**CURRICULUM – VITAE**

**Janak Gajjar**

**Email:** [**janakgajjar2010@yahoo.co.in**](mailto:janakgajjar2010@yahoo.co.in)

**Contact no. : 091 987 997 7800**

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# Objective: -Taking Challenging Position in a growth oriented learning organization that would engage all my skill sets.

1. Currently I am working with **Trivio Healthcare private Limited** as a **Project Manager**, Ahmedabad from March 2023.

**Current Job Profile**

* Development of pharmacies
* Management of chain pharmacies
* Marketing Strategy to maintain regular customer and new leads.
* Tried and tested strategies for increasing business.
* Vendor development for cost saving
* stocks Management
* Data Analysis of products vice, customer vise, company vice, etc with ERP
* Find product as per pharmacy store requirements
* Manage Orders and dispatch with time to time delivery to customers/clients/patients
* Manage and maintain all stores activities
* Man power management
* Supplier development, building relationship and partnership

**2.** Worked as Tech. Assi. In Raw Material department in **Torrent Pharmaceuticals Ltd**. Indrad, from Oct’2009 to May'2020.

**Job Profile**

* Receipt & Storage of Raw Material & Packing Material.
* Dispensing of Pharmaceutical Ingredient & Excipient.
* Rejection Handling.
* **SAP** handling.
* Maintaining of Inventory Management System.
* Control of housekeeping &area maintaining of stores.
* Co-ordination with Production, Purchase, Quality Assurance & Quality Control.
* Involvement in **MHRA**, **USFDA**, **EU** audits

**SAP:** GRN preparation.

Transfer Posting.

Report generation.

Issue.

Reservations.

Reconciliation of materials.

**3.**  Worked with **UMIYA MEDICAL STORE** (Retail shop of medicine) Kalol as **Pharmacist** from **January 1999 to May 2003.**

**4.**  Worked with **RAJESH HOSPITAL** (ROTARY MEDICAL &RESEARCH CENTER) kalol as **registered pharmacist** of medical store from **Jun 2003 to Jun 2008.**

**5.**  Worked with **HEER MEDICAL & PROVISION STORES** Kalol as a **Senior Pharmacist & Stores In charge from Jul 2008 to Sep 2009.**

**Job Profile at (Hospital /Retail ) Pharmacy Level :**

* On the work of “Drugs accounting system.” Through ERP computer software.
* Controlling whole medical stores activities(Receipts, Issues, Sales, Purchase, expires,

Stocks & etc.

* Controlling perpetual inventory for drugs planning.
* Preparation of drugs & medicines wise monthly & yearly budget sheet & drugs planning for ordering.
* Co-operate to vender development dept. for cost saving project.
* Taking care of drugs &medicine.
* Drugs material &inventory reconciliation.
* Storage and stability responsibility of drugs as per specification.
* Patient history maintenance.
* Knowledge of first aid.
* Patient counseling with regard to medicines and diseases.
* Dispensing of medicines as per prescription

**Educational Qualification: -**

**: S.S.C.** G.S.E.B. Board Kalol

March-1993

Passed with 1st class

**: H.S.C.** G.S.E.B. Board Kalol

March-1995

Passed with IInd class

**: Diploma Pharmacy** Gujarat University Khambhat

May-1998

Passed with IInd class

**: B.Sc.** N.G.University Patan

March-2001

Passed with IInd class

**Computer : Information Technology** Azzure Science Kalol

**Education** Passed with IInd class Center

**Personal Information: -**

**Address :** 155, Vardhaman Nagar, Sardar bug, near Water Tank, Kalol (N.G) -

382721.

**Date of Birth :** 20th October 1977

**Marital Status :** Married

**Sex :** Male

**Nationality :** Indian.

**Religion** **:** Hindu

**Personal Strengths: -** My Personal Strength is my Versatility of learning things quickly & always keeps on improving.

I, hereby declare that all the above information’s are true to the **best** of my knowledge.

**Date: - Signature:-**

**Place:-**Ahmedabad