

# **Monish U. Tembhare**

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***Seeking excellence in the chosen professional field through self-motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.***

## **Profile Brief**

- **Worked as Quality Manager in Velpack pvt. Ltd, Mahape since May 2020 to December, 2020, with 12 Years 05 Months' Experience.**
- **Area of Expertise:**

## **Career Contour (Dec 2017 to April 2020)**

□ **Company –SIES, SOP Nerul**

□ **Position - Head of Laboratory (Documentation Officer).**

- I have experience in of Certified Body(CB) Auditor of Company (Till date 10 Man-day's completed).
- In audit I have formulating Audit Reports.
- I am **IRCA certified Lead Auditor ISO: 22000:2018 (Food Management System)**.
- I am **IRCA certified Lead Auditor ISO: 9001:2015 (Quality Management System)**.
- Completed **Food Processing Technology course from MSME Aurangabad from 31.01.2020 to 01.03.2020.**
- Two Man- days Completed of TUV-Nod, working as Part time Auditor.
- Eight Man- days Completed of Unicert Certification, Thane, working as Part time Auditor.
- Worked on NABL (17025) & ISO 9001:2015.
- Knowledge of ISO 14001:2015(EMS)also.
- Responsible for the writing, implementation, management, maintenance and auditing of a Quality Management Program based on the requirements of ISO 9001.
- Implementing and maintaining Quality Management System as per ISO: 9001:2015.
- Reviewing of Work instructions based on IS standard as per the requirements.
- Doing Coordination of supporting activities for Calibration & Measurement of instruments.
- Doing preparation of NABL audits and closing the non-conformities.
- Maintaining Documentation and Record keeping related to laboratory activities
- Taking the follow up of the Paper Board with manufacturing company as per Standard Operating Procedures (SOP).
- Preparing the Quality Plan & Maintaining the copy of Calibrations Procedures, testing procedures & acceptance criteria.
- Maintaining the standards for quality as well as health and safety.
- Reviewing the implementation and efficiency of quality and inspection systems.
- Monitoring performance by gathering relevant data and producing statistical reports.
- Maintaining the calibration record of monitoring and measuring devices
- Reporting to both the audit committee and management on the policies, programmed and activities of the departments.
- Making Standard Operating Procedures (SOP) & work Instruction (WI) for all Laboratory instruments.

- Understanding of the product development process from concept to commercialization.
- Maintaining all Documents & Records as per NABL system.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people.
- Verbally communicate the findings to senior management and draft comprehensive and complete report of audit area.

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□ **Career Contour (June 2017 to Dec 2017)**

□ **Company –Ajanta Print Arts,Airoli New Mumbai**

□ **Position - Asst.Manager in QC Dept.**

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- I have passed BRC/**IOP issue V with A Grade**, in Ajanta Print Arts Airoli.
- Worked as Management Representative(M.R)
- Doing Internal Audit of all Departments.
- Making Standard Operating Procedures (SOP) & work Instruction (WI) for all Departments.
- Conducting ISO Audits to ensure compliance to certification.
- Interactions with Vendors, suppliers & solving their corrugated related issue.
- Preparing the Quality Plan & Maintaining the copy of Calibrations Procedures, testing procedures & acceptance criteria.
- Doing Traceability and making Traceability Report.
- Maintaining the standards for quality as well as health and safety.
- Reviewing the implementation and efficiency of quality and inspection systems.
- Drafting the quality assurance policies and procedures.
- Monitoring performance by gathering relevant data and producing statistical reports.
- Checking the Inward In process, Final inspections & testing of all the materials.
- Generating the Invoice for General Testing & Making the invoice of all testing using MIS.
- Making Standard Operating Procedures (SOP) for all Laboratory instruments.
- Developing, recommending and monitoring corrective and preventive actions of organization.
- Giving GMP Training, Housekeeping Trainings to workers & all staff members.
- Handling the QC department, solving the query of clients.

