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| Akhtar Pic |  **AKHTAR** **Akthat.224849@2freemail.com** **Production / Procurement & Warehouse** **B. Pharma / SAP, BAAN & Tally Expert** **Visa Status: Employment Visa**  |

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| **Career Summary** | I have more than seven year diverse experience of managing production, procuring required items and taking care of warehouse operations. My area of expertise includes handling manufacturing documents with quality assurance, supervising manufacturing activities at every process, production planning with respect to forecast, planning & supervising procurement of required items and expertise to handle warehouse operations like material receiving ,proper stacking, dispensing etc.  |

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| **Work Experience** | **Procurement and Logistic Incharge (Excipient) –Bioagent Chemicals****April, 2017 – Till Date*** Responsible to handle complete supply chain operations from procurement, warehousing to logistic.
* Responsible to issue purchase order to supplier and requesting them Proforma invoice after receiving order confirmation. Accordingly, send request to Accounts to open LC.
* Following up with Accounts for payment of suppliers (Advance & Credit).
* Receiving initial documents from suppliers, sending it to Clearance Department and following them for early clearance from UAE Customs.
* Supervise receipt of incoming goods and posting GRN in System.
* Supervise all store issues like safety measures, first aid, to make sure that no blockage of passages etc.
* Preparation of Replenishment orders to ensure minimum par stocks are maintained in Warehouse and make sure FIFO is followed for all items.
* Prepare received items delivery schedule after arranging site readiness, payment confirmation, delivery location, contact details and installation requirement.
* Participate in inventory count cycles and keep the stock updated as per system
* Ensure all warehousing policies and procedure followed by the concerned team
* Prepare reports like pending sale orders, inbound /outbound, invoice status etc .

**Production /Warehouse officer - Sanofi- UAE (Former Global Pharma) July,2013 to May,2017*** To ensure that all the activities in the department are carried out as per cGMP.
* Responsible for dispensing raw and packaging materials***.***
* Responsible for allocation of approved,quarantine,solvent and rejected materials.
* Supervise material receiving, GRN and coordinate with production team as per their planning / requirement.
* Proper interaction with Quality control department regarding sampling and approval of quarantined materials.
* Preparing invoices, Packing List, FGTN (Finished product transfer note) of finished goods.
* Responsible for manufacturing activities for Granulation, Compression Area & Coating area.
* Preparation and revision of SOPs, Filling of DPR (Daily Production Report) & OEE(Overall Equipment Efficiency).
* Handling of process validation batches and liaison among QC, QA, Warehouse and Maintenance department.

 **Officer Production – Alkem laboratories – India March 2012 to May 2013*** Responsible for manufacturing activities for various subsections compression (Sejong Compression machine), Coating as per **cGMP.**
* Handling of Deviations, investigations, CAPA and change controls.
* Preparation and revision of SOPs.
* To attend training program organized by the company for continuous training up-gradation of knowledge.
* Preparation of Daily production report and manpower calculation.
* Inter departmental follow ups with QC, QA, and warehouse and Maintenance departments*.*
* Proper manpower utilization and work allocation to the workers*.*

**Production officer- Glenmark pharmaceuticals-October 2010– March 2012** * Responsible for manufacturing activities for various subsections Granulation and compression & Coating area.
* Preparation of DPR (Daily Production Report).
* Filling and review of batch manufacturing record for its completion of various intermediate and final stages.
* Inter departmental follow ups with QC, QA, and warehouse and Maintenance department.
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| **Education** | **Bachelor of Pharmacy August, 2006 – June, 2010**Kanak Manjari Institute of Pharmaceutical Sciences.Biju Patnaik of University, Odisha**Diploma in logistics and supply chain September, 2016-October , 2016**Ministry of health UAE  |

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| **Dosage forms** |  Tablets,Syrups,Capsules |

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| **Computer And** **Language Skills** | * Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
* Experience to work in SAP,BAAN,TALLY environment.
* Effective interpersonal communication abilities.
* Strong analytical, critical and creative abilities.
* Proficient in English, Urdu, Hindi.
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| **Personal Detail** |  |

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| **Declaration** |  • Particulars given above are true to the best of my knowledge.  Date: Place: UAE (**AKHTAR)** |