

To,
THE HR DEPT.

Respected Sir,

Sub: Application for a Suitable post in your Esteemed Organization

I, Bathini Kotaiah Goud, working as **production Dyputy Manager at VIVIN DRUGS Gagillapur**. Applying for a suitable post in your Organization. I am well exposed to total Production activities and production related activities in Quality Control, process development R&D and Maintenance Department. I am enclosing my resume for your reference.

Waiting for your favorable response.

Thanking you,

Sincerely yours,

B.KOTAIAH

PERSONAL RESUME

Name : BATHINI KOTAIAH GOUD

Present Address : VOOTKUR
NIDAMANOOR, NALGONDA
TELANGANA-508278.

Contact: +91 9704184020 & 8466867115

Mail id : koti.4020@yahoo.com

Educational Qualifications : MscBio Chemistry

Experience : Total 16+years

- 2008-2013 :As a Production Chemist and Shift Incharge

M/s. SRIPATHI LABS Pvt Ltd, Choutuppal.

- 2013-2014 :As a Production Shift Incharge

M/s. LEE PHARMA LTD, Hyderabad,

- 2014-2023:As a Production Block incharge

M/s. SYMED LABS LTD , Choutuppal.

- 2023-Till now :As a Production Dyputy Manager

M/s. VIVIN DRUGS , Gagillapur.

JOB RESPONSIBILITIES & Working Experience In:-

- Handling **FOCUS** online document entries (RM Indent ,RM issues, Yield entries)
- Follow safety awareness strictly in Plant.
- Total Planning of Man Power requirement of Block
- Production Planning
- Raw Material Requirement
- Equipment utilization
- Planning of Monthly Production Schedule
- Day to Day production raw Material Indent
- Maintaining the Registers of total Raw materials & Production yields.
- Maintaining the solvents Registers, Solvent Utilization & Recoveries.
- In Production Total process observation and total production control.
- Full focus on Continuous yield improvement (intermediate and Recovery solvents)
- Utilization of water and maintaining the effluent records and being responsible to total water management.
- In maintenance total observation like chilling plant, R.T .Pumps, Generator, Boiler, Vacuum Pumps and DM Water Plant.
- Month ending declared the production statement report & Raw Material consumption and stock statement.

Following CGMP

- Awareness of Importance of these systems.
- Maintaining and follow standard operating procedures.
- Trainings on process and Safety activities.
- Filling of completely batch sheets up to date with comparing to quality control timings.
- Production documentation of Records:
 1. Batch Sheets.
 2. Raw materials consumption Record.
 3. Yields Record
 4. Solvents consumption record & solvents Recovery Record.
 5. All filters and raw materials requisition to ending up to finished product analysis file,
 6. Effluent Records.
 7. Raw-material weighed & handled correctly
 8. Raw-materials should be properly stored.
 9. Facilities & Machinery must be correct for the purpose of their use.
 10. Contamination of materials should be avoided of all times,
Improper cleaning of equipment may lead to contamination of the product
 11. No product should be touched without wearing gloves.
 12. Reduce the Impurities and increase the purity and theoretical yield.
 13. In process control should be checked at every stage of production.
 14. In process control is the control where the partition of reaction is checked.
 15. Correct labeling should be done at every stage of production.

I can handle these Bulk drugs as stage wise chemical reactions in all stages plant level and following analysis.

The above information is true to the best of my knowledge and belief and I assure you that I shall make effort to be worthy of the confidence placed in me.

Yours faithfully

Place: Hyderabad

Date:

(B.KOTAIAH)