***RESUME***

Name: **Dhumale Sanjivkumar Namdeo.**

Address: At/Post : KAPUSKHED, Tal : WALWA, Dist : SANGLI.

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**Objectives:**

To exploit my skill & potential to contribute my level best to the performance of the organization.

**Academic Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board | Year of Passing | Percentage |
| **D. Pharmacy** | Mumbai | 1994 | 57.75% |
| **S.S.C.** | Mumbai | 1991 | 53.71% |

**Other Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board | Year of Passing | Status |
| **Dip. In Indo-allopathy System of Medicine** | Kolkata | 1999 | Passed |

**Computer skills:**

* Basic Computer Knowledge
* MS Word
* MS Excel

**Area of Interest:**

* Lab Assistance
* Store Keeping

**Work Experience: (Almost 22 Years)**

1. Worked as a **Manufacturing Chemist** in Elder Pharmaceuticals Ltd, Nerul, Navi Mumbai for Three years and Seven Months .
2. Worked as a **Manufacturing Chemist** in Cheryl Laboratories PVT Ltd for Three years.
3. Worked as a **Pharmacist** in Civil Hospital Alibaug for six months.
4. Worked as a **Pharmacist** in Rural Hospital Talasari (Dist-Thane) for **Six months.**
5. Worked as a **Pharmacist** in Mira-Bhayindar Municipal Corporation for **Five years**.
6. Worked as a **Lab Technician** inYSPM’s Yashoda Technical Campus, Satara for **Five years and Three Months.**
7. Worked as a **Store Keeper** in Adarsh Institute of Pharmacy (D.Pharm) for Six Months.
8. Working as a **Lab Technician** and **Store Keeper** in Adarsh College of Pharmacy since June 2019 till Date.

**Other Experience:**

1. Invigilation of various online and offline examinations of IBPS and others conducted by TCS.
2. Preparations like estimation, mock test of respective online exams.

**Nature of Work:**

**Industry**:

* Manufacturing of Cream and Ointment batches as per company requirements.
* Stock verification in Raw material store.
* Placing an order to store to issue the chemicals.
* Maintaining the Batch manufacturing record.
* Facing the internal and external audit.
* Attention at cleanliness of manufacturing area.
* Sterilization of manufacturing area.
* Maintaining all Departmental records.
* Manpower utilization.
* Giving the results as per requirement.

**Hospital:**

* Dispensing of medicine to the patients.
* Keeping records of all the medicines.
* Taking part in various Government programs like Pulse Polio immunization and
* Directly involved in DOTs program.
* Leprosy eradication program.
* Involvement in Elephantiasis Eradication Program.
* Involvement in Disasters Management Unit personally.

**Academics:**

* Working as a **Lab Technician**; assisting the respective subject teacher for conducting the practical’s by providing the prepared solutions to the students.
* Keeping all the laboratory records.
* Making availability of chemicals and glassware to the respective labs.
* Keeping Repair and maintenance record.

**As a Store-keeper:**

1. Keeping records of Dead stock.
2. Placing the order of chemicals, glassware and Instruments with the permission of authorized person.
3. Maintaining all the records used for the department.
4. Maintaining all the registers.
5. Paying attention about all Repair and Maintenance of each Department by providing appropriate person to manage the same.
6. Maintaining the Material Transfer Record time to time.
7. Assist in the process of Absolute Alcohol intake permission from State Exise Department.
8. Maintaining the Central Goods Inward Register on daily basis.
9. Providing the Reports whenever required by the Authorized Authority.
10. Maintaining all the records that required Monthly/Quarterly /Annual basis.
11. Maintaining year wise Investment done by the College authority.
12. Maintaining the Stationery record.
13. Maintaining the Furniture and Fixture Record.
14. Maintaining the Depreciation values of Instruments at the end of Financial Year.
15. Maintaining the Breakage Data and provide to the authority.

## **PERSONAL DETAILS:**

Name: Sanjivkumar Namdeo Dhumale.

Nationality: Indian

Date of Birth: 26-09-1975

Sex: Male

Blood Group ‘A’ Rh + ve

Marital Status: Married

Languages Known: Marathi, English, and Hindi.

Permanent Address: A/P- Kapuskhed , Tal- Walwa, Dist: Sangli

Hobbies: Making Poems & Articles, Listening old music.

Salary Expectation: **Satisfactory** but negotiable.

Declaration:

I certify that the above mentioned information is correct and complete to the best of my knowledge.

Yours faithfully,

Sanjivkumar N. Dhumale.