**RESUME**

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| DIVYA  **Phone** : 0**8401066764**  : 09744802533  **Email** :divya\_ron@yahoo.co.in  Personal Information  **Date of Birth :** 10/02/1990  **Father’s Name :** Murali  **Mother’s Name :** Sudha  **Sex :** Female  **Marital Status : Married**  **Nationality :** Indian  **Languages Known**  English, Hindi,Malayalam,Tamil  **Permanent Address**  Puthan purayil house  Choodikotta mahe  673310 | Career Objective  Desirous to be associated with the progressive & dynamic organization, like yours, which can provide me a rewarding career opportunity and strong platform to exercise my technical, analytical and leadership skills to achieve organizational goals.  Area of Interest  Dispensing  Analytical research and development.  QA/QC,Production  Computer and Software skills   * Application packages – Microsoft office.   Academic Profile  2008-2012  Bachelor of Pharmacy, Pharmaceutical Sciences  The University of Pondicherry, MTPG&RIHS (A Govt. of Puducherry Institution), Puducherry  2006 – 2008  Intermediate  Govt Higher secondary school Mahe  2005 – 2006  SSLC  Govt Higher secondary school Mahe  **EXPERIENCE**   * Quality assurance chemist at Caplinpoint laboratories ltd Pondicherry from october2014 to 2015 * Chemist at Caprolabs exports india pvt ltd Bangalore from 2012 July to 2014 march   **KEY RESPONSIBILITIES**   * Knowledge of document distribution and data control * In process quality assurance activities in production floor * Review of batch records * Sop prepration * Supporting to department colleagues in audit facing and audit compliance * Logging and handling the investigations for deviations, OOS and providing CAPA for the same. * Preparation and Review of Master process documents and analytical reports   **PROFESSIONAL EXPERIENCE IN Quality Assurance**  Documentation:   * Preparation & Review of Batch records and Analytical reports. * Carryout the Annual product quality review (APQR). * Issuance & Control of routine log sheets & related documents. * Review of all production related documents which compiles to cGMP standards.   Shop floor related activities:   * Line clearance & its related compliance. * Review of all shop floor related documents which compiles to cGMP standards. * Online Documentation & its related compliance. * Process related Non conformance & CAPA handling. * Ware house related activities & its related compliance. * Packing related activities & its related compliance. * Online Batch records review & its related compliance. * Batch release & dispatch activities. * Manufacturing & Packing related sampling activities.   Conferences and Workshops attended   * “TEXO PHARMA VIRTUS “ in MTPG&RIHS,pondicherry * Recent trends in pharmacognosy ,MTPG&RIHS,pondicherrys   Personal Strengths   * I am a target oriented person. I believe in doing tasks in an organized and a planned manner. * I can adopt to any kind of environment. I am a good listener and quick learner. * I have a sense of respect for my elders and seniors.   Declaration  I hereby declare that all the information provided above is true to the best of my knowledge. I also assure you of my dedication and sincerity in work during the stay at your concern.     (DIVYA) |  |