

RESUME

MR. FIRAKE VIVEK SURESH

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Present Address:

Flat no . A-7 , Kankavati Apt,

Opposite Swanand Colony,

Rambaug Lane no. 4 , Kalyan- West

Pin - 421301

Personal Data:

Date of Birth : 04th June 1989

Sex : Male

Nationality : Indian

Marital Status : Married

Languages known:

English , Hindi Marathi & Gujrati

Hobbies : Reading, Listening
Music, Playing Cricket.

Passport no. : R1545891
Valid till May-2027

Objective :

To work as a task oriented /Quality specialist in a highly regulated, ever-changing Oil & Pharmaceutical industry where in I can put all my acquired skills and abilities to the optimum use to bring out the best for the company and myself..

Summary :

- 5 year experience QA/QC.
- 2 years in Safety .

Qualification :

- M.Sc. (Organic Chemistry) with distinction
- B.Sc. (Chemistry) with distinction
- Advance Diploma In Industrial Safety (ADIS).
- Advance Diploma in Applied Analytical Chemistry with First Class
- Lead Auditor (LA) ISO 9001:2015.

Personal Attributes :

- A dedicated and motivated individual with the capacity to consistently achieve objectives.
- Sincere, Hard Working and strongly dedicated towards the profession.
- Will to work in harmonizing the company's goals with personal growth and provide pleasant work environment.
- Ability to contribute in multiple tasking work.

Additional Trainings :

- Lead Auditor Course on ISO 9001:2015 in IR Class at Mumbai.
- Two Days Internal Auditor Course on ISO/TS 16949 in IR Class at Mumbai.
- Three Days Internal Auditor Training for ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 by Shriya Quality System Consultancy.
- Alison Training Course on - ISO 45001:2018 - Principles of Occupational Health and Safety Management Systems
- Alison Training Course on - IATF 16949:2016 - Quality Management System Specifics for Automotive Industry
- Udemy Training Course on – ISO 45001 Occupational Health and Safety Management System.
- Udemy Training Course on – Risk assessment for Health and safety.
- The Knight of Safety Academy training courses on – Health and safety induction , Work Place Safety , confined space , Hazardous Substance route to entry , PPE Awareness , Slip-trip falls , Spillage Response awareness , COSHH , COSHH and the Safe Use of Cleaning Chemicals , The COSHH Manager Certification .

Professional Experience:**Current Employment: Gandhar Oil Refinery (India) Ltd .**

Gandhar oil Refinery (India) Ltd as a well-known name and established Mineral Oil, Specialty oils, Petrolatum ,Cosmetic and Ointments industry, Lubricants and Industrial Oils. Gandhar sell under our Flagship brand Divyol many more. Gandhar oil Refinery (India) Ltd is certified with ISO: 9001:2015, ISO: 14001:2015, ISO 45001:2018, GMP certified company.

Achievement-

- Implementation of IMS system.

Job Title: Assistant Manager QA

Working Period 22th July 2019 to till.

Integrated Management System (IMS) :

- Responsible for preparation and updating of quality documentation as per ISO 9001:2015, ISO 14001:2015 , ISO 45001:2018 & WHO GMP. sibilates
- Provide support to the various divisions for effective and efficient implementation of the Quality Management System.
- Preparation, Implement and Review the SOPs and it Formats designed by the Company in QA processes.
- Review of Batch Manufacturing Record (BMR) / Batch Processing Records
- Assist in Internal and External Quality Systems Audits, Third Party (customer Audit) and the CAPA implementation.
- Co-ordinate with Production, QC, warehouse, and Maintenance regarding non-conformance & corrective action for the same.
- Conducting QA audit of vendors/ Suppliers on regular basis for Vendor evaluation and qualification for starting materials and raw materials.
- Logging and handling the investigations for deviations, OOS and providing CAPA for the same and Suggesting corrective action plans to eliminate nonconformities.
- Preparation and Reviewing the Annual Product Review (APR).
- Responsible for Change control management.
- Lab exposure and ensuring in time calibration of various tools, gadgets, instrument, and equipment's.
- Review of daily checklist like environmental condition monitoring, cleaning entries, weighing balance, daily entries in logbook.
- Establish and maintained necessary communication strategy for the improvement
- Responsibility for customer complaint recording, Root cause analysis, Discussion with concerned departments/customers, Implementation of CAPA, Effectiveness of CAPA etc Understanding the customers? expectations and strategically thinking the implementation thereof.

HSE requirement.

