

RESUME

Career Objective: -

To achieve challenging and innovative position where, I can put my efforts for the growth of organization.

Personal data: -

Name : Reshma Siddhesh Repal
Date of Birth : 08th June 1985
Sex : Female
Nationality : Indian
Marital Status : Married
Present Address : Flat no. 701, 7th floor, Building no. L-9,
Swapnapoorti Housing society,
Sector-36, Kharghar, Navi Mumbai – 410210.
Mobile No. : 8655138315 / 9967889008
E-mail Id : reshmachalke@gmail.com

Educational Qualification: -

- √ B.com from Mumbai University, D.B.J. College, Chiplun with 50.00% in 2005.
- √ H.S.C from Kolhapur Board, D.B.J. College, Chiplun with 68.00% in 2002.
- √ S.S.C. from Mumbai Board, M. S. School, Mumbai with 61.00% in 2000.

Computer Skill: -

- √ MS-CIT course, passed with 70.00%
- √ Tally 9.0 course of 1 month, passed with 'A' grade.
- √ Diploma in Office Automation course of 6 months, passed with 'A+' Grade.
- √ Diploma in Auto-cad course of 1 month, passed with 'A' grade
- √ English and Marathi typing
- √ Chemdraw / Chems sketch

Other Qualification: -

- √ N.C.C. three years course completed with 'B' Grade in 'C' cert. Examination.
- √ Caliber LIMS 3.6.1.E software training
- √ 3.6.1.E, SAP HANA training
- √ Track-wise training
- √ Document Management System (DMS) training
- √ VLMS (Training module) training

Work Experience: -

- √ Currently working with M/s Indoco Remedies Limited, Engaged in APIs Manufacturing & Formulation at R&D Center, Rabale, Navi Mumbai.
 - Designation : Executive –Quality Assurance (API).
 - Duration : May. 2013 till date
 - Job Profile :
 - Vendor qualification
 - Lab note books review
 - Preparing & reviewing vendor approval report
 - Support to technology transfer activity
 - Preparing Process Validation Protocol & Report
 - Preparing Cleaning Validation Protocol & Report
 - Reviewing Equipment Cleaning record & Batch Production record
 - Preparing & review of MFR, BPR, ECR & BOM
 - Preparing QRM in coordination with Production & CRD
 - Synthetic Technical package review
 - Coordinating with Purchase, CRD & ARD for vendor documentation.
 - Preparing & monitoring the SOP in working area through DMS system.
 - Issuing Format as per SOP and keeping record of the same.
 - Arranging Trainings (GMP & On the job)
 - Maintaining Approved vendor list
 - Preparing documents for T&A license & manufacturing license.
 - Preparing & reviewing Annual Product review.
 - Handling Caliber LIMS 3.6.1.E, SAP HANA, Track-wise & Document Management system (DMS) software's

√ Worked with M/s Kores (India) Limited (Pharmaceuticals & Chemicals Division), Engaged in APIs Manufacturing at Pawane, Navi Mumbai.

Designation : Sr. Executive -documentation & General administration in R&D.

Duration : Jan. 2009 to May. 2013

Job Profile :

- Procurement of Capital item, Lab equipments, Chemicals, Glass wares
- Follow up for chemicals with Purchase dept. & outside parties
- Communication with NISCAIR (Govt. Library) for journal articles & translation of doc.
- Correspondence with FDA, DSIR (Renewal of license)
- Preparing Annual Budget
- KRA review (Quarterly & Annually)
- Monitoring recruitments of R&D
- Preparing Presentation for Meeting
- General administration
- Documentation of Lab process, Lab report, PDR, MI, BMR
- Documentation support to Regulatory team
- Documentation of Lab / plant experimental report
- Documentation of Technology transfer document
- Documentation of Technical package
- Documentation of SOPs
- Maintaining record of Master copies of all doc.
- Preparing & Maintaining ISO documents

√ Worked with Supriya Lifescience Ltd. , Engaged in Bulk Drugs Manufacturing, Lote Parshuram Ind. Area

Designation : Document Assistant in Quality Assurance Dept.

Duration : Dec. 2005 to Dec. 2008

Job Profile :

- Arranging Training & Induction program for all the Technical staff
- Preparation of document related to GMP like Operational/Calibration/Cleaning SOPs and ISO document for Production, QC, QA, Personal, Engg., Warehouse
- Preparation of Master & Batch production record.

- Preparation of Drug Master File, APQR, Technical document, Validation Master Plan & Qualification (IQ/OQ/PQ) Protocol & Report
- Finished Product Labeling & Dispatch
- Vendor Questionnaire & Market Complaint report completion
- Preparing Chemical structure for all the Finished Products in QA Manager guidance.
- The correspondence related to FDA application & licensing part
- Preparation of specification of RM, FG & Intermediates
- Preparing Monthly reports (Like norms for all the product, RM & FG stock statement, Monthly Production & Sale statement)
- General administration
- Handling Petty cash

√ Worked with Visual Computer institute, Lote, Khed.
 Designation : Computer Teacher
 Duration : May 2005 to Dec. 2005
 Job Profile : Teaching all courses of Computer like MS-CIT, Tally, COA, DOA, Internet etc.

√ Worked with Mr. Relekar C.A. + Advocate
 Designation : Junior Auditor (Trainee)
 Duration : 6 month
 Job Profile : 1. Audit of Schools, Banks, Firms, Co-operative Society, Trust.

Notice period : 3 months

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge & I bear responsibility for the correctness of the above-mentioned particulars.

Place: Kharghar, Navi Mumbai

Date: 31/07/2024

Reshma Siddhesh Repal