
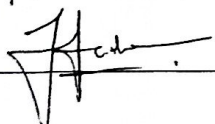
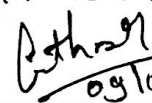
		<b>JOB DESCRIPTION</b>	
<b>Template No.:</b>	C-TP-HR-0001	<b>Rev. No.:</b>	001
<b>Department</b>	Bio Bulk Manufacturing	<b>Supersedes</b>	NA
<b>Employee Code No.</b>	CS1611	<b>Effective Date</b>	09/05/25
<b>Name of the Employee</b>	Prathmesh Khot	<b>Revision No.</b>	00
<b>Qualification</b>	B. Sc. Chemistry	<b>Date of Joining</b>	06/05/2025
<b>Total Experience (Months &amp; Yrs.)</b>	Fresher	<b>Designation of Employee</b>	Apprentice
<b>Reporting To</b>	Atreyi Das	<b>Designation of Reporting</b>	Executive
<b>Key Responsibilities - Responsible and accountable for:</b>			
1.	Attending the trainings and updating individual training record.		
2.	To ensure cleanliness of manufacturing facility on daily basis.		
3.	Responsible for supporting in handling of QMS activities.		
4.	Responsible for review of logbooks, status labels of the area, equipment labels and report to supervisor.		
5.	Reporting of QMS activities during manufacturing process or during facility visits, to supervisor.		
6.	Support in Commissioning and qualification of equipment in manufacturing area.		
7.	Responsible for logbook issuance and its management.		
8.	Co-ordinate with analytical and microbiology team for area monitoring and in-process sample submission, receiving TRF's.		
9.	Preparation of assemblies for load validation during qualification activity.		
10.	Follow all GMP and safety related instructions and report any incidents to supervisor		
11.	Live the Enzene values of Innovation, Respect, Candor, Excellence, Entrepreneurship and Integrity.		
<b>List of Designee</b>		<b>Name, Sign and Date:</b> Pratiksha Deshmukh  09/05/25	

<b>Assigned by (Department Head):</b>		<b>Accepted by (Employee):</b>	
<b>Name</b>	Prashant Godse	<b>Name</b>	Prathmesh khot
<b>Sign/Date</b>	 09/05/25	<b>Sign/Date</b>	 09/05/25