

**Kalpana venkatesan,**

Kalpana venkatesan1998@gmail.com

Phone : 6380988074, 8526170445.

**PROFILE SUMMARY**

Working in pharmaceutical industry with rich experience in the field of Quality Assurance in process activities and documentation OSD.

**CAREER OBJECTIVE**

To join in a pharmaceutical sector where I can utilize my knowledge and skills for the development of the company and where opportunities exist for the growth of my career and where I could come across the latest technology and to be a part of the team that works dynamically towards the growth of the organization.

**PROFESSIONAL EXPERIENCE**

- **Mesmer Pharmaceutical Company, Chennai, India.**
- *Working as Quality assurance Chemist -from July 07 2021 to Nov 22 2022.*

**CURRENT JOB PROFILE**

- *Fourrts India laboratories kelampakkam, Chennai.*
- *working as quality assurance junior executive from dec 09 2022 till the date.*

**IPQA ACTIVITIES:**

- ✓ To ensuring that the all-manufacturing process as per sop to comply with cGMP.
- ✓ Monitoring and recording the every in process checks in BMR & BPR during online.
- ✓ Review of daily checklist like weighing balance, cleaning Log sheets, Environment monitoring logsheets & Equipment log books.
- ✓ In process checks – to check the Physical Appearance, Moisture content, Hardness, Thickness, Friability, Disintegration, Weight Variation, Leak test .
- ✓ Ensuring effective change control and deviation procedure followed in manufacturing areas.
- ✓ IPQA related instrument calibration & handling.
- ✓ To follow the sampling procedure in granulation to secondary packing.

**DOCUMENTATION & ANALYTICAL WORK:**

- ❖ Reviewing QC analytical reports like RM, PM, Finished, Stability, Variation etc. Issuance of BMR, BPR & Analytical Documents. Product release in every stages and Reports filing like RM, PM, Finished.
- ❖ QC related instruments preventive maintenance and calibration schedule verification like HPLC, UV, Polarimeter, Weighing balance, Disintegration test apparatus, Friabilitor.
- ❖ To collect the stability samples.
- ❖ To review the stability analytical data.
- ❖ Collection of control sample and physical observation sample. To inspected of physical observationsample in every six months, if any physical changes of products to inform respective department and to take necessary action.

### ACADEMIC QUALIFICATIONS

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.Sc Chemistry	Govt. Arts College, Nandanam, Chennai	Madras University	2020	82%
B.Sc Chemistry	Sri Akilandeshwari Women's College, Wandiwash	Thiruvalluvar University	2018	76.6%
HSC	St. Anne's girls higher secondary School- chetpet	State Board	2015	59%
SSLC	St. Anne's girls higher secondary	State Board	2013	71.2%

### CERTIFICATION / INTERNSHIP

- ❖ Presented a paper on "Presentation of porphyrin" at Govt. Arts College, Nandanam.

### SOFTWARE SKILLS

MS Office : MS Word, MS Excel  
Software : SAP , ERP , BMR  
BPR relevel system

### PROFILE SUMMARY

**Father's name** : V.Venkatesan  
**Date of birth** : 03/06/1998  
**Marital status** : Unmarried  
**Nationality** : Indian  
**Languages known** : English & Tamil  
**Permanent address** : 17 B big street, kozhipuliyur (V), Chetpet  
Taluk, Thiruvannamalai (D)  
**Present address** : 44 Renugambal street , Opposite Sai Baba temple,  
Kelambakkam , Chennai .

### DECLARATION:

I modestly confirm that I possess all the requirements to successfully perform all the duties and responsibilities, which you will bestow upon me. All I seek is an opportunity to prove my mettle, which I hope you will provide me.

**Date:**

**(kalpana. V)**