

# CURRICULAM VITAE

## Nilesh Dileep Annaldas

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### Career Objective: -

*To work in an environment where I can utilize and expand my knowledge in business management there by gaining experience achieving business related goal*

### **Work Experience: -**

**Company : GlaxoSmithKline Pharmaceutical**

**Designation : Admin Assistant**

**Period : Dec - 2022 - Present**

#### **Roles & Responsibilities: -**

1. Collecting HCP & HCO engagement related documents from Field.
2. Processing vendor creation request in system.
3. Raising Purchase Order for HCP Honorarium & HCO Sponsorship Fess.
4. Coordinating with Finance team regarding vendor creation & PO processing.
5. Coordinating with field to update payment status & for documents related queries.
6. Supporting team in various admin related stuff.
7. Coordinating with CFA's & stockiest for stock availability.
8. Coordinating with vendors, CFA's & field regarding marketing inputs dispatches (LBL's, Standees, Brochures etc.)

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**Company : Novartis Healthcare Pvt. Ltd.**

**Designation : Demand & Planning Executive**

**Period : Feb- 2020 – June-2022**

#### **Roles & Responsibilities: -**

1. Generating monthly reports from SAP, like Stock & Expiry, Stock & Sale, GIT, Open PO and Open PR etc.

2. Preparing Supply Review Dashboard on Excel.
  3. Scheduling S&OP meetings with Business Units.
  4. Preparing CFA Deployment Data to support distribution team.
  5. Preparing anticipated inventory risk data to highlight inventory risk.
  6. Placing purchase orders for inventory in SAP.
  7. Maintaining & tracking open orders reports & highlighting risk factor if any.
  8. Maintaining data for remaining shelf life of the received product & highlighting risk factor if any.
  9. Material master maintenance in SAP. Like checking & updating lead time, minimum order quantity, shelf life of the product etc.
  10. Uploading Forecast in SAP system.
  11. Maintaining Sales & Forecast evaluation data.
  12. Managing end to end Co-Marketing portfolio.
  13. Maintaining <12 months stock report & highlighting risk factor if any.
  14. Supporting to share various data to business team. Like Import data, Sales data.
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**Company : Novartis Healthcare Pvt. Ltd.**

**Designation : Process Coordinator (Cardiovascular Division)**

**Period : Mar-2018 to Dec-2019**

**Roles & Responsibilities: -**

1. Handling sampling process it's include Requisition, Dispatch and Reconciliation.
  - I) Collecting & compiling sample requisition received from field.
  - II) Taking Marketing Head approval to dispatch samples.
  - III) Sending sample dispatch plan to warehouse for team dispatch.
  - IV) Preparing sample reconciliation data on monthly basis.
  - V) Coordinating with field for reconciliation purpose.
  - VI) Collecting required documents from field as per the deviation.
  - VII) Maintaining all documents received against sampling deviation for audit purpose.
2. Handling all filed dispatches related to "Marketing Inputs".
  - I) As per team instruction preparing inputs allocation plan.
  - II) Sending inputs allocation plan to warehouse team for dispatch.
  - III) Coordinating with warehouse team to track all dispatches and resolve all dispatch related issues.

IV) Coordinating with field to resolve their dispatch related issues.

3. Coordinating with vendors for estimate & delivery of material.
  4. Raising Purchase Orders in E-shop.
  5. Processing vendor payments & coordinating with finance dept. for clearance of payment.
  6. Collecting monthly report from field and sending to team.
  7. Booking the hotels for meeting or stay for team.
  8. Scheduling the meetings as per team instructions.
  9. Provides timely support to the team members by preparing reports & trackers.
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**Company : Novartis Healthcare Pvt. Ltd.**

**Designation : Process Coordinator (Compliance Division)**

**Period : May-2017 – Feb-2018**

**Roles & Responsibilities: -**

- 1) Auditing, verification of invoice & documentation etc.
  - 2) Verification of Vendor payments as per Novartis Compliance SOP'S.
  - 3) Audit the event related documents from SAP software.
  - 4) Assisting in preparing compliance and other documentation for all the BU.
  - 5) Provide support to the Audit Team and SFE (Sales Force Effectiveness) Team.
  - 6) Preparing MIS report related to Events related documentations.
  - 7) Verifying and validating post events documents sent by field force
  - 8) Sending query mail to respective FLM
  - 9) Following up with field for query resolution.
  - 10) Cross-functional coordination for query resolution.
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**Company : Cogencis Information Services Ltd**

**Designation : Data Analyst**

**Period : May-2016 – Feb-2017**

**Roles & Responsibilities: -**

- 1) Collect data from public domain, analyze summarize data on an Indian companies financial and non-financial statements.
- 2) Update, maintain and process data on Indian equities.
- 3) Compliance report filling of historical and current financial statements.
- 4) Input the data in structured format on a timely manner.

- 5) Finding meaningful facts and trends relevant to outcome of interest.
- 6) Maintaining MIS on all reports filling and work-related data & then report sent to team leader.

**Educational Qualification: –**

**Vikas College of Arts, Commerce & Science**

JUN 2013 TO MAY 2016

Bachelor of Commerce

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**MSS College of Arts, Commerce and Science**

JUN 2011 TO APR 2013

HSC

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**Matsyodari High School**

APRIL 2011

SSC

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**Computer Soft Skill :-**

- MS-CIT
- English & Marathi typing 30 WPM.
- Advance Excel
- Working Knowledge of SAP.

**Signature,**

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