

SURVE NEHA BABAN

M. Pharm

Highly driven and motivated pharmacy graduate keen to pursue a successful and challenging career in Quality Assurance department in a reputed organization while dispensing my maximum potential and utilizing my skillsets for the organization.

PROFILE

Surve Neha Baban
DOB- 03/07/1999

CONTACT

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(+91) 9552486360
EMAIL:
surveveha532@gmail.com

Address: At. Post Pangerkhed,
Tq:Mehekar,
Dist: Buldhana

STRENGTHS

ITskills (MS-Office)
Time Management
Team working Quick
learner

AREA OF INTEREST

Quality Assurance
Quality control

LANGUAGE

English
(Full professional proficiency)
Hindi
(Professional working proficiency)
Marathi
(Native orbilingual proficiency)

I do hereby confirm that the above information is true to the best of my knowledge and belief.

Date:

Place:

Sign:

EDUCATION

- **Sudhakarro Naik Institute of Pharmacy, Pusad, Yavatmal, Sant Gadge Baba Amravati University**
2023 - 2025
Degree- M. Pharmacy (Pharmaceutics)
Pursuing
- **Anuradha College of Pharmacy, Chikhali, Buldhana, Sant Gadge Baba Amravati University**
2019 - 2022
Degree-B.Pharmacy
Year of passing- 2022
CGPA - 8.96
- **Matoshri Education Society Satyajeeet College of Pharmacy, Mehekar**
2017-2019
Diploma - D. Pharmacy
Percentage - 86.40%

WORK EXPERIENCE

- **Leben Laboratory Pvt Ltd. Akola.** **01/08/2022 -24/10/2023**
IPQA Officer

JOB RESPONSIBILITY

- Verification Of Received RM and PM
- Issue BMR/ BPR To Production As per Planning
- Verification Of Dispensing of Raw and Packing Materials as Requisition
- Carry Out Line Clearance for the Manufacturing and Packaging
- Review BMR/BPR, Usage Logbook
- Carry Out in Process Check During Manufacturing and Packing Product
- Verification Of Finished Goods Which Transferred to FGS
- Initiating Deviation & Change Control Activity
- Reporting Of Non-Compliance to the IPQA Incharge
- Undertake any other duties as assigned by the IPQA Incharge
- Plan and conduct vendor audit of various vendors/ services provider as per schedule and prepare audit report
- Train QA auditors and others on in house SOP's / System
- Review validation and calibration reports of the instruments/ equipment of all departments for compliance
- Issue, distribution and reconciliation of SOP's Forms, and logbooks.