VEDULA SREEYESH

PHARMACEUTICAL QUALITY PROFESSIONAL | CONTROLLED DOCUMENT COORDINATOR

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PROFESSIONAL PROFILE & OBJECTIVE

Pharmaceutical Quality Assurance Professional with hands-on experience in controlled document coordination, quality management systems (QMS), and regulatory compliance within both clinical research and pharmaceutical manufacturing environments.
Previously supported document lifecycle management at Fortrea, working in Veeva Vault to manage tasks such as start date assignment, document finalization, and training path activation, ensuring compliance with GxP and 21 CFR Part 11 standards.
Earlier, served as a Quality Officer at Bioplus Life Sciences, where responsibilities included overseeing deviations, CAPA, change controls, and in-process quality checks for oral solid dosage forms (OSD), while maintaining alignment with cGMP and regulatory expectations.
Proficient in SOP authoring, audit preparation, and electronic document management systems (EDMS). Well-versed in ICH-GCP, FDA, and EMA guidelines, with a strong interest in compliance, documentation systems, and continuous process improvement. Seeking to contribute to a dynamic pharmaceutical or clinical research organization committed to quality, safety, and regulatory excellence

WORK EXPERIENCE

Controlled Document Coordinater, *Fortrea* 05/2025 – 08/2025
Bengaluru, India

- Coordinated document management processes, ensuring timely retrieval and distribution of vital information across departments.
- Maintained up-to-date records by reviewing and updating documentation following company policies and regulatory requirements.
- Conducted quality checks on documentation to ensure accuracy and alignment with Good Documentation Practices (GDP).
- Escalated issues affecting document release timelines, collaborating with relevant stakeholders for resolution.
- Ensured alignment with Regulatory Compliance and Quality Assurance (RC&QA) guidelines in all document-related activities.
- Executed Finalization Review, Learning Path Activation, and Start Date Assignment for DFFs in Veeva Vault.
- Reviewed DFF submissions in Veeva to ensure correct metadata, versioning, and readiness for document lifecycle progression.
- Contributed to the controlled document lifecycle in alignment with the CD Release Schedule.

QUALITY OFFICER, *BioPLus Life Sciences Pvt. Ltd* 05/2024 – 04/2025
Bengaluru, Karnataka

- Company Overview: Pharmaceutical company specializing in neutraceutical.
- Monitor and oversee all Quality Management System (QMS) activities, including Change Control, SOP Deviations, CAPA, Non-Conformance Reports, product recalls, and mock recalls.
- Evaluate facilities of factory for the introduction of new products.
- Prepare weekly, quarterly and annual trends for QMS documents.

- Initiate product recalls and determine final disposition with quality team and CFT members.
- Review and prepare product traceability of the products manufactured.
- Manage document preparation and control for the SOPs
- Oversee In-process quality assurance activities such as Raw Material Dispensing
- Ensured routine monitoring and maintenance of temperature logs for storage facilities to maintain product integrity, as per quality assurance standards
- Performed in-process quality checks during tablet manufacturing and packaging, including weight variation, hardness, friability, and disintegration testing; conducted AQL-based visual inspection for tablet defects and packaging quality; verified blister and jar packaging for critical parameters such as seal integrity, knurling, print clarity, batch coding, alignment, fill volume, labeling, and capping — ensuring adherence to cGMP, SOPs, and regulatory standards.
- Ensuring all documentation complies with Good Manufacturing Practices (GMP).
- Checking important quality qualities and process factors along with Record-keeping and Documentation of the production procedures.
- Constant Enhancement & Improvement activities by locating chances for process enhancements.
- Prepared and implemented CAPAs in compliance with GMP standards and ICH Q7/Q10 guidelines to address deviations and ensure continual quality improvement.

Intern, *DR. REDDY'S LABORATORIES LTD* 05/2023 – 06/2023
Vizinagaram, Andhra Pradesh

- Company Overview: Leading pharmaceutical company known for its formulations and quality standards.
- Gained an opportunity to work as Intern in IPQA [In Process Quality assurance] department for a month in the formulations plant.
- Was Given the exposure to Production of drug (Isotretinoin) with Industry quality Standards .
- Got A exposure in packaging of drug and various tests taken place during production of drugs.
- Also learnt various formulations manufactured by Dr Reddy's such as soft gel capsules, gels, aerosols.
- Got trained in Basics of PASx software.
- Explored the Warehouse management and procurement of raw material and learnt various SOP inside the aseptic area.
- Leading pharmaceutical company known for its formulations and quality standards.

EDUCATION

BACHELOR OF PHARMACY: Pharmacy, *SRM University of Medical Sciences* 2020 – 2024
Chennai, T.N

- CGPA: 7.53 / 10.0
- Completed a four-year professional degree focused on drug formulation, quality assurance, and pharmacology.
- Studied key subjects including pharmaceutics, pharmacology, and pharmaceutical chemistry
- Gained knowledge of dosage forms, drug action, and quality control in pharmaceutical production.
- Participated in laboratory work and academic projects that strengthened technical understanding and documentation skills.

Thesis- Quality by Design (QbD) approach to implement HPLC for Curcumin and standardization.

Higher Secondary Education, *The Aditya Birla Public School* 2019 – 2020
Higher Secondary Education (Class 12) Raipur, Chhattisgarh
Specialization: Physics, Chemistry, Biology (PCB)
Achieved 75% with Distinction

SKILLS

- Quality Assurance & Documentation
- Attention to Detail
- Veeva Vault (Document Management System)
- CAPA Preparation & Execution
- In-Process Quality Assurance (IPQA)
- QMS Documentation (Change Control, Deviations, CAPA)
- Quality Assurance & Documentation.
- Communication & Coordination
- Tools & Systems
- Batch Record Review & Traceability
- Pharma Production Knowledge
- Time Management
- Microsoft Excel, Word (for GMP documentation/tracking)
- Error Identification & Escalation
- Analytical & Investigation Skills
- Regulatory Compliance (RC&QA)
- SOP Management
- Compliance-Oriented Mindset.
- PAS-X (Basic Exposure)
- Root Cause Analysis (SD, Fishbone)
- IPQA Checks: Friability, Disintegration, Hardness
- Good Documentation Practices (GDP)

LANGUAGES

English
Bilingual or Proficient (C2)

Hindi
Bilingual or Proficient (C2)

Telugu
Upper intermediate (B2)

Tamil
Intermediate (B1)

CERTIFICATIONS

PHARMACOVIGILENCE
UPPASALA Monitoring Centre

GOOD CLINICAL PRACTICE
NIDA Clinical Trial Networks

HEALTH EMERGENCY AND DISASTER RISK MANAGEMENT IN RESILIENT CITIES
WHO

PERSONAL INFORMATION

Date of Birth
- Date of Birth: 01/01/03
- Gender: MALE

PARENTS

V RAVIKUMAR, V SOUJANYA

ACCOMPLISHMENTS

- Contributed to successful completion of regulatory audits including MHRA, UNICEF, and DKMA at Bioplus Life Sciences by ensuring availability and accuracy of key QMS documents.
- Maintained audit-ready documentation and supported QA team in addressing audit queries related to controlled documents, traceability, and CAPA handling.
- Designed and implemented a TrackWise-inspired system to manage QMS activities including CAPA, deviations, and change controls, improving document traceability and audit readiness.
- Recognized as "Highly Commendable" by the Directorate of Student Affairs (SRM University)

SOFTWARE SKILLS

Compliance wire (LMS) Veeva vault
Ms Excel
Ms Word
Ms PowerPoint
Veeva Vault
Trackwise