

CONTACT

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TOTAL EXPERIENCE

Total: 15 Years

CORE SKILLS

- Chemical and Pharmaceutical Production
- Safety and Quality Management
- cGMP Standards Compliance
- Equipment Handling (Reactors, Driers, Distillation Columns, Pumps)
- SOP Development and Maintenance
- Lean Six Sigma Implementation
- Team Leadership and Coordination
- Production Planning and Scheduling
- Operational Efficiency Enhancement (TPM)
- Batch Manufacturing Documentation
- Hazard Identification and Risk Management
- Supervision and Compliance (OSHA Requirements)
- Incident Reporting and Investigation
- Safety Training and Communication
- Process Improvement
- Documentation and Permit Management
- Waste Management and Safety Programs
- Safety and Productivity Enhancement
- Continuous and Batch Process Knowledge
- cGMP Standards and Operational Manuals

ACADEMIC QUALIFICATION

- Master of Business Administration (MBA) in Operation Management, IGNOU, New Delhi
- Bachelor of Science (BSc) in Chemistry, CCS UNIVERSITY, Meerut, Uttar Pradesh
- Advance Diploma in Industrial

RAJEEV KUMAR

EHS | SECTION INCHARGE | SHIFT INCHARGE

PROFILE SYNOPSIS

- **Extensive Experience:** Over 15 years in the chemical and pharmaceutical industry.
- **Industry Expertise:** Specialized in EHS (Environmental, Health, and Safety), Section Incharge, and Shift Incharge roles.
- **Technical Skills:** Proficient in handling reactors, driers, distillation columns, pumps, and batch manufacturing documentation.
- **Quality Management:** Expert in safety and quality management, cGMP standards compliance, and SOP development.
- **Operational Excellence:** Skilled in lean Six Sigma implementation, production planning, scheduling, and operational efficiency enhancement.
- **Leadership and Coordination:** Demonstrated abilities in team leadership, coordination, and process improvement.
- **Safety and Compliance:** Proficient in hazard identification, risk management, and compliance with OSHA requirements.
- **Award Recognition:** Received the Outstanding Team Award in 2012 and 2017 for exceptional teamwork.
- **Academic Qualification:** Holds an MBA in Operation Management and a Bachelor of Science in Chemistry.
- **Language Skills:** Fluent in English and Hindi.
- **Computer Knowledge:** Proficient in MS Office (Word, Excel, PowerPoint).
- **Training and Certifications:** Six Sigma, Total Productive Maintenance, Fire & Safety Training, Course on Computer Concepts.

CAREER TIMELINE

September 2010 – Present  
Organization: Jubilant Ingrevia Limited, Gajraula, Uttar Pradesh, India  
Designation: Executive EHS | Section Incharge | Shift Incharge

August 2009 – August 2010  
Organization: Vitalife Laboratories Limited, Gurugram, Haryana, India  
Designation: Shift Officer

May 2008 – August 2009  
Organization: Nectar Life Sciences Limited, Derabassi, Punjab, India  
Designation: Production Chemist

KEY DUTIES AND RESPONSIBILITIES

- Received the **Outstanding Team Award** in 2012 and 2017 for exceptional teamwork.
- Successfully Implemented the **Lean Six Sigma Project**.

KEY DUTIES AND RESPONSIBILITIES

Hazard Identification and Risk Management:

- Identify, assess, and document hazards, risks, and control measures for specific operations or processes.
- Conduct ongoing reviews to identify potential hazards and recommend cost-effective control measures.
- Perform Hazard Identification and Risk Assessment (HIRA), Hazard and Operability Study (HAZOP), and Process Safety and Security Health and Environmental Review (PSSHER) as part of risk management processes.

Supervision and Compliance:

## TRAININGS & CERTIFICATION

- Six Sigma
- Total Productive Maintenance
- Fire & Safety Training
- Course on Computer Concepts (National Institute of Electronics and Information Technology)

## LANGUAGES

- English
- Hindi

## COMPUTER | SOFTWARE SKILLS

- MS Office (Word, Excel & PowerPoint)

## PERSONAL INFORMATION

**DOB:** 28<sup>th</sup> February 1985

**Gender:** Male

- Supervise temporary work areas, ensuring safe handling, storage, and disposal of hazardous materials.
- Implement and enforce health, safety, and environmental policies, procedures, and guidelines.
- Ensure all company employees comply with OSHA requirements and provide necessary OSHA training.
- Ensure safe working conditions in the workplace.

### Incident Reporting and Investigation:

- Create incident reports, perform inspections, and liaise with personnel, clients, subcontractors, and regulatory agencies.
- Investigate workplace accidents and injuries, referring them to the appropriate authorities.

### Safety Training and Communication:

- Utilize communication skills with employees, contractors, customers, and HSE personnel.
- Ensure all mandatory training has been completed for all team members.

### Process Improvement:

- Address inefficiencies, making improvement recommendations.
- Improve workplace safety and productivity by transitioning to digital safety management systems.
- Developed plans & strategies to prevent operational accidents in the plant and ensured adherence to organizational objectives and policies.

### Documentation and Permits:

- Apply basic computer skills in Excel, spreadsheets, and word processing.
- Prepared work permits for various tasks, such as hot work, working at heights, confined space entry, excavation, and cold permits, ensuring compliance with safety protocols.
- Reviewed and approved Job Safety Analysis (JSA).

### Waste Management and Safety Programs:

- Managed hazardous waste disposal and implemented safety talks to promote a secure working environment.
- Actively participated in safety programs, such as Sanchetna and near-miss reporting, to prevent accidents and incidents in the plant.

### Overall Safety and Productivity Enhancement:

- Reduce incidents at workplaces and customer locations, increasing safety awareness among employees.
- Prepared daily production reports and maintained inventory records for the plant.
- Managed and coordinated manpower for various plant operations.
- Oversaw the operation of 12 distillation columns in the solvent recovery plant, handling a range of solvents, including THF, Methanol, Ethyl acetate, DMF, Benzene, and Pyridine.
- Gained valuable experience in the continuous operation of an Ethyl Acetate column while contributing as a team member during its commissioning.
- Developed and maintained Standard Operating Procedures (SOPs) in accordance with cGMP standards.
- Played a key role in production planning, scheduling, and execution, ensuring the smooth operation of manufacturing processes.
- Coordinated and organized the manufacturing of fine chemicals, implementing operational manuals, production plans, and programs.
- Participated in Total Productive Maintenance (TPM) drills on a daily basis to enhance operational efficiency and contributed to the preparation of daily production reports (DPR).
- Had exposure in batch and continuous type processes and had knowledge of DCS.