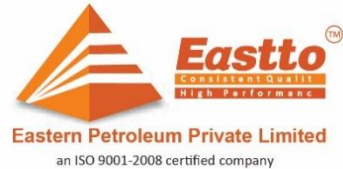


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Designation	B Sc. Diploma in Mechanical or Chemical Engineering
Education	Documentation and Quality Assurance
Job Profile	<ul style="list-style-type: none"> ➤ MANAGEMENT SYSTEMS CERTIFICATION SERVICES OFFERED : ➤ • ISO 9001: 2008 Quality Management System Certification. ➤ • ISO 14001:2004 Environment Management System Certification. ➤ • ISO 22000:2005 Food Safety Management System Certification. ➤ • ISO 27001:2005 Information Security Management System Certification. ➤ • OHSAS 18001:2007 Occupational Health & Safety Management System Certification. <ul style="list-style-type: none"> ○ • ISO 13485:2003 Medical Devices - Quality Management System Certification. ➤ Documentation & Document Control as per ISO 9001, EMS 14001, OHSAS 18001 & <ul style="list-style-type: none"> ▪ WCM. ▪ •Implementation & improvements of Quality System. ▪ •On Job Training schedule & refresher training of Quality Control personnel. ▪ •Generation & reporting of monthly QC report. ➤ Documentation & Document Control as per ISO 9001, EMS 14001, OHSAS 18001 & <ul style="list-style-type: none"> ▪ ISO 17025 (NABL). ▪ •Implementation & improvements of Quality System, GLP. ➤ On Job Training schedule & refresher training of Quality Control personnel. <ul style="list-style-type: none"> ▪ •Authorisation of Approval/ Rejection of incoming , In-Process & Finished Products at all defined stages of activities to meet & maintain the quality of product. ▪ •To motivate, develop & retain talent in improving quality & quantity of working. ▪ •Monitoring the root cause of quality problems & implementing systematic solution. ▪ •Recommending action on non conforming products. ▪ •Preparing performance appraisal of sub-ordinates. ▪ •Review of STP, SOP, Method Validation protocols and take steps for improvements

	<ul style="list-style-type: none"> ▪ <i>monitoring the compliance levels.</i> ▪ <i>•Establish shelf life and storage requirements on the basis of stability tests results.</i> ▪ <i>•Developing the competency levels of the employees and guiding and conducting</i> ▪ <i>regular training programmes for ISO, EMS. OHSAS, GLP & SOPs.</i> ▪ <i>•Handling of Various Quality Notification like O.O.S, Change Control, Deviation,</i> ▪ <i>Self inspection, Incidents / Investigation and impact analysis of same.</i> ▪ <i>•Distribution and reconciliation of the work for the day, strict compliance of SOP,</i> ▪ <i>housekeeping, documentation and safe practices.</i> ➤ <i>Monitoring QA & QC activities.</i> <ul style="list-style-type: none"> ▪ <i>•New product development & Process improvement.</i> ▪ <i>•Responsible for customer queries & complaints and developing corrective action</i> ▪ <i>plans as well as formal customer responses.</i> ○ <i>Preparation of Monthly Laboratory Performance Report.</i> ➤ <i>Looking after Quality Control & Quality Assurance.</i> <ul style="list-style-type: none"> ▪ <i>•Implementation & improvements of Quality System.</i> ▪ <i>•Training schedule & refresher training for Chemist.</i> ▪ <i>•Documentation & Document Control as per WHO-GMP.</i> ▪ <i>•Maintaining Inspection, Testing, Approval, Rejection of incoming , In-Process &</i> ▪ <i>Finished Products at all defined stages of activities to meet & maintain the quality of</i> ▪ <i>product.</i> ▪ <i>•To motivate, develop & retain talent in improving quality & quantity of working.</i> ▪ <i>•Monitoring the root cause of quality problems & implementing systematic solution.</i> ▪ <i>•Recommending action on non conforming products.</i> ▪ <i>•Preparing performance appraisal of sub-ordinates.</i> ▪ <i>•Review of STP, SOP, Method Validation protocols and take steps for improvements</i> ▪ <i>monitoring the compliance levels.</i> ▪ <i>•Developing the competency levels of the employees and guiding and conducting</i> ▪ <i>regular training programmes of GMP, GLP, SOPs.</i>
<i>Experience</i>	<i>15 Years Plus</i>
<i>Contact</i>	<i>Rajesh M Rathi – Executive Director</i>
<i>E mail id</i>	<i>careers@easternpetroleum.in</i>

<i>Web site</i>	www.eastto.in , www.easternpetroleum.in
<i>Preference</i>	<i>Do not contact in office hours. Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only. To call after the person received the call letter only</i>