**CURRICULUM VITAE**

**SAI RAGHAVA**

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**CAREER OBJECTIVE:**

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| To utilize my skills and abilities in the industry that offers challenge and professional growth while being resourceful, innovative and flexible, willing to work in challenging and creative environment. Possess a flexible, learning & detail-oriented attitude. |

**SKILL AND ABILITIES:**

**Technical Skills:** Quality Assurance, Production Management, QMS, Resource Optimization, Audits, GMP, Hygiene, Statutory Compliance, Testing & Inspection, Clint & Vendor Management, Distribution Management.

**Computer Skills:** MS Office (Excel, Power point), Interspec-PLM module, SAP PLM.

**Soft Skills:** Good communication, Excellent presentation & Inter-personal skills, Detail Oriented, Ability to lead, Decision making.

**WORK EXPERIENCE:**

1. **Paragon Consumer Care Pvt Ltd, Hyderabad.**

**Designation: Quality, Production, R&D Executive**

**Duration: December 2019 to Present**

* **Production:**
* Manage and motivate production staffs to deliver quality work
* Attend team meetings to discuss about production status and ongoing problems
* Work with teams to ensure cost-effective , high quality and timely delivery of products
* Recommend process improvements to enhance production quality
* Work with managers to analyse job orders and develop production tasks and schedule
* Plan and assign daily job duties to workers
* Provide timely job training to workers to meet production goals
* Investigate problems, analyse root causes and define resolutions
* Ensure that final product meets quality standards and customer specifications
* **Quality:**
* Review all the specifications RM, PM, FG)/proceudres to ensure that latest versions are being used at all time for the assigned line
* Review all production records for accuracy and completeness before approving for distribution
* Approve changes to procedures, recipe when required upon consulting the R&D
* Keep vigilance on GMP and hygiene standards at all levels of processing
* Investigate on consumer complaints and provide proper corrective action and preventive actions
* Conduct periodic internal audits to verify compliance to regulations
* Conduct regular trainings for workers on GMP, Personal Hygiene, Allergen, sanitation to all the food handlers on line.

**Additional responsibilities:**

* Coordinate with R&D on timely basis to modify specifications
* Assist R&D to carry out R&D projects such as sample preparations, sensory evaluation
* To conduct and monitor the preparation of sample and help R&D in determining the process steps
* Assist R&D in improving/revising existing product formulations if necessary to optimize productivity and costs

1. **GENERAL MILLS India Pvt Ltd, Hyderabad.**

**Designation: Quality Executive – ESC**

**Duration: September 2018 to November 2019**

* **Product Quality**
  + Co-ordinate with Co-Packer to conduct the inspection and testing of products and ensure consistent quality of products.
  + Ensure that only QA approved products are released.
  + Record and communicate the results of inspection to the QRO Manager
  + Ensure compliance with General Mills International Quality Standards
  + Assist R&D in design and development of new products
  + Design an Inspection Plan for ingredients/ intermediate products/ finished goods/ PM including specifications, test procedures, sampling procedures in Interspec
  + Ensure FSMS for the ESC location are well documented, implemented.
  + Ensure to help ESC QRO Manager meeting regulatory compliance for products.
* **Quality Systems**
* Ensure 3rd party/ External audit compliance.
  + Implement the quality systems meeting the requirements of GMI food safety and regulatory policies and standards.
* **GMP and Hygiene**
  + Keep vigilance on GMP and Hygiene standards at all levels of processing.
  + Upgrade the practices to reflect best industry standards.
  + Implement effective HACCP, EMP, sanitation and pest control programs.
* **Consumer Complaints**
  + Analyse the consumer complaints.
  + Propose corrective and preventive actions.
  + Give feedback.
* **Reports**
  + Generate daily, weekly and monthly reports to submit to the QRO Manager
  + Prepare trend analysis.
  + Monitor performance of QA through gathering relevant data and producing statistical reports.
* **Audit**
  + Conduct periodic audits of the plants and co-packers with respect to product quality and safety.
* **Trainings**
* Conduct trainings on GMP / HACCP / EMP/ Sanitation/Allergen / Regulatory / Food Defence /Sensory /GMI requirements to Food handlers & plant employees.

