

# CURRICULUM VITAE

## **CALVINCE ONDUTO NDALO.**

Mobile: 0712230053.

Email: [callyricky@gmail.com](mailto:callyricky@gmail.com)

## **PROFILE SUMMARY**

- I have a good experience in enhancing quality products and motivate team work by employing employee's loyalty. I have different approach in implementing lean manufacturing in order to reduce costs while streamlining production process to meet customers satisfaction and expectation.

## EDUCATION BACKGROUND

Jan 2007- Nov 2009: Technical University of Kenya

Diploma in Chemical Engineering

Jan 2001 - Nov 2004: Chianda Boys High School

Kenya Certificate of Secondary Education (K.C.S.E)

Jan 1991 -Nov 1998: Pier Got Primary School

Kenya Certificate of Primary Education (K.C.P.E)

## Short courses

Jan 2015-Mar 2015: Surftech Institute of Technology

Certificate in Computer Application

## WORKING EXPERIENCE

**Aug 2024- Current: COSMOS Pharmaceuticals LTD**

***Production Supervisor - Tablets***

### ***Responsibilities***

- Receiving materials and confirming the correctness with respect to the BMRs as per the SOP
- Enforcing compliance to cGMP requirements and SOP during manufacturing process
- Compiling of daily shift production reports and releasing batch records

- Performing Batch reconciliation
- Raising works orders to maintenance team during machine breakdown
- Coordinating with the production manager on the weekly production plans, manpower, machine and material requirements and executing as necessary or otherwise a change in plan
- Prepare and reviewing the SOPs as per the due dates
- Organizing the department for any inspection and ensure compliance to the requirements
- Ensure optimal utilization of machine
- Act in compliance to company health and safety policies through weekly training through the EHS manager
- Attending to issues that relates to granulation after completion of manufacturing process
- Performing Key Performing Index of operator within the section

**Mar 2023- Aug 2024: Square Pharmaceuticals LTD**

***Granulation Lead Operator***

***Responsibilities***

- To set up process machines during operations as stated in the equipment operating procedures and BMR.
- Operation of both dry and wet granulation respectively as the equipment operating procedures
- Dismantling of granulation machines and cleaning as per the SOPs
- Maintaining of the cleanliness of the manufacturing area
- Keeping the new machine parts with correct records and to inform the production manager of any part that requires replacement
- To ensure online documentation of the process in the BMR after performing a n operation
- Ensure proper gowning, personal hygiene and personal safety
- To report to the manager in case of deviation during an operation
- Taking care of the granulation machine s in the manufacturing area

- To receive the dispensed materials from the dispensing area
- Transfer of the granulation waste with proper documentation
- Suggest any improvements to the manager

**Feb 2021- Mar 2023: Dinlas Pharma EPZ**

***Machine Operator- Granulation Lead Operator***

***Responsibilities***

- Operate the machines as per the respective SOPs
- To ensure room environmental conditions before starting the manufacturing operations as per the SOPs
- To operate the machines in such a way that maximize the output is achieved
- To clean and maintain the machines in good condition and communicate any breakdown to the supervisor
- To ensure that the product produced meets the set quality standards and report any deviations observed
- To ensure cost control by minimizing material wastage
- To ensure personal safety and safety of other workers working around
- Participate in trouble shooting in case of machine breakdown
- Perform all relevant documentation as per the SOPs and ensure document integrity
- To maintain minimum down time of the production equipment
- To liaise with the other departments for smooth functioning of the machines
- Advise the management on any necessary changes to process or machine which can increase productivity

**Oct 2019 – Aug 2020: COSMOS Pharmaceuticals Ltd**

***Production Supervisor- Liquids Section***

***Duties and Responsibilities***

- To enforce compliance of current GMP and to ensure records are in accordance with the company's principles and policies of data integrity.

