**CURRICULUM VITAE**

|  |
| --- |
| NAME: ANAND RAMESH JADHAV. |

Address : At Post- Poyanje,

Taluka : Panvel

District : Raigad, Navi Mumbai, Maharashtra

Pin Code : 410221

Mob. No. : 787534038

Email ID : anandrj908@gmail.com

|  |
| --- |
| OBJECTIVE |

To put abilities and learning skill to best use and make my effective Contribution to an organization for a bright and rewarding career.

|  |
| --- |
| EDUCATION QUALIFICATION |

Strong Communication skills & ability to visualize client request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board** | **Year of Passing** | **Result** |
| T.Y.B.SC.(CHEM.) | Mumbai University |  2017-2018 | Graduate |
| H.S.C | Maharashtra State Board |  Feb-2013 | Pass |
| S.S.C | Maharashtra State Board |  March-2011 | Pass |

|  |
| --- |
| WORK EXPERIENCE |

* **Currently working in M.J.Biopharm Pvt.Ltd. as a Warehouse Officer.**
* **One year working experience in Chemspec Chemicals Pvt. Ltd. As a Store Assistant.**
* Receipt of raw material & packing materials prepare GRN & send to QC for quantity inspection
* Prepare raw material receipt checklist. Prepare Quarantine labels & affixed on consignment.
* Update the Documents on daily basis like inward register, stock register, dispensing register etc.
* Coal & spent acid loading & unloading.
* Monitor & fill daily Calibration & Humidity record.
* Material storage, stacking & segregation as per compatibility chart.
* Maintain store as per GMP guidelines. Follow the procedure as per SOP.
* Maintain cleanness in store.
* Follow the safety norm in store.
* Monitor all activity in absence of colleague.
* **Six months working experience in Sisco Research laboratories Pvt.Ltd. As a F.G.Stores & Packing Supervisor.**

 - First of all Verify the job cards then assigning work as per the job card. - Allocating work to all packing workers as per job card and providing them with all raw material and packing material as per required for the work. - While packing any material inform about the material and ensuring safely and Correctly packed the material.

 - After qc verifies and approves the material, we check the material and then give

 it to the packing workers for packing. - Maintain the record of daily basis how many materials are packed,who packed How much bottles are packed.how much time to take working and material Packing loss data send to HOD.

 - QC verifying material are approved and material quality is good then send by

 Packing. - Performing all work in accordance with company standards and established safety procedures implementation of GMPs - Maintain and monitor all the activities of F.G.store. - Maintain cleaness and discipline of F.G.store.

|  |
| --- |
| PERSONAL SKILL |

* Hard Working
* Result Oriented
* Friendly Profile in Nature

|  |
| --- |
| OTHER QUALIFICATION |

* Industrial Chemistry.
* Dairy Science & Technology.
* Instrumental Method of Chemical Analysis.

|  |
| --- |
| COMPUTER SKILLS |

* Basic Computer Skills
* MS-CIT Basic Course.

|  |
| --- |
| HOBBIES |

* Playing Chess.
* Learning New Skills Online.

|  |
| --- |
| PERSONAL DETAILS |

Name : Anand Ramesh Jadhav

Date of Birth : 24 May 1995

Sex : male

Marital Status : Single

Nationality : Indian

Languages : Hindi,English,Marathi

|  |
| --- |
| DECLARATION |

I hereby solemnly declare that all the information give above is true and correct to the best of my Knowledge.

**(ANAND JADHAV)**