**ADDITIONAL RESPONSIBILITES**

* Co-ordinate with R&D to modify specifications within Interspec from time to time
* Validate the process capability of inspection, measuring and test equipment
* Ensure compliance with all QA systems
* Review and approve process validation protocols and reports
* Ensure general discipline in QA
* Update self regularly about Industry practices, the GMI system and rules and regulations of Food Industries

1. **GENERAL MILLS India Pvt Ltd, Mumbai.**

**Designation:** Quality Coordinator-II

**Duration:** April 2015 to August 2018

**Global Product Lifecycle Management (Seimen's Interspec 6.7)**

* Accountable for Ingredient migration and set-up process. From receiving initial request from R&D to setting-up specification in Interspec and getting approved from R&D, QRO and Vendor.
* Collaborate with R&D to understand the different products, formulations and processes for developing formulas in the new system which would be used by R&D and manufacturing plants
* Migration of Ingredient specifications, Formulas, Processes, Finish Product specifications and Packaging specifications from current system to new PLM system (Interspec).
* Responsible for Annual Vendor Document review and maintenance.
* Identify data discrepancies and inconsistencies to help facilitate standardization.
* Identify process improvements to gain efficiency and improve quality.
* Perform Keyline review for labels in the system for EU region (Quality & Regulatory role)
* Providing input on or creating SOPs for Work Processes and Systems.
* Develop and maintain metrics and dashboards for the LRC EU/AU team Support documentation for on-boarding and training plans
* Act Lead the Continuous Improvement efforts for the team driving Productivity & Savings
* Actively Participate in Site wide activities and perform as directed
* Contribute in Project Management for Planning and execution in Product Life Cycle management Project phase for EU/AU region. Key contributions: Project Charter, Timeline preparation, gathering resources, Metric development and execution.

1. **Laxmi Group of Companies, Verna, Goa.**

**Designation:** Executive Q.A

**Duration:** March 2014 to March 2015.

**Responsibilities:**

* + Conducts sampling and Identify resources, requirements and schedule daily analysis.
  + Analytical / instrumentation / Packing materials testing.
  + Suppliers’ evaluation, audit & regular visit.
  + Ensure quality checking and control is carried out effectively on the inward and outward materials.
  + Prepare periodical reporting of overall Packaging Materials Quality status.
  + Resolving quality related problems and provide technical competency in problem analysis for continuous improvement.
  + Meet Customer's requirement and manage Customer complaints.
  + Perform any other quality control and assurance activities as and when required.

1. **Elite Naturals Private limited**

**Designation:** Executive Q.A.

**Duration:** December 2012 to December 2013.

**Responsibilities:**

* Preparing daily QA reports.
* Raw Material & Packaging Material Passing for production.
* FG passing for dispatching.
* Raw Material & Packaging Material analysis co-ordination.
* Online monitoring of production process.
* Verification & Maintaining of all documents related to QA and Production as per ISO 22000.
* Verifying the plant hygiene & ensuring GMP.
* Awareness to workers regarding personal hygiene.
* Assist in the investigation of customer complaints regarding quality.
* Corrective & preventive action for all TQM audit gaps.
* Effective closure of market complaints.
* Monitoring the pest control activities.

1. **Sharan foods Pvt Ltd. (**a subsidiary of **PARLE** biscuits**)** RTC ‘X’ Roads, Hyderabad.

**Designation:** Chemist – Q.C

**Duration:** May 2009 – July 2010.

**Responsibilities:**

* Preparing Daily QC reports.
* Raw Material & Packaging Material analysis and passing them for production.
* FG analysis and passing them for dispatch.
* Inspecting the condition of RM & FG vehicles.
* Online monitoring of Production process.
* Supervise QA controllers engaged in quality inspection activities.
* Verifying the plant hygiene of both inside and outside.
* Giving suggestions to workers regarding personal hygiene.
* Monitoring the pest control activities.