- Manage requirements, department capacity and manufacturing schedules in maximizing labor utilization and maximize machine usage.
- Planning of machine, materials and human management in ensuring timely production of the required quality product.
- Ensuring cost of production is reduced through implementation of then OEE practices
- Motivation of workers
- Analyzing raw data generated by the production team and generating summaries as appropriate.
- Achieving production key
- Performance indicators in terms of quality, safety, quantity, cost, timelines and people morale.
- Ensuring current Good Manufacturing Practices, Environment, Security, Health and safety regulations and policies are practiced throughout the production process.
- Ensure induction of new staff is done accordingly and determine training required for staff development.
- Provide leadership in production.
- Appraisal of production staff.
- Ensuring achievement of set production targets.
- Working closely with the maintenance team to ensure timely plant and machinery maintenance.
- Liaising with the factory management on production floor issues.
- Writing daily reports and reconciling of product documentation for completed batches.
- Maintaining punctuality and discipline weighing the department.
- Maintain and ensure health and safety requirements are followed though enhancing safety and health procedures and policies.

**Feb 2012 – Sep. 2019: GlaxoSmithKline Company Limited, Nairobi.**

***Machine Operator- Liquids and Granulation manufacturing***

## **Duties and Responsibilities**

- Setting the machine to mix raw materials to form the required product and yield.
- Inspecting of the sieves for the Milling machine to get uniform granules.
- Blending of product using
- Line clearance during change over from one product to another.
- Ensure good manufacturing practices (GMP) within the section.
- Doing weekly preventive maintenance on all the machines in the section.
- Documentation of the process into the Manufacturing Batch Record for the whole process.
- Analyzing of moisture content of granules to meet the required range.
- Dispensing of raw materials and weighing in a calibrated weighing machine and staging them ready for manufacturing.
- Doing reconciliation of the whole manufacturing process.
- Line clearance after end of batch as per the standard operating procedure (SOPs)
- Maintaining maximum cleanliness before and after the process.
- Observe relative humidity and temperature before starting the operator.
- To receive the raw materials from the warehouse for every product required to be dispensed.
- Labeling of the dispensed raw materials and availing them in the staging area ready for collection.
- Cleaning of the equipment used in dispensing and maintaining cleanliness as per the SOPs.
- Dispensing of flammable flavors using correct personal protective equipment
- Doing interconnection of flexible pipes to enhance the transfer of raw materials and products to respective tanks.
- Taking precaution during mixing to avoid lump formation.
- Control of heating and cooling of product at the required stage.

- Using the CIP machine in clearing of manufacturing and holding tanks.
- Cleaning of machines after every process to avoid contamination of products.

#### **Dec 2010 – Dec 2011: Solar World East Africa**

##### **Responsibilities**

- Installation of Solar Water heating system in domestic set up.
- Unblocking airlock of both cold and hot water lines for both commercial and domestic use.

#### **Sept 2008 – Oct 2008: Agro-Chemicals and Food Company Ltd**

I was under attachment and covered these areas:-

- Molasses preparation
- Baker's Yeast Fermentation
- Baker's mash separation
- Yeast cream storage and filtration
- Drying of Yeast
- Alcohol fermentation and separation
- Distillation and cooling towers
- Water treatment and distribution
- Quality control
- Environment, health and safety

#### **ACHIEVEMENTS**

- Performed a successful trial for a new product introduced.
- Maintained tight production schedules thereby reducing over time allowance by 75%
- Developed a maintenance schedule program in achieving manufacturing goals and objectives which reduced machine breakdown.
- Solving issues related to tablets in compression.

#### **PROFFESIONAL SKILLS AND STRENGTH**

- Ability to handle multiple tasks and goal oriented
- Meeting production targets and producing quality products.

## **HOBBIES AND INTERESTS**

- I enjoy doing research on technological changes

## **REFERRES**

1. Lucas Asuna

Facility and Maintenance Manager

GlaxoSmithKline LTD

TEL: 0722 849 790

2. Titus Ndaga

Executive Production

Square Pharmaceutical Ltd

Cell Phone: 0712 608 841

3. Nicholas Otieno

Assistant Production Manager

Lab and Allied Pharmaceuticals LTD

TEL: 0725 299 128