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# Archita S Sharma

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## EXPERIENCE

### **Shalby Multispeciality Hospital, Ahmedabad** - *Management Trainee-International Business*

March 2020-May 2020

Addressing online queries and resolving them

Rigorous follow up of clients and provision of relevant information

Providing with correct cost estimation and details to the international clients

Arranging for consultation schedules considering the sensitivity of treatments

Checking for doctor availability and follow up

Daily round at the international wing of the hospital

Approaching doctors/hospitals for tie ups and collaboration

Coordinate with customers and their consultation schedule

Informing patients with payment detail modes and options for ease of payment

Providing estimate to the international prospect clients

Facilitating the marketers and marketing material

Coordinating with the departments to facilitate the smooth stay of patients at the hospital

### **Indamed Pharmaceuticals Pvt Ltd, Mansa, Kalol** - *Quality Control Trainee*

May 2019-July 2019

My responsibilities as a quality control trainee was to assist the quality control head, to approve or to reject the packaging, raw material and finished goods. I also used to develop and arrange the final documents, i.e the reports of the tests being conducted. I have completed my Summer Internship Program with the topic of Quality Control Analysis Of Pharmaceutical Drugs with reference to Dolotrax, Indamol Tablet and Acecon Plus Suspension in the company.

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## EDUCATION

### **Centre for Management Studies and Research, Ganpat University, Ahmedabad** - *MBA- Pharmaceuticals Marketing*

August 2018 - April 2020

CGPA:- 7.60

### **K. K. Shastri Government Science College, Ahmedabad** - *BSc- Health and Hygiene*

August 2014- June 2017

CGPA:-6.53

### **Best Higher Secondary School, Maninagar, Ahmedabad** - *HSC*

May 2014

Percentage:- 52%

### **Best High School, Maninagar, Ahmedabad** - *SSC*

May 2012

Percentage:- 80%

## SKILLS AND PERSONAL TRAITS

Microsoft Powerpoint, Microsoft Word, Microsoft Excel

Organized, Flexible, Eloquent, Dynamic

## ACTIVITIES

- Participated in GEMI's Inventorization of Biomedical Waste for Ahmedabad and Vadodara city in 2016-17.
- Certified Senior Professional for First Aid at St. John's Ambulance (India) Indian Red Cross Society in 2017.
- Participated in Ganpat University's 11th Protsahan 2018-2019 (National Level Management cum Cultural Festival).
- Proposed a business idea in B-Plan Prarambh of launching an app known as TOPSITTER for babysitting and baby massaging services for the millennial parents and won 3rd prize for it.
- Anchored and volunteered as an organizer for GCeMP 2018-19 National Level Management Fest
- Anchored for Ganpat University's Cascade 2019- National Level Case Study Analysis Competition.
- Anchored for Ganpat University's Alumni Grand Meet 2019.
- Anchored for Ganpat University's Dikshant 2019- A farewell to the students of Centre for Management Studies and Research.