

SRIKANTH KODIGANTI

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Summary

I have accomplished Pharmaceutical API Manufacturing Warehouse Manager with 16 years of experience in overseeing GMP-compliant warehouse operations. I am Participated and success in regulatory compliance USFDA, PDMA, EMA, inventory control, and warehouse management. I have experience at optimizing material flow, reducing errors, I am ensuring 100% audit readiness. Have strong leadership skills with a focus on efficiency, quality, and safety.

Skills

Managerial Skills Logical reasoning and Critical Thinking Arithmetic Skills Communication Skills

Decision Making Skills Warehouse Management Inventory Management

Safety and Quality Awareness cGMP Personnel Supervision Skills Good Distribution Practices Focus SAP

MS Office Warehouse Operations Materials Handling Warehouse Safety Time Management

Education

B.Sc - Mathematics

Master of Business Administration

Post graduate diploma in Computer Applications

Certifications

- Diploma in Warehouse Management – Alison.
- Work place and personnel safety – Alison.
- Certified Store and Inventory Manager – V-Skills.

Accomplishments

- Achieved zero non-conformities in the QP Audit works with my team in warehouse for EMA approval.
- Achieved zero non-conformities in the PMDA Audit works with my team in warehouse for PMDA approval to products meet quality standards, safety requirements, and all other regulations.
- Successfully participated in the USFDA regulatory Audit worked myself on behalf of my company for facility Approval from USFDA regulatory Authority.
- Successfully participated in the WHO-GMP Audit works.
- Successfully operated the ISO Audit works with my team in warehouse for efficiency and Quality of product.
- Achieved zero non-conformities in the GMP Audit works with my team for GMP approval to products meet quality standards, safety requirements, and all other regulations in place at the time of manufacture.
- Successfully participated and had operated the Customer Audit works with my team for business development.

Language

Experience

Vidgas Science & Technologies Private Limited

WAREHOUSE MANAGER

Feb 2024 - Present

Kadachur

- Overseeing the management of Raw Materials (RM), Packaging Materials (PM), Finished Goods (FG), and inventory control.
- Ensuring compliance with customer and regulatory audit requirements.
- Maintaining adherence to Environment, Health, and Safety (EHS) standards within warehouse operations.
- Ensuring that all warehouse activities comply with quality standards and guidelines.
- Optimizing the utilization of space and workforce, and coordinating with HR for recruitment needs.
- Responsible for the proper implementation and periodic review of current Good Manufacturing Practices (cGMP) procedures and Standard Operating Procedures (SOPs).
- Organizing SOP training programs for warehouse staff and contract workers.
- Ensuring that only authorized personnel are permitted to access warehouse areas.
- Reviewing completed project raw materials with relevant team leaders and taking necessary corrective actions for inventory adjustments.
- Facilitating coordination between warehouse staff and Quality Control (QC), Quality Assurance (QA), Production, and Procurement teams to maintain an efficient workflow.
- Ensuring that warehouse premises are cleaned and maintained daily to uphold hygiene standards.
- Monitoring temperature-controlled storage areas to ensure they are consistently maintained under required conditions.
- Ensuring the smooth movement of raw and packaging materials from the warehouse to production and the transfer of finished goods from production to FG storage as per defined procedures.
- Managing physical stock records and supervising all warehouse activities within controlled areas.
- Collaborating with Procurement, Quality Control, Production, and Quality Assurance departments to ensure the smooth and quality-compliant dispatch of materials.

Maithili Life Sciences Private Limited

WAREHOUSE MANAGER

Jan 2020 - Nov 2023

Tirupati

- Responsible for Warehouse operations of RM, PM, FG and Inventory Management.
- Ensuring customer & Regulatory audit requirements
- Ensuring the Environment, Health, and Safety (EHS) management in warehouse operations conducted areas .
- Ensuring the work conducted in Warehouse Adhere the Quality norms.
- Effective utilization of space and manpower, to coordinate with HR for Hiring process.
- Responsible of effective implementation of and compliance cGMP procedures and SOPs periodically.
- To organize SOP trainings for warehouse staffs & contract workers.
- Ensuring that only authorized persons entry in to warehouse areas.
- Completed project raw materials are discussed with respective Group leaders and corrective actions are taken on their inventories.
- Ensuring the support of Warehouse Staff to co-ordinate with Quality Control, Quality Assurance, Production, Purchase departments for adhere the quality work flow.
- Ensuring daily cleanliness of all areas in warehouse.
- Ensuring controlled temperature areas maintained regularly in control condition are not.
- Ensuring the work flow of RM and PM Warehouse to Production and FG from Production to FGwarehouse as per Procedure.
- Responsible for all physical stocks and activities operated in controlled area of Warehouse.
- Communicate with Purchase, Quality Control, Production and Quality Assurance departments for Quality dispatches.

