

APPLICATION

From: Kavindra Kumar Singh



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Post- Pinjore.
Dist-Panchkula
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To

Subject: Application for the Post of Manager Production

Having 16 years' experience in Audit compliance, Documentation and manufacturing & Packing of Tablet, Dry syrup, semisolid and Liquid dosages form. Super user of Trackwise & QualityOne Quality management system.

Govt. Approved manufacturing chemist in Tablet, Liquid orals, Lozenges & External preparations.

Respected sir,

Being given to understand through some reliable source that there exists a vacancy
For above mentioned post.

I would like to apply for the same in your esteemed organization.
Enclosed please find my resume for your kind perusal.

If given an opportunity, I will accelerate the vision of the company.
Thanking you,

Yours truly,

(Kavindra Kumar Singh)

RESUME

Kavindra Kumar Singh
(B. Pharma, MBA)

Mobile No: - 9805811604

Email: kaviindswift1979@gmail.com

SELF DEVELOPMENT:

Undergone Training program:

- ❖ Track wise & quality one change control & Deviation system
- ❖ Certified Safety Internal Auditor program.
- ❖ Deviations
- ❖ Self-audit Team.
- ❖ Regulatory audits.
- ❖ Good Manufacturing Practices
- ❖ Audit preparation.
- ❖ Validation.
- ❖ New SAP ECC 6 super user training
- ❖ Leadership training.
- ❖ Excel & Power point presentation training
- ❖ Risk Management training

Exposure

- ❖ Super user of Track wise 8 Deviation & change control system
- ❖ Exposure in Manufacturing Tablets, capsule filling, Dry syrup, Ointment and oral liquids formulations.
- ❖ Regulatory audit compliance
- ❖ Exposure of granulation, compression, capsule filling, Becomix liquid manufacturing vessel, Bosch filler and Ointment manufacturing and packing.
- ❖ Also Exposure to manufacturing and packing of Beta-Lactum & Clavum formulations.
- ❖ Faced successful 3 times MHRA, USFDA & Russia Audit for Liquid formula in Reckitt Benckiser Healthcare (India) Ltd Baddi.

Career Achievements:

- ❖ Involved in the preparation of EU, ANVISA and other regulatory audits at Torrent Pharmaceuticals Ltd.Baddi in year 2009-2011.
- ❖ A member of the core compression team and presented production department for successful EU & ANVISA and other regulatory audits at Torrent Pharmaceuticals Ltd.Baddi in year 2009-2011.
- ❖ A member of the core technical team for successful MHRA year 2014, 2016 & 2018 at Reckitt Benckiser Healthcare India Ltd.Baddi.
- ❖ A member of the core technical team for successful USFDA year 2014 & 2019 at Reckitt Benckiser Healthcare India Ltd.Baddi
- ❖ Safety member of production department and certified Internal Auditor involved in certification of ISO 14001 and OHSAS 18001
- ❖ Represent the Allopathic department during successful audit of ISO 14001 and OHSAS 18001 conducted on 17th & 18th November.
- ❖ A member of the core technical team for successful Russia audit in year 2017 & 2019 at Reckitt Benckiser Healthcare India Ltd.Baddi

EXPERIENCE:

1.Reckitt Benckiser Healthcare Ltd: (Location: Baddi, Himachal Pradesh)	
Plant approval	MHRA, USFDA & Russia approved Allopathic Manufacturing facility.
Manufacturing of	Pharmaceuticals oral dosage forms.
Designation	Product stream Leader
Duration	From 3 rd October 2016 to till date
Role and responsibility	Overall Production Manufacturing ,Packing & Production compliances.
1.Indswift Ltd: (Location: Samba, Jammu & Kashmir)	
Plant approval	Tanzania, Kenya, Sri Lanka, Myanmar, Philippines, Bolivia and other ROW country, FDA Approved OSD facility.
Manufacturing of	Pharmaceuticals oral dosage forms.
Designation	Assistant manager
Duration	From 25 th Nov. 2015 to 30 th September 2016.
Role and responsibility	Manage All Production & Packing activity
3.Reckitt Benckiser Healthcare Ltd: (Location: Baddi, Himachal Pradesh)	
Plant approval	MHRA, USFDA & Russia approved Allopathic Manufacturing facility.
Manufacturing of	Pharmaceuticals oral dosage forms.
Designation	Area team Leader
Duration	From 25 th July 2011 to 20 th NOV 2015.
Role and responsibility	<ul style="list-style-type: none">❖ To execute the production plan with respect to delivery schedules & availability of materials.❖ Review of production plans on regular basis with the team members.❖ To ensure GMP in production department and GMP training.❖ Handling process standardization & validation activity.❖ Handling of Change controls, Deviations and CAPA in production.❖ Responsible for review of production SOPs, Regulatory BMR and BPRs, Protocols.❖ Responsible for regulatory compliance of documents.❖ Face USFDA and MHRA regulatory audits in Manufacturing Area.❖ Production planning on weekly and monthly basis.❖ To execute & verify the compliance of various audit observations along with cross functional teams.❖ To review and maintain MOC certificates, calibration certificates of respective items.