- HIRA, Aspect/Impact, Risk Assessment preparation and follow up with action plan
- Impart training to employee in various activities like safety, Life cycle perspective, Evacuation.
- Near miss and incident reporting – one of the team members for finding the solution on near miss and incident
- Impart training to employee for on the job , Implement good safety culture in the plant with the help of Management team

- Conduct periodic safety inspections of forklift, loading/ unloading of tankers, Hoist, Conveyer, mobile scaffolding, ladders, Scrubbers, tripod system, earthing continuity detector etc.
- Prepared and get authorized jointly with Plant head for safer working procedures of production function.
- Constant watch over safe working condition and actions for accident less production

Instrument Handled

- HPLC (Thermofischer , Agilent) for mineral insulating oil testing like Furfural content, Metal passivator and determination Antioxidant .
- GC (Thermofischer , Agilent) for mineral insulating oil testing like – DBDS and PCB.
- GC (Perkin Elmer) Simdis for determination of Carbon number and Initial/Final Boiling point of base oil and waxes.
- Handling of various instrument such as FTIR (Fourier transform Infrared Spectroscopy) U.V. Spectrophotometer, Karl Fischer moisture analyser, B.D.V & Resistivity Instrument (Insulating oil test system), Penetrometer, Refractometer, Tensiometer

Raj Petro Specialties Pvt. Ltd. Silvassa. A Brenntag Group Of Company

From a modest beginning of over 60 years ago, Raj Petro is today a multi-product, multi location conglomerate with world class products and services encompassing the entire product spectrum of petroleum specialties business. Under its three broad product groups – Transformer Oils, White Mineral Oil, Petroleum Jelly, Process and Industrial oil. and Lubricants, the Group offers exhaustive range over 500 world class products covering wide spectrum of application, as well as speciality segment of industry. The global brand of Group Raj Petro, Rajwax, Onwo , Kyros , Zoomol and many more. Raj Petro Specialties Pvt. Ltd. is certified with ISO: 9001:2015 , ISO: 14001:2015, OHSAS: 18001: 2007 . Raj Petro Labs are NABL Accredited (ISO/IEC 17025:2005). Raj Petro Labs are DSIR accredited Laboratory.

Achievement-

- Promoted QC Chemist to QA Sr, Chemist.
- Upgradation of IMS system- IMS system upgradation to ISO 9001: 2008 and ISO 14001:2008 to ISO 9001:2015 and ISO 14001:2015.

Job Title : QA Sr. Chemist

Working Period 4th January 2016 to 13 July 2019 as QA Sr. Chemist.

- Responsible for all IMS and NABL (ISO/IEC: 17025:2005) , GMP and Maintain internal and third party audit documents.
- Handling customer complaints or site visits as per the requirement of customers.
- Preparation of Product / packaging / Raw material specification, Pre shipment analysis of RM and packaging , Maintain lab inventory like calibration, batch card, customer specification, chemical intend related documentation according to Quality plan.
- Execute New Supplier and Vendor re-evaluation audit
- Conduct internal audit.
- Performed weekly safety audit. Arrange and execute trainings on Safety , Firefighting , Aspect-Impact..
- Preparation Monthly MIS report .
- Preparation of test reports & Certificate as per specification.
- Handling of various instrument such as FTIR (Fourier transform Infrared Spectroscopy) U.V. Spectrophotometer, Karl Fischer moisture analyser, B.D.V & Resistivity Instrument (Insulating oil test system), Penetrometer, Refractometer, Tensiometer etc.

Company name : Standard Grease Specialities Pvt Ltd

SGS India Ltd. is an ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 , ISO/TS 16949 certified company which is leading manufacturer of Automotive lubricant and Grease. SGS is the Asia's no. 1 grease manufacturing company also leading third party automotive lubricant manufacturer.

Job Title : QC Executive

Working Period 26th May 2015 to Dec. 2016 as QC Executive.

Achievement-

- Promoted QC Chemist to QC Executive.
- Setup a complete laboratory documentation according to ISO/TS 16049 and proceeding for getting TS certification.

Job responsibilities handled :

- Performing routine testing , releasing of raw material , blending testing , in process material, finished products and stability testing of different types of lubricants like Engine oil, Gear oil, Industrial oil, Cutting oil , Coolant, Viscosity improver.
- Perform daily test activities OF Coolant as Density , pH, reserve alkalinity.
- Preparation of new lab blends as per customer requirements.
- Perform daily test activities such as FTIR, TBN, POUR POINT, STABINGER, FLASH POINT, CCS , FOAM test apparatus , KARL FISCHER titration of Automotive lubricant.
- Maintaining Line clearance & dispatch record .
- Testing and analysis of Packaging material.
- Maintenance of water system by sampling, testing, releasing along with log book entry and documentation.
- Maintain ISO and TS documentation.

Company name : Sunanda Specialty Coatings Pvt. Ltd.

Sunanda Specialties Pvt Ltd is the leading manufacturer in Coating product (cement) and Paints (Epoxy , water base) .

Job Title : QC Chemist

Working Period 20th July 2014 to April 2015 as QC Chemist.

Job responsibilities handled:

- Perform daily test activities such as routine testing , releasing of raw material , blending testing , in process material, finished products and stability testing.
- Maintenance of water system by sampling, testing, releasing along with log book entry and documentation.

Declaration

I hereby declare that the details specified above are true to the best of my knowledge and belief.

Place:

Date:

Mr. VIVEK S FIRAKE.