GR Intrachem Limited

WAREHOUSE ASSISTANT MANAGER

Feb 2018 - Dec 2019

Hyderabad

- Maintains receiving, storage and distribution operations by initiating, coordinating based on pre- defined Standard Operating Procedures.
- Maintaining of both Engineering & RM Stores as per defined procedure.
- Ensuring proper quality management and quality assurance procedures.
- Safeguards warehouse operations by establishing and monitoring security procedures.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment, issuing work orders for repair and requisitions for replacement.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Ensuring the issues of RM for production as per FIFO.
- Ensuring the daily operations and documents updating in a proper way and online.
- Contributes to team effort by accomplishing related results as needed.
- Ensuring the cleanliness of the Warehouse area.
- Providing Training to the department persons on the departmental SOPs, GMP on Job training.
- Attend the daily meeting with Departmental heads for review and coordination of daily activities support, raising without any procedural issues.
- Checking the daily statements, provide information on minimum inventory of consumable items required to be maintained at stores and indent for the same.
- Initiation of new procedures as per cGMP Guidelines.
- According to the cGMP practices change controls will effect and implement.
- Pre active approach for arranging the raw materials, packing materials, solvents, as per Production requirement with the coordination of purchase department.
- Process, communicate and submitted of non-saturated documents to concerned departments.
- Job work activity review and implementation based on production planning.
- Dispatches of API and INTERMEDIATE followed and execute as per Purchase Order.
- Reporting to Plant Manager.

Brundavan Laboratories Private Limited

WAREHOUSE EXECUTIVE

Feb 2016 - Feb 2018

Hyderabad

- Implement the GMP operations within the warehouse to ensure effective management of receipt, storage, issues and handling dispatches of shipping products to customers.
- Conduct inventory control through monthly stock counts to maintain perfect stock integrity, to ensure that financial stock takes and stock counts are matched.
- Ensuring the cleanliness of the Warehouse area.
- Providing Training to all the department persons on the departmental SOPs, GMP on Job training.
- Daily allocation of works to the subordinates and review of pending work.
- Attend the daily meeting with Departmental heads for review and coordination of daily activities support, raising without any procedural issues.
- Initiation of new procedures as per cGMP Guidelines.
- Checking the Standard Operating Procedures and their effective implementation of procedures according to the change controls.
- Follow the operations of General Warehouse practices as mentioned in Warehouse procedures.
- Initiation of Material Information report to the concerned department.
- Pre active approach for arranging the raw materials, packing materials, solvents as per Production requirement with the coordination of purchase department.
- Job work activity review and implementation based on production planning.
- Enter the Raw Material details in the concerned inward register and provide the sample for quality control department for analysis.
- Dispatches of API and INTERMEDIATE followed and execute as per Purchase Order.
- Reporting to General Manager.

Hetero Labs Limited

WAREHOUSE Sr. Officer

Aug 2014 - Jan 2016

Vishakapatnam

- Performing an operations of General Warehouse practices as per SOPs.
- Ensuring the cleanliness of the Warehouse area.
- Daily allocation of works to the subordinates and review of pending work.
- Attending GMP training classes provided as per schedule.
- Checking the daily statements, provide information on minimum inventory of consumable items required to be maintained at stores and indent for the same.
- Initiation of new procedures as per cGMP Guidelines.
- Guide the subordinates and train them in regular activities.
- Monitoring and update the record of temperature and humidity as per the relevant procedures.
- Effective implementation of procedures according to the change controls.
- Enter the Raw Material details in the concerned inward register and provide the sample for QC department for analysis.
- After completion of analysis based on report move the material to concerned area, paste the concerned label.
- Arrange the material on pallets batch wise.
- Issue the material to production based on Indent.
- After Issuance of Raw Material, enter the details in Raw Material inventory card.
- Take a Part in the investigation of any failed material.
- Reporting to AGM/Manager.

Sri Rayalaseema High Strength Hypo Limited

WAREHOUSE Sr. ASSISTANT EXPORTS

Jul 2011 - Jul 2014

Kurnool

- Proved successful working within tight deadlines and fast-paced atmosphere.
- Preparing the daily production report for daily dispatches and submit to the higher authorities.
- Plan the dispatch schedule as per dispatch details received from export executive.
- Daily allocation of works to the subordinates and review of pending work.
- Verify the Purchase Orders for ordering shipping Marks and Labels for shipment process.
- Based on purchaser order plan the Labels and Shipping Marks for paste on packed containers.
- Communicate with the Logistics department and Marketing department for dispatch schedule regularly to Pre shipment process.
- Prepare the delivery note in ERP based on retrieved information.
- Scan the all drums which are planning to dispatch as per customer requirement.
- Generate the Pre-Inspection check list for error free dispatches.
- Execute the loading operation.
- Preparing the Invoice and Packing List for each and every consignment.
- Ensuring the Central Excise sealing procedure.
- Dealing with Production Department for Production status, Quality control department, Export executives & Logistics Executives and some other Departments for needful information.
- Reporting to warehouse Manager.

Sudarshan Laboratories Limited

WAREHOUSE ASSISTANT

Nov 2008 - Jun 2011

Hyderabad

- Check the documents that, the received Raw Material is belongs to our company or not.
- Unload the vehicle and check the weighment of received RM, and move the material to quarantine area.
- Enter the details in Raw Material inward register and raise the request to QC for RM analysis.
- Provide the sample to QC based on Batch Number.
- After approval from QC, based on indent received from production, move the RM to production.
- Dispensing procedure follows the Indent received from production.
- Updating of RM bin cards.