

## **COVERING LETTER**

**To,**

The HRD officials.

**Subject:** Application for Suitable Position in your Esteemed Organization.

I take an opportunity to introduce myself, as **Venkata Rambabu Pandella;**  
I completed Masters in Analytical Chemistry (2009-2011) from Andhra University in  
Rajahmundry, Andhra Pradesh, India.

I believe in an organization like that of yours would be a right place for me to apply  
my knowledge and skills freely. It would be my pleasure to perform the best of my ability for  
organizational as well as personal growth.

I am here with attaching my curriculum vitae for your kind perusal.

Yours Faithfully,  
**(Venkata Rambabu .P)**

# **Curriculum Vitae**

## **P.Venkata Rambabu**

House no: 2-97/A, Narasapuram  
Korukonda mandalam,  
E G. Dist, Andhra Pradesh 533289.

**E-Mail id: venkatarambabu.14@gmail.com**  
**Mobile No: +91- 9347380511**

### **Career Objective :**

To achieve high growth continuous learning in the field I work, thus bring-in value to the organization with my activities. I intend to achieve this, through committed, dedicated and focused hard work and to associate myself in an esteemed and progressive organization where my knowledge could be exploited to the fully

### **Work Experience :**

- I worked as a QC-Chemist in Virupaksha organics Laboratories Ltd. From April-2013 to May-2015.
- Worked as a QC-Chemist in Laurus labs Ltd. From May-2015 to Feb-2017.
- Worked as a Quality Assurance Chemist in Gland pharma Ltd. From Feb-2017 to 2019 Jan.
- Worked as a Senior sales officer in hdb(Hdfc) financial services Ltd from rajahmundry 2020 Aug -March 2024.
- **Currently working at Quality Chemist in Arthos Breweries Ltd . Ramachandrapuram E.G.DT. From April 2024 to till date.**

## **Job Responsibilities in QC & AQA & RELPL CROSS SELL**

### **ANALYTICAL QUALITY ASSURANCE:**

- Reviewing of all departments SOP's and formats and various documents like validation protocols,
- Reviewing of all Raw materials, packing materials, bulk samples, Finished product and stability product radiates
- Reviewing of all CAPA, OOS , OOT & INCIDENTS
- Daily Audit trails verification of all instruments
- OnLine monitoring of analysis & weighing balance
- Reviewing of all instruments calibration reports & working standard , USP standards records

### **QUALITY CONTROL:**

- Calibration of analytical instruments
- Responsible for sampling of Raw materials, intermediates, API's and Stability samples.
- Responsible to perform analysis of raw materials, in process, intermediates and finished products and stability samples according to standard test procedures and protocols
- Calibration and Maintenance of lab equipments.
- Responsible for Supporting to OOS, OOT investigation Analysis.
- Preparation of Quality reports, including analytical reports (for raw materials and finished products), Certificates of Analysis (COA)
- Instrumental & Chemical analysis of Raw material, packing material, Intermediates and Finished Products as per Pharmacopoeia, Customer specifications and in –house

- **Handling of Brewing method, analysis of malt, broken rice, sugar, Colour,bitterness, alcohol content, Real extract,appearance extract, Gravity of permentation tanks, Diacetyl test. Caustic strength, catbonates, alkanity.**
  - **Co2 check in co2 analyte,Glycol analysis,**
  - **Microbiology tests ,Total cell count in yeast, Solid s, viability**
  - **Packing material test crown,sleeve s,cartons.**
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- **Monitoring of Bottling hall, Bottle washer ,filling machine, Pasturiser,sleeve mission,case packing.**

#### **Academic & Technical Qualifications :**

- M.Sc Analytical chemistry with 59.9% from Alameer Degree & PG College, Rajahmundry, Andhra University.
- Degree B.Sc M.P.C (maths, physics, chemistry) with 59.0% from Rajiv Gandhi Degree College, Rajahmundry, Andhra University-2008.
- Intermediate M.P.C (maths, physics, chemistry) with 54% from Govt Junior College, Korukonda, Board of Intermediate Education -2004.
- SSC with 72% from Z.P High school, Gadarada, Board Secondary Education -2002

**Personal Profile :**

NAME : P VENKATA RAMBABU

FATHER'S NAME : P V S RAMA RAO

DATE OF BIRTH : 14<sup>th</sup> JUNE 1987

GENDER : MALE

NATIONALITY : INDIAN

MATERIAL STATUS : MARRIED

LANGUAGES KNOWN : TELUGU, ENGLISH

PERMINANT ADDRESS : P VENKATA RAMBABU,  
S/O V S RAMA RAO,  
NARASAPURAM,  
KORUKONDA MANDALAM,  
E G DIST, A P. 533289

**Declaration:**

I declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Place: RAJAHMUNDRY

Date:

( P V RAMBABU )