**Sneedhi**

Dubai UAE

Date of Birth: 12 November 1996

Email: [sneedhi-394538@2freemail.com](mailto:sneedhi-394538@2freemail.com)

Marital Status: Single

Nationality: Indian

CAREER OBJECTIVE

* To achieve a successful and a challenging position in a growing company and to utilize my knowledge for the betterment and growth of the organization.

KEY SKILLS

* Analytical skills
* A keen observer
* Quick learner

PROFESSIONAL EXPERIENCE

**in Goa as an apprentice in Quality Assurance department.**

**October 2018 – August 2019**

* To follow the basic norms of CGMP and Health, Safety and Environmental norms.
* To operate Cipdox – Document Management System based on the roles and rights provided in the application.
* To carry out line clearance for equipment/area.
* To carry out in-process tests for batches under manufacturing.
* Ensure line clearance, overprinting proof checking and other controls related to batch manufacturing and packing areas.
* Audit trail review of the equipments.
* Review of executed batch manufacturing records.
* Approving/ rejecting of EMCM, EMRM.
* Ensure proper cleanliness and maintenance of department, premises and equipment.
* Ensure status labeling in the area.
* To ensure that the required initial and continuous training of department personnel are carried out and adopted according to need.
* Documentation and upkeep of files related to training.
* Periodic review of training records.
* Issuance and review of bound books and Master annexures.
* Review logbooks.
* Retention and Destruction of documents and records as per SOP.
* Review of implementation, updations, review and continuous improvement of SOP’s and system as per recent revisions in CGMP guidelines.

**in Belagavi as an intern. June 2018 – July 2018**

* To follow the basic norms of CGMP and Health, Safety and Environmental norms.
* Worked in Quality Control and Production department.

**ACADEMICS**

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| --- | --- | --- | --- |
| **Qualification** | **School / College** | **University / Board** | **Year of Passing** |
| Bachelor of Pharmacy | KAHER College of Pharmacy | KLEU Belagavi Karnataka | 2014 - 2018 |
| (Higher Secondary School) H.S.S.C | Cuncolim United Higher Secondary School, Cuncolim-Goa | Goa Board | 2014 |
| (High School) S.S.C | The New Educational Institute, Curchorem-Goa | Goa Board | 2012 |

**SOFTWARE SKILLS**

* Proficient in Microsoft Office with the best knowledge of excel, word and powerpoint.

**EXTRA CURRICULUM**

* Participated in school/college level sports.
* Participated in college events.
* Participated in National Cadet Corps (NCC) camps.
* Served for Indian Red Cross Society.

**LANGUAGES KNOWN**

|  |  |
| --- | --- |
| * English | * Hindi |
| * Konkani | * Marathi |

**Visa Status (Visit Visa)**

Until 15 December 2019