

Miss. Megha Motiram Mhatre

meghamhatre2003@gmail.com +919321757470

Address: At Post Nawade, Tal. Panvel, Dist. Raigad, Maharashtra- 410208

PROFILE SUMMARY

- Experience in ISO documentation of production department.
- Sound knowledge of quality control and related documentation required for testing product.

EDUCATIONAL QUALIFICATION

YEAR	DEGREE	INSTITUTE	BOARD/ UNIV.	RESULTS (%) / CGPA
2023	B.Sc. (Chemistry)	CK THAKUR ACS College, New Panvel	Mumbai	8.57
2020	HSC	A.D.Mhatre Jr. College, Nawade	Maharashtra	53.23%
2018	SSC	P.J.Mhatre Vidyalaya, Nawade	Maharashtra	72.80%

ADDITIONAL QUALIFICATIONS

YEAR	CERTIFICATION	INSTITUTE	RESULTS (%)
2023	Program in CRM BPO (Domestic voice)	NIIT foundation	57%
2022	Computing & Typing (English) 30 WPM	Saksham Skill Academy	83%
2022	Computing & Typing (Marathi) 30 WPM	Saksham Skill Academy	81%

WORK EXPERIENCE

1) Organization: Vedant Dyestuff and Intermediate PVT. Ltd, Taloja MIDC

Period: JUNE 2023 to today

Designation: Production Executive.

Responsibilities:

- Prepared SOP's of production related instrument , equipment & chemical solution required for production
- Prepared deviation report of plant batches.
- Prepared out of specification report of failed plant batch.
- Prepared BMR (Batch Manufacturing Record) of batches.

POSITIONS HELD & PARTICIPATION

- Completed and actively participated as NSS candidate for 1 year & NCC candidate for 2 Years.

ADDITIONAL INFORMATION

- Knowledge of **MS-Office**

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Mumbai

Date:

Signature
