

# PATEL JYOTIBEN RAJARAMBHAI

DG NAGAR ,GADKHOL PATIYA , ANKLESHWAR , BHARUCH  
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## Career Objective:

To work in an organization which can provide me with varied opportunities to expand my knowledge and improve my skills in Quality Assurance Department and learn and grow while working towards the organizational goals.

## Experience:

### Officer- Quality Assurance

FEB 2022 - JAN 2024

Ahepra Healthcare Pvt.Ltd

### Sr.Officer - Quality Assurance

JAN 2024 - Till Date

Ahepra Healthcare Pvt.Ltd

## Job Responsibility:

- To ensure the issues all commercial batch manufacturing record and packing from the from copy of master Batch record
- To ensure the preparation, Issuance, Revision/ Review and Retrieval of the documents.
- To assign a number to Change Control, Deviation
- To initiate Change control if required
- To make all new and revised SOP effective for all departments
- To ensure the preparation, Issuance, Revision/ Review and Retrieval of the documents.
- To issues all logbook of all department like warehouse, manufacturing, quality control etc
- To prepared and review APQR
- To filled VQ
- Other Documentation Work As Per Departmental Work

## Educational Details:

Course / Degree	School / University	Grade / Score	Year
M.sc (Organic Chemistry)	Veer Narmad South Gujarat University	65.8%	2021
B.Sc (Chemistry)	Veer Narmad South Gujarat University	65.0 %	2018
HSC	Gujarat Higher Secobndary Education Board	59.8%	2015
SSC	Gujarat Secobndary Education Board	78.0%	2013

**Skillsets:**

- Familiar with Windows Operating Systems like Word & Excel.
- Ability to grasp new concepts quickly and assimilate and evaluate scientific data.
- Interpret and communicate with others through policies and procedures.
- Preparation of documentations.
- Early learning and good communication skills

**Personal Details:**

Date of Birth	20-07-1997
Nationality	INDIAN
Gender	FEMALE
Language Known:	English, Hindi, Gujarati.
Hobbies	Book reading, writing, travelling,music, etc

**Declaration:**

"I hereby declare that the details and information given above are complete and true to the best of my knowledge"