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□ **Career Contour (July 2015 to June 2017)**

□ **Company –SAPSONS Packaging,Pune**

□ **Position - Packaging Executive in QC Dept.**

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**Responsibilities:**

- Providing precise technical reports to teams and present findings at internal meetings.
- Assisting to Customers in Cost reduction projects in Packaging Materials.
- Generating the Invoice to General Testing & Making the invoice of all testing.
- Taking the follow up of the cartons with manufacturing company as per NABL norms.
- Doing Vibration Test, Drop Test, and Stack loads Test, Inclined Impact Test, done all testing related to transport, Doing seal strength & Tear Strength.
- Visiting to client side to solve the query of client, assisting them to their product cost reduction during the transport.
- Handling the QC department, solving the query of clients.
- Providing the support to the customers to resolve their issues.

- Visiting to client side to solve the query of client, assisting them to their product cost reduction during the transport.
- New product development related to carton boxes.
- Handling the QC department, solving the query of clients.
- Doing Migration Test of plastics, doing leak proof test for plastic containers.
- Providing the support to the customers to resolve their issues.
- Responsibility is to do report on rejections and quality.
- Maintaining the quality instruments in QC room to check components.
- Preparing the reports to communicate outcomes of quality activities.
- Reviewing the implementation and efficiency of quality and inspection systems.

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### **Career Contour (August 2014 – 2015)**

**Company – Indian Institute of Packaging, Chennai**

**Position – Technical Assistant.**

**Responsibilities:**

- Completed the Following Projects:  
**ELGI Ultra Industries:**  
**TVS Electronics: Shree**  
**Krishna Sweets:**  
**KEMIN industries:**
- Assisting to Customers in Cost reduction projects in Packaging Materials.
- Development of Secondary / Tertiary packaging for all Packaging projects.
- Preparation of Packaging Materials and sending the same to Head of Department for approval and circulation to Operations.
- Prepared draft of specifications for all packaging materials and sending to Head office for Packaging Development.
- Providing precise technical reports to teams and present findings at internal meetings.
- Understanding of the product development process from concept to commercialization.
- Doing Vibration Test, Drop Test, and Stack loads Test, Inclined Impact Test, done all testing related to transport.
- Handling the General Testing for checking of quality of Products.
- Doing UN testing & Certification to export the products.
- Visiting the Company to check the Quality of Products.
- Arranging the Industrial Tour & Co-ordinating with Students, Taking Feedback also.
- Handling the Invoice related query to General Testing & Making the invoice of all testing.
- Doing the testing of FIBC (Flexible Intermediate Bulk Container) on onsite.
- Ability to work independently and to collaborate with multifunctional teams.
- Maintain all Documents & Records as per NABL system.

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### **Career Contour (2012 – 2014)**

**Company -- Smatrix Technology, Andheri**

**Position --- Software Developer.**

**Responsibilities:**

- Making website Design, Maintaining websites.

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**Career Contour (June 2008 – 2012)**

**Company: CIRCOT, Matunga Mumbai.**

**Position: Research Associate (RA)**

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**Academic Credentials**

- 2007 Master of Physics from Mumbai University.
- 2005 Bachelor of Physics from Mumbai University.
- 2002 HSC board from Maharashtra Board.
- 2000 SSC board from Maharashtra Board.

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**Professional Certification**

- Currently pursuing **SIES SOP (2020-21) Part Time** Learning Packaging Course.
- IRCA certified Food safety Auditor 22000:2015 v5.**
- ISO 9001:2015(QMS) LA** Training completed.
- ISO 17025 NABL** Training Completed.
- Just completed Food Safety Training from Equinox Training Centre.

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**Computer Proficiency**

- Diploma in software Programming from IDEMI.
- Knowledge of C, C++, JAVA.
- Microsoft Windows and Microsoft Offices packages.
- Microsoft Outlook.

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**Hardware Language**

- VHDL, Microcontroller (8031, 8051), Microprocessor (8085, 8086).

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**Personal Vitae**

**Permanent Address:** Vindhynchal Co.Op.Hsg.So.Ltd, C-5/405 lokdhara, Kalyan East, 421306  
**Date of Birth:** 14<sup>th</sup> Sept 1983.  
**Gender:** Male.  
**Languages Known:** Marathi, Hindi, English.  
**Notice Period:** Within 30 days from Interview  
**Total Exp:** 12 Years 05 Months

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**Assets**

Good understanding of Human Behavior, keen desire to achieve Success, Self-Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

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**Declaration**

I hereby declare that all the particulars stated in this form are true to the best of my knowledge and belief.

Date:

[Monish Tembhare]

Place: Mumbai