

**Career Objective:**

To be a part of progressive organization that gives me scope to update knowledge and skills in accordance with the latest technology and to be a part of team that dynamically works towards growth of organization and gains the satisfaction for that as well as to accept any challenging work.

**Key Skills:**

Team Management, Confident & Good communication and Presentation skills. Always intent to develop or learn new edifice for vertical growth of organization as well as for myself.

**IT Knowledge:**

Advanced knowledge of Excel, PowerPoint and Word and profound knowledge of SAP ERP system as having experience of more than 6 years of operating as well as to take participation in new development/reports based on routine work to opt automated system to minimize manual operation.

**Academic & Professional Summary:**

- ✓ Completed Bachelor Degree in commerce from Saurashtra University.
- ✓ Completed 1-year computer program (Ms Word, Excel, and PPT) from DOEACC Society, Delhi.
- ✓ May-2008 to March-2012 working in Sales & Administration at Cadila Healthcare Ltd. (Zydus Cadila), Ahmedabad, Gujarat.
- ✓ Since April-2012 to March-2014 working as an Officer in International Marketing at Intas Pharmaceuticals Ltd. (For, Accord Healthcare UK and Europe).
- ✓ Since April-2014 to March-2016 working as Sr. Officer in International Marketing at Intas Pharmaceuticals Ltd. (For, Accord Healthcare UK and Europe).
- ✓ Since April-2016 working as an Executive in International Supply Chain Management at Intas Pharmaceuticals Ltd. (For, Accord Healthcare UK and Europe).

**Professional Experience:**

Since April-2012 working in Supply Chain Management at INTAS Pharmaceuticals Ltd for its Global Generic company Accord Healthcare Ltd for operations in UK & EUROPE.

- Manages Demand & Supply planning of 6 Eastern Europe Distributor Markets having ~250 SKUs consist of both Oral Solids & Injectables products. Countries are Hungary, Slovakia, Germany, Bulgaria, Czech Republic & Cyprus.
- Review Distributor partners forecast and sales and make close co-ordination with all Dx partners in respective country for timely supply of placed orders within the defined timelines by attending fortnightly teleconference.
- Playing a supportive role for all Dx countries for local hospital/government Tender participation in terms of to align supply chain timelines and review of any pros & cons.
- Closely monitor finance activities for Dx markets. Mainly with respect to invoices and credit Notes.
- Manages Oral Solids Demand & Supply planning of 5 Nordics countries having ~930 SKUs. Countries are Finland, Denmark, Norway, Sweden and Iceland.
- Monthly review of Forecast & Supplies of all 5 Nordic countries and attending fortnightly teleconference to maintain close co-ordination to achieve demand of market and smooth supplies.
- Providing backend supports to MENA & CIS country supplies.
- Attending monthly S & OP meetings with factory planners to achieve supply lead-time of products along with to highlight any critical SKUs which are contracted or for Tender supplies.
- Have experience of New Launch Products for UK & Europe region from receipt of product approval from concern Regulatory Authority to first commercial dispatch (2014 to 2016).

- Review Launch forecast with respect to patent expiration for concern countries and do calculation of Raw Material based on forecast quantity and initiate procurement activity to make launch successful within the timelines.
- Considering launch timeframe punch the orders in SAP module and co-ordinate with concern production site for production activity to batch release and co-ordinate with logistic department for timely dispatch.
- Have experience of Co-ordinate for Third Party supply from India on behalf of Accord Healthcare, managing inventory based on actual sales co-ordinate with Accord Healthcare for future order projection. Order placement to supplier and get the batch planning details from supplier and ensure production, packaging and dispatch within the timeframe (2015 to 2016).
- Timely place the orders in system received from our affiliate Accord Healthcare except launch products.
- Evaluate API stock situation in line with open orders in system and forecast file to enhance future projection. It is significantly help where API delivery lead time is high from supplier.
- Arrange Finish Good code and Bill of Material details in SAP system for New Launch Products as well as for regular products.
- Arrange product permission, NOC for exports and arrange export order for advance license products.
- Arrange artwork approval in commercial activity with correspond to regulatory, studio, packaging and QA department. Take care of artwork revision approval activity after receiving of variation approval from regulatory authority.

From May-2008 to March-2012 working in CADILA HEALTHCARE LIMITED (Zydus Cadila) in Sales and Administration [Division: Zydus Liva].

- Take care of following sales force of North, West and South Indian domestic market.
  - Regional Sales Managers - 05
  - Area Managers – 25
  - Medical Representative – 137
- MIS Preparation:
  - Activity MIS
  - Sales MIS
- Sales & Administration Function:
  - Communicate with finance for salary and other payment reimbursement of Field staff. Processing & Co-ordination with HR Department for Offer Letter, Appointment Letter, Resignation Acceptance, Transfers, probation, confirmation of field staff. Compilation of Personal MIS of Field Staff contains details of Resignation, New Joiners, Transfers and Vacancies. Keep record and update the confidential Files of Field Staff.
  - Yearly leave calculation of field employees. Prepare sales performance data of field staff for yearly appraisal and promotion. Organize monthly activity MIS and Sales MIS of Field Staff for detail of Field Staff's daily activity and monthly sales. Verify and sanctions of monthly expenses of field staff for reimbursement. Independent Correspondence to Field staff to fulfill their requirement and resolve issues if any.
  - Prepare Tour Plan & Ticket Booking for H.O. Executive & RBM's for Quarterly Meeting.
  - Part of discussion panel of pre-annual budget groundwork meeting.

**Career Quote:** *"Be so busy in improving yourself so that you have no time to criticize others."*