	<ul style="list-style-type: none"> ❖ Involved in Process & cleaning validation of Regulatory product like Nurofen for children and Gaviscon. ❖ Involved in Process validation of Tablets, semisolids and liquids formulations
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3.Torrent Pharmaceuticals Ltd: (Baddi, Himachal Pradesh)

Plant approval	EU audit, TGA, ANVISA, Uganda, ABBOTT LABS approved manufacturing facility.
Department	Tablet manufacturing Department.
Designation	Senior Technical Assistant.
Duration	15 th June 2009 to 11 July 2011 in Tablet department.
Role and responsibility	<ul style="list-style-type: none"> ❖ Handling shop floor activities in Tablet dept. ❖ Process Standardization & validation. ❖ To carry out in process quality control checks.

3. Indchemie Health Specialties Pvt. Ltd:(Baddi, Himachal Pradesh)

Plant approval	WHO approved manufacturing facility.
Department	Tablet & capsule manufacturing Department.
Designation	Production chemist.
Duration	From July 2006 to June 2009
Role and responsibility	<ul style="list-style-type: none"> ❖ Handling shop floor activities in Tablet and capsule dept. ❖ Manufacturing and packing of Amoxy and clavum tablets and Dry Syrup. ❖ Manufacturing of Amoxy and clavum dry syrup batches. ❖ Packing of tablets, capsule and Dry syrup

Equipment's Handled:

Granulation	Multimill, RCVD, , Fluid bed dryer, , Octagonal blender, Cone blender, Cage blender, Automatic bin washing system, RMG, Vibrosifter, Vacuum conveying system.
Compression	Single & Double rotary compression machines (Make: Cadmach & killian)
Capsule	AF-90T, AF- 40T
Liquid	Bicomix Liquid Manufacturing Suite(Make Germany) ,Bosch 10 nozzle filling machine(Make Germany, Harland bottle labeling machine (Make UK), Hi-cart ,Track n Trace
Semisolid	Bectochem Manufacturing Suite, Paras webcoat tube filling machine, CP150 & Hi –cart cartonator machine.

Audits faced:

	<p>MHRA, USFDA ,Russia World Health Organization (WHO), ISO14001&OHSAS18001 EHS Audit in Reckitt Benckiser Healthcare (India) Ltd. Baddi during year 2013- 2014.</p> <p>EU Audit, Tanzania, Therapeutic Goods Administration (TGA). ANVISA, British safety council (BSC) in Torrent Pharmaceuticals Ltd 15th June 2009 to 11 July 2011 Tablet department.</p>
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<u>Professional course</u>	B.Pharma (Uttar Pradesh Technical University)
	MBA in Operation Management (Melcolm Institute of professional studies)
<u>Current CTC</u>	13.50 Lacs.

<u>Computer skills</u>	Windows, Ms-word, Excel, Power Point, Internet, SAP, Track wise Quality Incident , Deviation & change control system
Track wise change control system	Certified super user

<u>Personal information:</u>	
Name	Kavindra Kumar Singh.
Date of Birth	15/03/1979
Permeant address	Village-Ramapur, Post Sohawa, District : Ballia, Uttar Pradesh
Marital status	Married
Sex	Male
Languages known	English, Hindi

Declaration: The above details are true & correct to the best of my knowledge.

Date:

Place:

(Kavindra Kumar Singh)