

## RESUME

**Mrs. Neelam Pachpute-Varpe**

**B. Pharm**

Mob.: 91- 8552916464

Email: [neelamrv11317@gmail.com](mailto:neelamrv11317@gmail.com)

Rx – 2/6, Snehankit Society

Bajaj Nagar, Waluj.,

Aurangabad-431136

### Carrier Objective:-

Growth oriented position where abilities, education and potential can be productively utilized towards achievements of company and personal goal.

### Professional Experience: -

#### **Current Organization: FDC India Ltd (USFDA, UKMHRA, Pic's, MCAZ, WHO) Aurangabad.**

Designation : Officer, Quality Assurance

Duration : From Dec.2018 to till date

Current CTC : 2.64 Lakhs per Annum

#### **Previous Organization: Atra Pharmaceuticals Ltd, (WHO, Pic's) Aurangabad. Maharashtra**

Designation : Jr. Officer, Quality Assurance

Duration : From June 2017 to Dec. 2018 (1.6 years)

Current CTC : 1.32 Lakhs per Annum

#### **Previous Organization: IMS pharma Distributors and Suppliers, Bandra-W Mumbai.**

Designation : Pharmacist (Patient counselling, medicine)

Duration : From Oct. 2015 to Feb. 2017 (1.4years)

### Previous Job Profile and Key Responsibilities: IMS Pharma

- As pharmacist patient counselling to be performed for regular or newly entered patient on-line or off-line.
- To verify the documents provided by the patient.
- Accurately process medical claims transactions, including Posting of Patient details like patient history, doctor details, prescription and medicine details.
- Payment details and documents received from patient to be uploaded in the system provided by customers.
- New patient record to be entered properly with patient history and treatment details to the system.
- 03 days seminar attended at Dr. Reddy's lab Hyderabad by the company Amgen pharma in Dec.2016

**One Month Industrial Training:** At Mylan Laboratories Ltd Sinner (during T.Y. B. Pharm)

### Previous Job Profile and Key Responsibilities: Atra Pharmaceuticals Ltd, Aurangabad

- CAPA issuance, tracking and trending on yearly basis.
- Issuance of BMR, BPR and monthly formats.
- To ensure that all necessary records are reviewed and complied before release of Finish Products.
- Implementation of all the SOP's and specifications in the Organization. SOP training and maintaining records.
- Preparation of Customer (Merck Ltd-Nov.2017) and Domestic (WHO-Apr 2018) audit.

**Current Job Profile and Key Responsibilities: FDC India Ltd, Aurangabad**

- Issuance, Tracking and trending of CAPA.
- Implementation of all the SOP's and specifications in the Organization. SOP training and maintaining records.
- To perform Vendor assessment on yearly basis.
- To maintain the records of Vendor Audit Reports, Questionnaire, TSE/BSE and Technical Agreements.
- Tracking of Vendor Audit and to maintain the schedule for the same.
- Issuance, tracking and trending of CCR.

**Other Responsibilities:**

- Preparation of APQR.
- To arrange the training as per annual training plan.

**Educational Qualification:-**

| Course   | Board / University | Class awarded | Year of Passing |
|----------|--------------------|---------------|-----------------|
| S.S.C    | MSBTE              | 76.15%        | Mar-2009        |
| H.S.C    | MSBTE              | 53.0%         | Mar-2011        |
| B. Pharm | Pune University    | 58.0%         | Apr-2015        |

**Computer proficiency:-**

- Basic computer Knowledge MS Office (2007, 2008, 2010) Power-Point, Excel.
- Internet Fundamentals.

**Personal Details & Permanent Address:-**

- Name :Neelam Pachpute-Varpe
- Husband's Name :Rahul Namdeo Varpe
- Date of Birth :19 Aug 1993
- Marital Status :Married
- Permanent Address :A/p- Kanoli, Tal- Sangamner, Dist.- Ahemadnagar. 422605

**Project Topic****During B. Pharm.**

“Biodegradable Polymers” (T.Y. B. Pharmacy)

**Assets**

- Good communication & interpersonal skill.
- Team player, leadership and motivational skills.
- Handled responsibilities with confidence and urgency.

**Declaration**

I do hereby declare that all the information mentioned above is true to the best of my knowledge and brief.

Date: -

Place: -

Neelam Pachpute-Varpe