

Clinton lobo

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**Profile Summary:**

Experienced Quality assurance and warehouse professional with over 4.9 years of experience working in companies to ensure the highest quality outcomes possible. Adept in providing suggestions and solutions to improve and enhance productivity. Bringing forth a seasoned history of helping companies to achieve success and improve efficiency.

Experience:

Executive at Warehouse (QMS) from August 2020 to 06 May 2022 at manufacturer Syngene international Ltd., Bangalore.

Officer at Quality Assurance department from October 2019 to May 2020 at Microlabs pvt Ltd., OSD manufacture, at Electronic city Bangalore.

Associate at Quality Assurance department from August 2017 to September 2019 at Mylan Laboratories Pvt Ltd, manufacturing of generic medicines.

JOB RESPONSIBILITY: IN SYNGENE INTERNATIONAL LTD:

- Responsible for preparation of SOP's, SOP revision.
- Daily checking the logbooks and other Quality documents for compliance.
- Handling of EDMS, SAP, TRACKWISE software.
- Initiating the change control in TRACKWISE software.
- Responsible for checking the area for compliance.
- Receipt of new raw materials.
- Good knowledge about GRN Preparation.
- Dispensing of raw materials.
- Good knowledge of inventory management.
- Responsible for doing the trends for QMS related.
- Monitoring GMP compliance in the team.
- Successfully took the responsibilities in various Warehouse activities.
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IN MICROLABS PVT LTD:

- I worked in Microlabs from October 2019 to May 2020.
- Issuing line clearance at every step of batch manufacturing.
- Performing In-process Quality Assurance checks for products.
- Review of Batch Manufacturing Record (BMR)/ Batch Packing Record (BPR) and logbooks.
- Monitoring the dispensing of raw materials.
- Following the work as per Standard operating procedure.
- Monitoring GMP compliance in the team.

IN MYLAN LABORATORIES PVT LTD:

- Preparation and revision of SOPs in EDMS.
- Preparing, Issuance, Control & Retrieve of SOP.
- Initiating change control and deviation in TRACKWISE software.
- Issuance of Controlled Documents.
- Preparation of BMR/BPR.
- Review of Batch Manufacturing Record (BMR)/ Batch Packing Record (BPR) and logbooks.
- Preparation of Check-lists for every procedure carried out in the Production site.
- Issuance of batch records, SOP review through DCM.
- Change management through Track-wise System.
- Issuing line clearance at every step of batch manufacturing.
- Good knowledge about SAP, breakdown closure, SFG releasing.
- To ensure a smooth day today activities functioning within the team.
- Successfully took the responsibilities in various QA activities.
- Good coordination with the team members and other departments.
- Following the work as per GMP, and Standard Operating Procedure.

Area of Interest:

Quality Assurance, QA(QMS), Warehouse , Store supervisor, Logistic executive.

Education Qualification:

Msc in Industrial Chemistry 2015-2017 (Mangalore university, Mangalagangothri).

Software handled:

Well handling of different softwares like trackwise, SAP, EDMS.

Additional Details:

- Excellent physical condition.
- Ability to work in a team.
- Excellent English written and oral communication skills
- Good knowledge with local customs and company policy
- Capable of performing any other job, which is required to complete the mission as per the order superiors.
- Self-Confident and punctual.
- The capacity to work alone or as a part of a team.

Computer Knowledge:

Obtained Degree in “POST GRADUATION AND DIPLOMA IN
COMPUTER APPLICATIONS (PGDCA).

Personal Details:

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| Nationality | : Indian |
| Gender | : Male |
| Marital Status | : Married |
| Strengths | : Hard worker, Sense of responsibility, patience. |
| Languages Known | : English, hindi, Telugu, kannada, and Konkani |

Visa and Joining status:

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|----------------|--------------------------|
| Visa status | : 3 months visiting visa |
| Joining period | : Immediate joining |

Passport Details:

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|-----------------|--------------|
| Passport Number | : M7791351 |
| Place of issue | : Bangalore |
| Expiry date | : 29/03/2025 |

Declaration:

I hereby certify that the information given in this document is true to my knowledge.