

CURRICULUM VITAE

SUBRAT KUMAR PARIDA

Contact No: +918018762388

E-mail: subratkumarparida625@gmail.com

OBJECTIVE:

I expect a career which is different yet unique, my intelligence is continuously nourished by challenges and constant quest for knowledge is honed on the newest technologies.

PROFESSIONAL STRENGTH:

Sincere and committed, disciplined, taking initiative and accepts responsibilities cheerfully. Willingness to “Go the Extra Mile” when required. Using assignments for growth and development.

PROFESSIONAL ATTRIBUTES:

I consider myself to be confident and a strong participator in group ventures. I enjoy working as a team, but can easily work on my own initiative. I look forward to new opportunities and new challenges and look forward to be associated and grow in such an organization.

PROFESSIONAL PROFILE:

Currently working as, **Assistant Manager in Cipla Ltd.** Sikkim, since **APR. 2024 to till date.**

Previous designation **Senior Executive Officer in Cipla Ltd.** Sikkim, since **DEC. 2016 to APR. 2024 date.**

PROFESSIONAL EXPERIENCE:

- As a **STORE Assistant Manger in Cipla Ltd.** Sikkim.
- As a **STORE Senior Executive Officer in Cipla Ltd.** Sikkim.

EDUCATIONAL QUALIFICATION:

- **B.SC IN PCM** from FAKIR MOHAN UNIVERSITY in year 2016.
- I have Passed **COUNCIL OF HEIGHER SECONDARY** Education in year 2013.
- I have Passed **High School Certificate** from Srihari Charana High School Orissa in year 2011.

WORK PROFILE:

- ❑ Daily, weekly Production Planning in Department from rolling forecast depending upon the availability of Raw & Packaging materials in subsequent department & manpower utilization.
 - ❑ Review of Reanalysis, Near Expiry materials and their consumption as per production plan.
 - ❑ Co-Ordination with depot for on time delivery of materials.
 - ❑ Preparation/Reviewing of yearly departmental budget and planning for cost reduction.
 - ❑ Preparation of GAP Analysis for new product transfer.
 - ❑ Preparation of GRN of RM,PM and Miscellaneous materials.
 - ❑ Dispensing of Packaging material.
 - ❑ Receipt of Raw & Packaging material.
 - ❑ Imparting Training to technicians and staff about cGMP, machineries and Standard Operating Procedure (SOP) , Handling of Change Request , CAPA & Deviation.
 - ❑ Achieving the planned target with Zero defect production.
 - ❑ Operate ASRS (Automated Storage& Retrieval System) for batch operation & material storage.
 - ❑ Documentation maintaining the cGMP rules.
 - ❑ On line Co-ordination for Production and Line clearance from QA /QC department.
 - ❑ Preparation of Qualification documents of Equipment's and Area.
 - ❑ Handling of change controls through "Cipdox and Trackwise" software online.
 - ❑ Strict implementation of Data integrity procedures in the department.
 - ❑ Coordinating the department by conducting departmental training online to subordinates.
 - ❑ To ensure calibration of all instruments are done as per schedule.
 - ❑ Handling of deviations.
 - ❑ Preparation and Review of SOPs.
 - ❑ Preparation of FMECA for new products.
 - ❑ Preparing / Reviewing Risk analysis of product, equipment, process as per standard procedure.
 - ❑ Retention and destruction of records.
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- ❑ Preparation of Training Programme / Annual Schedule, Training Modules & Execution of the same by co-ordinating with respective department.

Other Responsibilities and duties:

- Observing and complying with good manufacturing Practice (GMP).
- Observing and complying with company health and safety policies.
- Observing and complying with company Standard Operating procedures (SOPs).
- Supporting all **STORES** activities.

SOFTWARE HANDLED:

- S.A.P , VMI
- TRACKWISE
- CIPDOX

COMPUTER SKILL:

- Web Designing & Developing, PHP
- M.S. Office, internet, E-mail

KEY STRENGTH:

- Good communication skills.
- Hard working nature.
- Keen to learn new things.
- I am a quick learner and great team player.

AUDIT FACED:

- W.H.O
- Nepal Audit & CQA Audit.

PERSONAL INFORMATION:

Father : Mr. Umesh Chandra Parida
Mother : Mrs. Gitanjali Parida
Date of birth : 12th May, 1996
Sex : Male
Marital Status : Single
Languages Known : English, Hindi, Odia
Permanent Address : S/o : Mr. Umesh Chandra Parida
Vill: Dunda
Po: Mukulishi,
Dist.: Balasore,
State: Odisha,
Pin: 756022

DECLARATION

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief. If you will give me an opportunity to serve in your organization based on my qualification and professional experience, I will assure you to serve with my full capacity for your organization.

Place:
Date:

Subrat Kumar Parida