

## MR.GIRISH PRAKASH GADE

Corr Add: At Ris-Mohopada, Morya Building,  
Navi Mumbai, Maharashtra, Pin :410222

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Cell No.: 8369315582

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### **PROFESSIONAL HIGHLIGHTS:**

**ORGANIZATION** : Cipla Limited.

**Job Title** : Sr. Officer

**organization Location** : Patalganga MIDC, Raigad, Navi Mumbai.

**Period of Service** : 11 years & 6 months (From March 2008 to Sep 2019 )

### **Job Responsibilities:**

- To perform the mfg activities and Dispensing, as per Overseas customers requirement and monthly plan with proper documentation.
- To fill the required documents, such as Daily records, Equipment logbooks, BMR, BPR, cleaning records, as per related standard operating procedure.
- To prepare SOP's as per requirement.
- To perform mfg activities as Blending, sifting, dispensing, final packing and labelling. Familiar with Reactors, centrifuge, jetmill, FBD.  
To book & print required documents in SAP system.
- To co-ordinate with the cross functional teams, such as QC,QA & logistics for the timely supply of the consignment.To conduct weekly planning meetings with other Departments.
- To print and affix the all Product labels & DG labels as per MSDS, for API Export of third party customer.
- To check the customers required test specification & to comply all these required tests from specification.
- To clean the mfg equipment's as per related SOP.
- To check Qualifications of Packing cubicles & Equipments.
- To communicate with other departments for requirement of Raw material, inventory stock, delivery schedules for dispatch.
- To check for cleanliness & maintenance of sterile Packing rooms wrt safety.
- To face the audits and given compliance for the audits like WHO, USFDA, Internal audits and audits for other country's regulatory agencies.

### **PREVIOUS EXPERIENCE:**

#### **1. M/s. Thakur infraprojects Pvt.Ltd.**

**Job Title** : Accountant.

**organization Location** : At Padeghar, Near Navi Mumbai.

**Period of Service** : 22 Months (From June 2005 to April 2007)

**2. M/s. Thakur infraprojects Pvt.Ltd.**

**Job Title : Store Keeper**

**organization Location : At Padeghar, Near Navi Mumbai.**

**Period of Service : 9 Months (From June 2007 to March 2008)**

**3. U.E.S. Jr. college of Science & Commerce.**

**Job Title : Lab Assistant**

**organization Location : At Uran, Near Navi Mumbai.**

**Period of Service : 9 Months (From July 2004 to March 2005)**

**Total all over experience: 14 years & 10 months.**

**ACADEMIC RECORD:**

- Passed **Bachelor of Science (Chemistry)** from Mumbai University, Veer Wajekar college, Uran in 2004 and secured second class with **61.37%**
- Passed **H.S.C.** from Maharashtra Board in 2001 and secured First class with **68.17%**
- Passed **S.S.C.** from Maharashtra Board in 1999 and secured First class with **69.06%**

**TECHNICAL SKILLS:**

- Knowledge of M.S.office, excel and e-mail.  
Passed MSCIT exam with 83%

**FAMILIER WITH THE BELOW CONCEPTS:**

- cGMP, GDP, Data integrity, HPLC, Safety, DG dispatch, MSDS, Change control, Deviation, Reactors, Blending, Sifting, CAPA, OOS, OOT, OTIF, FIFO, SAP system.

### **EXTRA-CURRICULAR ACTIVITIES:**

- ◆ Received National Service Scheme certificate from Mumbai University for the period of year 2002 to 2004

### **PERSONAL DETAILS:**

Name : Mr.Girish Prakash Gade

Date of Birth : 22.05.1984

Marital Status : Married

Permanent Address : At Post - Karanja, Tal-Uran, Dist -Raigad, Navi Mumbai- 400 702

Languages Known : English, Marathi & Hindi

**I am confident about my ability to work in a team.I hereby declare that the information furnished above is true to the best of my knowledge.**

**Place:**

**Date:**

**(Girish Gade)**