- All Quality related issues or discussion with Top Management.
- Keeping awareness of regulatory requirement and customer service expectations.
- Coordinating with different Personnel Department for smooth working related to quality.

DOCUMENTATION -

- Check and review all Standard Operating Procedures, Product Specifications and Standard Test Procedure of products.(As per IP/BP/USP std.)
- Coordination of all Quality systems/process/documents i.e. Manual and Standard Operating Procedures as per the QMS requirements and records to have consistent Quality of the products produced.
- Managing the QMS functions including change control, deviations, out of specification investigations and all ISO related documents- Trend data, Supplier evaluation record ,Internal Training schedule & records,Etc.
- Handling customer's Audit. To support the site team in customer audit readiness, preparation of CAPA and monitoring of the compliance of the actions on regular basis.
- Supported by a strong record of decision-making skills and experienced quality approach.

OPERATIONAL RESPONSIBILITIES-

- Co-ordinates with quality chemist to bring Quality awareness and concept of Quality.

- Operational knowledge and use of laboratory information System and database standardization, calibration of test equipment as per schedule. AMC call-up and control of test equipment.
- Making and reviewing dispatch COA- Export & Local
- Day to day monitoring of the quality of R.M., Finish product, packing materials.
- Monitored packing, code dating, and labeling of product to reduce customer returns, prevent production errors.
- Good knowledge of , Physical, Chemical, & Electrical tests related to Oils & Specialities products Grease, Jellies.

- **INSTRUMENTS HANDLED-**

U.V.Spectrophotometer,

- Stabinger Viscometer,
- Lovibond Spectrocolorimeter
- PH Meter,
- Karl Fischer App.,
- Refractive Index Meter,
- G.C. ,HPLC Instrument.
- FTIR
- Transformer Oil Testings – Electrical property BDV, TAN Delta, Resistivity Physical Property, Acidity of Oil, Moisture Content, Ageing Test. Oxidation Stability according to IEC and IS method.
- Petroleum Jelly Test- Congealing Point, Drop Melting Point, Cone Penetration.

PERSONAL DETAILS:

Mobile # 9769979511

Passport No. L4817452

Residential Address 1703- Kedarnath Bldg., Madhav Sankalp
Near Sub Div. of Mumbai University,
Kalyan- W– 421 301.

Email ID: swatitmore@yahoo.co.in

Date of Birth: 10th Nov. 1976.

Marital Status: Married

Languages Known: English, Hindi & Marathi

CCTC 5.83 Lac

ECTC Negotiable

Notice Period 1 Month

Your's Sincerely,

Mrs. Swati M.More

