

# **CURRICULUM VITAE**

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## **ABHIJEET SHIVAJI SHINDE**

At-Palekhurde, Flat No102,W-A,1st Floor ,  
Ekta Society, Near Ganesh Mandir,  
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### **OBJECTIVE:**

Looking forward to work in a supportive and co-operative environment with opportunities to enrich my knowledge, experience and skill in the emerging and challenging field while contributing my best.

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### **EDUCATIONAL PROFILE:**

Course	Board	Percentage Marks
Degree in Mechanical Engineering	Rajasthan board	Appearing
Diploma in Mechanical Engineering	Mumbai Board	56.54%
S.S.C.	Maharashtra Board	76.00%

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### **COMPUTER PROFICENCY:**

- ✓ Computer Knowledge about BASIC, MICROSOFT OFFICE EXEL, MICROSOFT OFFICE WORD, POWERPOINT, INTERNET.

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### **EXPERIENCE:**

- ✓ Work in Parag Pharma from
  - DESIGNATION: Utility Operator.
- ✓ Work in Mylan Laboratories LTD from
  - DESIGNATION: Maintenance Supervisor.
- ✓ Working in Glenmark Pharmaceutical Limited Taloja MIDC, Navi Mumbai from May 2014 to till date.

- ✓ **DESIGNATION:** Technical Assistant

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### **EQUIPMENT HANDLE FOR MAINTENANCE:**

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- ✓ **Production** - Water Purification & WFI plant, FBP M/C, Coating M/C, Compression M/C, Blender M/C, RMG M/C, Dust collectors, Multimill, Sifter, Ointment machine, Weighing balance & Gas filling machines.
- ✓ Basic knowledge of machine préventive maintenance & breakdown of machines.
- ✓ Routine support for over all production activity in available ressources.
  
- ✓ **Utility** – DM Water plant, Chillers, Air compressor, Pumps, Fire Hydrant system, , Cooling Tower.
- ✓ AHU'S, DX unit, **HVAC** system.

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### **EQUIPMENT & FACILITY RELATED DOCUMENTATION:**

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- ✓ Support to FAT, Installation of Equipment (IQ, OQ & PQ), External calibration, Change control, Support to Line clearance for GMP batches, monitor environment control.
- ✓ Documentation of Equipment's yearly/six monthly/monthly Preventive Maintenance checklist.
- ✓ Support to GMP batches for smoothly production.

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### **ADDITIONAL SKILLS:**

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- ✓ **Working on projects :**

Following responsibilities are taken - :

1. Area Modification like New Area or Lab.
2. Machine Installation / Reinstallation.
3. To monitor Expenses of Machine & Breakdown.
4. Handling of Lab maintenance like painting, Carpentry & Epoxy work.

- ✓ **Working on SAP :**

1. Creating changing & display all type of Purchase Requisition in SAP
2. Service Entry in SAP
3. Reservation for material
4. Handling budget related activity of Capex & Opex.

- ✓ **Procurement :**

1. Procurement of spare parts
2. Procurement of Consumables

- ✓ **Manpower handling :**

1. Handle maintenance team & cleaning staff as per work urgency.
2. Handle vendor team as per service & project work.
3. Coordinate with Finance & Accounts Team for Vendor confirmation, PO & Payment.

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### **ACHIEVEMENTS:**

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- ✓ Business Excellence Award
- ✓ Zero observation in FDA audit

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**STRENGTHS:**

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- Positive attitude, don't give up easily, quick learner, self starter, friendly approach.
- Believe in work is worship.

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**PERSONAL DETAILS :**

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**Name** : Abhijeet Shivaji Shinde.

**Date of Birth** : 13<sup>th</sup> nov.1993

**Languages known** : English, Hindi, Marathi

**Martial Status** : Married

**Native Place** : Sangali

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**DECLARATION:**

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I here by declare that all the above mentioned statements are true and correct to the best of my knowledge and belief. If any one is found incorrect I would be liable to be rejected.

Yours faithfully,

Date:

**Abhijeet Shivaji Shinde.**