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| Vrunda Shah | |
| Mobile: 9879694977  E-Mail ID: [sshah6291@gmail.com](mailto:sshah6291@gmail.com) | Address: A/2, Soham Appartments, Jagabhai Park,  Nr. Rambaug, Maninagar,  Ahmedabad - 08 |

# Career Objective

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. To work in an environment which provides more avenues in the fields of Pharmaceuticals. To be an astute learner and the best performer in your organization. So that I can build an innovative career in your esteemed organization by using my skills and other significant talents. To work hard with full determination and dedication to achieve organizational as well as personal goals.

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# Educational Qualifications

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| Degree | Institute / University | Year | Percentage | Class |
| B.Com | Gujarat University | 2006 | 55 | Second |
| HSC | GHSEB | 2003 | 68.5 | First |
| SSC | GSEB | 2001 | 66 | First |

# Experience

* Presently working with GPSAR Healthcare Pvt Ltd as a admin executive (Mktg Dept) Since April 2007 to till date.

**Reporting To**

* Handling Online order from the Company website portal and execution for the same.
* Maintaining Relevant Stock in the Department and updating for shortfall for raising new indent.
* Handling Admin part of PRL(Physical Research Lab)- Submitting Data to PRL Department to reimburse payment as per PRL Policy.
* Handling Customer complains raised on Helpline number and forwarding to the Department concern for further action.
* Telly calling to targeted customer as per the Data assigned by Department.
* Executing Products complain raised by Customer to Relevant Department.
* Responsible for Admin part of maintaining records of Department.
* Handling Day to Day Customer Feedback and doing analysis and reporting.
* Calling to Customer for (Home Delivery & Distribution).
* Handling 3 P Programme of Planet Health customers
* Executing and implementing various Schemes running at various outlets of Planet Health.
* Involved different Medical Camps organized at outlets of Planet Health(Eye care, Diabetic health checkp etc.
* Handling Admin of Marketing Department.
* Responsible for the arrangement in the camps at various outdoor locations in different places of Ahmedabad.
* Involved into Outdoor Marketing Strategies and Arranging people to execute the Outdoor Marketing.

**Computing Skills**

Competent with MS – Word

Excel

Power Point

Internet Surfing, Presently working with the company software ( ).

# Personal Profile

Date of Birth: 8/11/1986 Gender: Female Marital Status: Married Nationality: Indian

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| Languages Known | English, Hindi,Gujarati, |
| Interests | Music,Reading,Indoor Games. |

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Vrunda Shah)