

		JOB DESCRIPTION	
Template No.:	C-TP-HR-0001	Rev. No.:	001
Department	Bio Bulk Manufacturing	Supersedes	NA
Employee Code No.	CS1593	Effective Date	29/04/2025
Name of the Employee	Prathamesh Dilip Kolekar	Revision No.	00
Qualification	B. Sc. Chemistry	Date of Joining	24/04/2025
Total Experience (Months & Yrs.)	Fresher	Designation of Employee	Apprentice
Reporting To	Yogiraj Mhetre	Designation of Reporting	Senior Executive
Key Responsibilities - Responsible and accountable for:			
1.	Attending the trainings and updating individual training record.		
2.	To ensure cleanliness of manufacturing facility on daily basis.		
3.	Responsible for area fogging.		
4.	Ensure availability of facility general consumables and arrangement of facility general consumables at designated place.		
5.	Responsible for garment management- receipt and storage of washed garments, sending of used garments for washing, sterilization of secondary garments.		
6.	Responsible for disinfectant preparation, buffer and media preparation.		
7.	Responsible for temperature monitoring of cold cabinets.		
8.	Responsible for pressure monitoring of Dynamic Pass Boxes and Ceiling Suspended LAF Unit.		
9.	Responsible for shoes cleaning, surface cleaning of equipment.		
10.	Responsible for segregation of waste material and handover to EHS department.		
11.	Responsible for autoclave operation.		
12.	During batch execution, process support for mammalian products.		
13.	Co-ordinate with analytical and microbiology team for area monitoring and in-process sample submission, receiving TRF's.		
14.	Receiving of raw materials and consumables from ware house.		
15.	Preparation of assemblies for USP and DSP batches and sterilization by autoclaving.		
16.	Reporting of deviations during manufacturing process to supervisor.		
17.	Manufacturing the batches as per SOP's and BMR instructions.		
18.	Follow all GMP and safety related instructions and report any incidents to supervisor		