**EDUCATION:**

* **M. Sc Food Science and technology** with **68%** from Mar Athanasius college For Advanced Studies. (MACFAST), Thiruvalla, Kerala (2010-2012).
* **B. Sc Food technology and management** with **67.17%** from Loyola Academy, Alwal, Secunderabad (2006-2009).
* **Intermediate** **(Botany, Zoology, Physics, Chemistry)** with **74.5%** from Intermediate Board of Education during the Year 2003-2005.
* **SSC** with **73.5%** through Board of Senior Secondary Education, AP during the Year 2003.

**PROJECTS DONE:**

1. **Bhabha Atomic Research Centre – Semester project (July – Sep 2012).**

**Responsibilities:**

* Worked on the topic **“EFFECT OF IRRADIATION ON PHYTIC ACIDS IN FOODS”.**
* Studied the effect of irradiation on phytates in dry condition and in aqueous state.
* To evaluate the effect of different doses of Gamma Irradiation on the phytate content of seed legumes and pro-biotic formulations.
* To standardize the assay procedure for phytate content and its catabolite forms (estimation of Phosphorus and Inositol).
* To separate and quantitate the catabolite forms of phytates using ion-exchange column.

1. **Aradhana Foods & Juices Pvt. Ltd. – Semester Project (Nov’ 08 – Jan’09).**

**Responsibilities:**

* Worked on the topic **“QUALITY CONTROL OF CARBONATED SOFT DRINKS AND MICROBIOLOGY”.**
* Observed and performed the Quality Parameters of carbonated soft drinks.
* Observed the preparation of Final Syrupof carbonated soft drinks.
* Observed the procedure of bottle washing using caustic.
* Observed and performed the Microbiological tests for carbonated soft drinks.

**Project at MACFAST:**

* STUDIES ON THE PIGMENTS OF ALGAL RESOURCES OF KERALA COAST.

**Responsibilities:**

* Collected the Algal Resources from four different coasts of Kerala.
* Extracted and estimated the pigments by Thin Layer Chromatography and U.V Spectrophotometer

**ADDITIONAL QUALIFICATIONS / CERTIFICATIONS:**

* Received certification for a 4-day training INFLUENCING ACROSS THE ORGANIZATION by Dale Carnegie.
* Received certification for a 2-day training IMPACTFUL COMMUNICATION by Dale Carnegie.
* Undergoing Six Sigma Green belt certification course.

**TRAINING:**

Course: **Internal Auditor (ISO 22000)**

Trainee: Intertek India

Dates: 19-11-2018 to 20-11-2018

**Others:**

One-month training Programme at “**Creamline Dairy Products Ltd.,**” IDA Uppal, Hyderabad.

**AWARDS AND ACHEIVEMENTS:**

**Academics:**

* **Received Government research grants from KSCSTE for the works on** Studies on the pigments of algal resources of Kerala coast.
* Processed/treated drinking water with **different herbals extracts** to get pure and refreshing **Herbal Water** and was successful**.**
* Processed & developed a new product from Raw Mangoes (Mango Ketch up).
* Presented a poster on **HERBAL WATER and its USES** in an International seminar conducted by **Indian Institute of Crop Processing Technology (IICPT), Thanjavur.**

**Extra-Curricular:**

* An active player in corporate cricket team representing General Mills.
* Was an active member in **RAYS OF LOVE** program organized by college for the welfare and development of poor and underprivileged children.
* Successfully participated in ECHOES’12 @ IIMk.
* Conducted orientation classes for 2011-2013 Food Science & Tech. Batch of MACFAST.
* Member of scouts & guides during school days (i.e., from 2000 – 2003).

**OTHERS:**

* Risk loving, Enthusiastic and socialized nature, with good linguistic skill on English, Hindi, & Telugu.
* A Travelling, Adventure, music interested person, with hobbies of Philately, playing sports and making friends.

Date :

Place : Hyderabad.

(**SAI RAGHAVA .M)**