

# IMRAN KHAN

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## PROFESSIONAL SUMMARY

Purchase & Supply Chain Professional with over 16 years of experience in the Pharmaceutical (API & Formulation) and FMCG industries. Expertise in Procurement, Supply Chain Management, Vendor Coordination, Material Planning, Inventory Control, SAP MM, Warehouse Operations and Cross-functional Coordination. Experienced in Purchase Requisition (PR), Purchase Orders (PO), GRN, Material Requirement Planning (MRP), vendor follow-up, inventory optimization and regulatory compliance including cGMP, GDP and QMS.

## PROFESSIONAL EXPERIENCE

### ENALTEC LAB PVT. LTD. | Indore – Pithampur, M.P.

Assistant Manager – Purchase, Supply Chain & Warehouse | September 2025 – Present

- Manage end-to-end procurement of Raw Materials, Packing Materials, Engineering items and Consumables.
- Prepare Purchase Requisitions (PR), Purchase Orders (PO) and coordinate with vendors for timely deliveries.
- Perform Material Requirement Planning (MRP) and ensure uninterrupted material availability.
- Monitor inventory, safety stock, reorder levels and optimize inventory.
- Handle SAP MM transactions including PR, PO, GRN and inventory postings.
- Coordinate with QA, QC, Production, Finance and Stores for material approvals and release.
- Evaluate supplier performance and vendor follow-up.
- Support cost optimization through effective procurement planning.
- Lead warehouse staff ensuring SOP, GMP and audit compliance.
- Successfully supported and cleared ANVISA audit.

### MAKSON HEALTH CARE PVT. LTD. | Bhopal, M.P.

Manager – Warehouse, Procurement & Supply Chain | August 2023 – September 2025

- Managed procurement planning and warehouse operations for multi-company loan license facilities.
- Planned Raw Material and Packing Material requirements based on production schedules.
- Coordinated with Procurement, Production, QA and vendors for timely material availability.
- Managed vendor coordination, purchase follow-up and inventory planning.
- Controlled inventory using FIFO/FEFO and cycle counting.
- Managed QMS documentation including SOPs, CAPA, Deviations and Change Controls.
- Led warehouse and procurement teams to improve operational efficiency.

- Successfully cleared Cipla, Reckitt, Hialeon, GSK, Himalaya, Lupin, WHO, TGA Australia and ANVISA audits.

#### **CIPLA PHARMACEUTICALS LTD. | Pithampur, M.P.**

Senior Executive – Dispatch & RM Store Management | July 2021 – August 2023

- Planned and executed FG dispatches to achieve OTIF targets.
- Coordinated domestic and international shipments while maintaining GDP standards.
- Ensured documentation accuracy including invoices, e-way bills, and export records.
- Supported team training and performance improvement programs.

#### **GLENMARK PHARMACEUTICALS LTD. | Indore – Pithampur, M.P.**

Senior Officer – Warehouse Operations | June 2016 – February 2021

- Managed Finished Goods and Packing Material operations, ensuring FIFO/FEFO.
- Operated SAP for delivery orders, dispatch, and stock transfers.
- Handled Track & Trace systems (aggregation & de-aggregation).
- Ensured temperature-controlled shipment handling with cold chain management.
- Recognized for excellent team leadership and performance.

#### **SYMBIOTEC PHARMALAB PVT. LTD. | Indore – Pithampur, M.P.**

Officer – Warehouse & Dispatch | June 2015 – June 2016

- Managed dispatch of bulk API and hormone/steroid materials under strict cGMP.
- Prepared regulatory documents (MSDS, DMF) for international shipments.
- Ensured worker and product safety within isolator environments.

#### **PLETHICO PHARMACEUTICALS LTD. | Indore, M.P.**

Officer – Warehouse Operations | February 2010 – June 2015

- Oversaw RM/PM receiving, dispensing, and storage as per WHO guidelines.
- Managed Injection block operations independently.
- Coordinated with procurement and production for material planning and timely supply.

### **CORE COMPETENCIES**

- Operations Management
- Leadership & People Management
- Inventory & Loss Control
- Sales & Business Support
- Customer Service
- Safety & Compliance
- Systems & Tools: SAP HANA, SAP MM, Track & Trace, Advanced Excel, MS Office.

## ACHIEVEMENTS

- Performer of the Year (2018, 2019) – Glenmark Pharmaceuticals.
- Appreciated for successfully managing new product launches and store audits.
- Recognized by QA for proactively identifying and preventing a critical quality issue prior to dispatch.
- Recently successfully supported and cleared ANVISA audit with no observations in warehouse operations.

## EDUCATION

B.Sc. | Bhoj University, Bhopal (2013)

D. Pharmacy | RGPV, Bhopal (2009)

P.G.D.C.A. | Maharishi College, Bhopal

Senior Secondary | M.P. Board, Bhopal (2005)

## SKILLS

Warehouse Management: Inventory Control (FIFO/FEFO), Dispensing, Dispatch, Cold Chain Management, Procurement, Inventory Planning, Team Management.

Quality & Compliance: cGMP, GDP, Data Integrity, QMS (SOPs, Deviation, CAPA, Change Control).

Systems: SAP MM Module, Track & Trace, MS Office, Excel.

Audits: Regulatory Audit Facilitation (USFDA, TGA, WHO, EDQM, Customer Audit).

Soft Skills: Team Leadership & Training, Cross-functional Coordination, Problem-solving.

## PERSONAL DETAILS

Father's Name: A. M. Pathan

Date of Birth: 02 Feb 1987

Languages: English, Hindi

Address: 53-54, Sector J, Green Park Colony, Dhar Road, Indore (M.P.)

## DECLARATION

I hereby declare that all information provided above is true and correct to the best of my knowledge.

Place: Indore

Date: \_\_\_\_\_ (Imran Khan)