



## Resume

Name: Srinivas Reddy.Singireddy

Contact Phone Number: 9908696726

Contact Email ID: [singireddysrinivas@gmail.com](mailto:singireddysrinivas@gmail.com)

- 1. Objective:** Looking for Quality Assurance (QA) position, a self-motivated work environment and a challenging position where i can add value to the Organization through utilizing my experience, knowledge of operations and education, want to grow along with organization.
- 2. Scope:** Having Quality Assurance experience in Document Management systems, QMS, Vendor Management, Audit Management, GMP, GLP, GDP, Stability management, QC/Analytical documents review, Trainings, Handled SAP, Equipment Qualification, Validations, QMS Systems, CSV  
Handled CDMO/CMO projects, Change management, Deviations, CAPA, Data integrity, Good calibration practices (GCP).
- 3. Educational Qualification:**  
**Master of Science (MSc.)**-Organic Chemistry  
**Bachelor of Science (BSc.)**-Biotechnology, Botany, Chemistry  
**Intermediate:** Botany, Zoology, Chemistry
- 4. Work Experience:** Having total 14+ years experience in the QA department.

**I. Present working with Ocimum Labs Private Limited as a Sr.Manager/QA in Hyderabad location since January 2020 to till date.**

- Documentation review and approval including: SOP's, Protocols, reports, raw data sheets.
- Handling of vendor management, review and approval of vendors and suppliers as per the SOP.
- Handling of change management, review and approvals of change controls, deviations/incidents.
- Review and approval of Equipment Qualifications.
- Review and approval of Computer systems validations (CSV).
- Handling of Validations like Process validations, cleaning validations.
- Handled QMS like CCF, Deviations, OOS, OOT, Complaints, Return goods, Re-calls investigations.
- Review and approval of Nitrosamine reports.
- Handling of trainings, on job trainings, GMP trainings, Periodical trainings.
- Handling of CDMO/CMO to meet the customer procedures/requirement as per agreements.
- Prepare, review and approval of GDP, GMP documents and SOP's as per the corporate and regulatory guidelines.
- Evaluation and documentation of incoming raw materials.
- Conduct the internal audits with cross functional (CFT) team.

**II. Worked with Dr.Reddy's Laboratories Ltd. as a Asst.Manager/QA from October 2015 to Dec-2019.**

- Responsible for review and approval of Process validation protocols/plans and



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Support for the review and approval of reports.

- Responsible for review and approval of equipment qualification documentation &SOPs.
- Review of in-house procedure followed at manufacturing units and its harmonization in Coordination with sites.
- Review and approval of stability documents.
- Review and approval of vendor/Supplier documents
- Conducted internal audits.
- Review and approval of validation documents
- Review and approval of changecontrols, Deviations.
- Ensure to comply the laboratory as per GLP.
- Distribution, retrieval, archival of Quality systems of documents.
- Handled QMS documents, Document distribution, investigations in SAP module.
- Responsible for batch releases, technology transfer of exhibit, process validation& commercial stability studies.
- Verify and ensure the activities/documents as per the Data integrity SOP.

### **III.**Worked with **Laurus Labs Ltd.**as a Executive/QA from **Nov.2012 to October -2015**

- Handling of the shift and involve to resolve the shop floor issues in manufacturing area.
- Ensure that products are produced according to instruction in the Batch Manufacturing Records and Batch Packing Records.
- On time corrective action on findings in Investigations and Internal Audit on-compliance reports.
- Handling of Incident, Change management system, Handling of CAPA & deviation and preparation of quality notification.
- To impart training to internal and external employees on basics GMP and Quality systems.
- Responsible for batch releases, technology transfer of exhibit, process validation& commercial stability studies. and handled of Equipment Qualifications.

### **IV.**Worked with **Nakoda Chemicals** as an Executive from **August 2010 to October-2012**

- IPQA (in-process checks) activities during manufacturing and packaging operation.
- Sampling of In-process and finished products.
- Monitoring Process validation at different stages of the process as per approved protocol.
- Swab sampling from different locations of the equipment as per cleaning validation protocol and preparation of Cleaning Validation protocol with report.
- Preparation and review of SOP, Validation report and protocol, Qualification protocol and report, Master Batch records.
- Review of BPRs and Analytical documents.

### **V.**Worked with **Porus Labs Pvt.Ltd.** as a chemist/QA from **2009 to 2010**

- Review of BPRs and Analytical documents
- Ensure the Equipment calibrations
- Preparation of SOPs and other applicable documents.
- Conducted the commercial dispatches.
- Documents preparation, review,distribution,archival



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### **5. Soft Skills:**

- Ability to work effectively with global, virtual teams
- High degree of initiative and self-motivation.
- Ability to manage multiple priorities successfully.
- Team-oriented, with a focus on achieving team goals
- Strong continuous improvement approach and lean practices experience

### **6. Micro soft Suite: Word, Excel, PowerPoint, Outlook, SAP.**

### **7. Personal Information:**

- ❖ **Name:**S.Srinivas Reddy
- ❖ **Father's Name:**S.RajiReddy
- ❖ **Material Status:** Married
- ❖ **Communication Address:**

H.No.3-15/3,MahalakshmiHeights,Kamalanager,Medipally,Hyderabad,And  
Telangana, India, Pin code: 500098, Mobile: 9908696726 / 9160690666

### **8. I hereby declare that the above furnished information and particulars are true to the best of my knowledge and belief.**

**Thanking you,**

**Your's sincerely,**

S.Srinivas Reddy.