

RESUME

RIZWAN KHAN

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📍 27, Gopal Nagar Ratlam (M.P.)

Summary

Experienced production planning professional with strong expertise in SAP activities, adhering to GMP and GDP practices, and ensuring compliance with all safety norms. Skilled in manpower management and coordinating with service departments, including Quality Control, Quality Assurance, Civil, and Mechanical, to achieve production targets efficiently. Proven ability to work as a 2nd Line In charge, demonstrating leadership and a passion for delivering excellence in every task.

Education

➤ Masters Degree in Drugs and Pharmaceutical Chemistry

Vikram University Ujjain
Percentage -72%
July 2020 - May 2022

➤ Post Graduation Diploma in Computer Application

Makhanlal Chaturvedi National
University of communication Bhopal
Percentage - 82.37%
Nov 2019 - Jan 2021

➤ Bachelor of Science

Physics .Chemistry, Math's
Vikram University Ujjain
Percentage -51.18%
July 2016 - May 2019

➤ Fire Technology Industrial Safety Management

National council vocational training
Percentage -70.5%
July 2014 - April 2016

Personal details

DOB - 09-09-1997

Language known

- English
- Hindi

Industrial visit

Grasim Industries Nagda (M.P.)

Awards/ certification

Thematic training on disaster management
26-03-2015

Ecosystem restoration
05-06-2021

National intellectual property awareness
mission
09-03-2022

Area of interested

Production planning & GMP/ Quality control / Quality assurance / process & development Lab.

Work Experience

- **Lupin Ltd.** – Mandideep, Bhopal (M.P.)
(May 2023 to till date)

Designation – officer shift production as a role of second line Incharge

Job Responsibilities

1. Production Planning

- Develop and execute effective production schedules to meet organizational targets.

2. Batch Tracking

- Monitor and track batches to ensure alignment with production timelines and quality standards.

3. BPR/BCR Printing

- Print Batch Production Records (BPR) and Batch Cleaning Records (BCR) as per production requirements.

4. Raw Material (RM) Management

- Ensure RM issuance and dispensing as per production needs.
- Perform RM and intermediate calculations on a pure basis to support lot preparation activities.
- Maintain RM stock levels and handle stock audits efficiently.
- Conduct routine RM temperature monitoring and control activities.

5. Weighing Balance Verification

- Perform regular verification of weighing balances to ensure accurate measurements.

6. System Handling

- Manage SAP and DAS (Data Acquisition System) activities to support production and compliance requirements.

Skills

- Time Management
- Quick Learner
- Curiosity
- Adaptability

Declaration

I hereby declare that all the information mentioned in my resume is true and correct of my knowledge. I take full responsibility for the accuracy of the particularly ones.

Date: - __/__/2025

RIZWAN KHAN

Place: - Ratlam