

TINA ISSAR

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OBJECTIVE: Seeking professional working environment for further growth in my career by using my capabilities for the utmost benefit of the employer and to further hone my skills efficiently and honestly.

STRENGTH: Always keep perspective, concentrate on goals even under pressure and present things logically.

ACADEMIC QUALIFICATION:

- **MBA in Human Resource from Symbiosis University, 2008**
- **B.Com** from Delhi University, 2003
- One Year Diploma in software Engineering from Foresight Technical Education (F-Tech)

.WORK EXPERIENCE:

1. Presently working with **M/s SMPL Life Sciences Pvt. Ltd. as a General Manager - Commercial w.e.f 2017 to October 2016 to Nov 2020**

Functional Responsibility and Job Profile:

- 1 Handling Government and Institution business. A complete knowledge of e-tendering and offline Tenders of Defence.
- 2 Handling public relation such as dealing with MR's (Medical representative) etc.
- 3 Managing Purchase Order fulfillment process etc
- 4 Track on day to day operations such as Orders escalation from Institutes; Coordinate with all Marketing Executives all branches in India such as Mumbai, Lucknow, Pune, Namkum, Kolkatta, Chandigarh, Mumbai etc.
- 5 Keeping track of Invoicing & Payments.
- 6 Maintaining cordial relationship with the Govt authorities, Army officers and company peoples to create win-win situation for both.
- 7 Providing administrative support to the Director and fulfill the entire necessary requirement for the company for the sake of business proficiency.

Achievements in Tenure with SMPL Life Sciences

- a) Escalate all the old stucked payments of Pharmaceutical companies for whom we are authorize from Defence Institutions.
- b) Escalate all our stucked Liaison Commission payments from Pharma companies
- c) Add on New Pharmaceutical companies with us for Defence Business
- d) Independently handling the Domestic business with heading of all Deptt's such as Purchase Department, Tender Department, Rate Contract Department, Marketing Department, Supply Chain Department etc.

2. **Worked in Med Freshe (A division of Unison Narula Group) as a Assistant Manager Tenders and Coordination i.e. w.e.f February 2016 to 10th October 2016**

Functional Responsibility and Job Profile:

1. Handling Government and Institution business. A complete knowledge of e-tendering and offline Tenders
2. Domestic Tendering directly for customers like HSCC, HLL, AIIMS, Safdarjung & other Hospitals in India.
3. Products Handling: Medical Consumables, Surgical Instruments & Implants, Hospital Furnitures, Hollowares & Sterilizers, Medical & Lab Equipment's, Disposables & Dressings, Rehab Aids & Diagnostic Products and Modular Operation Theatre.
4. Supporting in preparation of BOQ and Execution of complete turnkey projects for various Government Hospital Projects in India.
5. Preparation of PO and negotiation with suppliers and looking after contractual obligations like signing of contract, Issuance of P.O., Execution of Order.

3. **Worked with M/s Sidhaant Life Sciences Pvt. Ltd. as a Manager Corporate Affairs w.e.f August 2011 to December 2015.**

Functional Responsibility and Job Profile:

1. Handling Government and Institution business.
2. Handling public relation such as dealing with MR's (Medical representative) etc.
3. Managing Purchase Order fulfillment process etc
4. Track on day to day operations
5. Coordination with Customer/Branches and C&FA
6. Keeping track of Invoicing & Payments.
7. Complete knowledge of Tenders i.e. offline and online both.

4. **Worked with M/s Philips Electronics India Ltd., as a Branch Coordinator – Philips Design Department. w.e.f Jan 2011 to June 2011.**

Functional Responsibility and Job Profile:

- 1 **Generating VMD request (Vendor Master Data: A One Philips process for creating and maintaining supplier master data within our transactional systems; enabling more accurate spend analytics and improving spend transparency).**
- 2 **SRM Procedure: PO creation - creating shopping carts against Invoices segregating them to project or Departmental cost.**
- 3 Schedule appointments and meetings via booking TC & VC. Arrange group lunch/ dinner for meetings.
- 4 Arranging and managing Domestic and International travel requirements, Visa, Hotel bookings, Forex, cab, etc.
- 5 Providing administrative support to Director and Designers.
- 6 Process travel settlements through a travel expense software 'Concur Solutions'
- 7 Maintain Leave record of the team.
- 8 Support HR activities for the Design Dept – Fix up interviews for direct freelancers, Offer letter, Exp letter, Process Salary invoices.

**5. Worked with M/s S. J. Enterprises as a Coordinator – Corporate Affairs
June 2007 – December 2010**

Functional Responsibility and Job Profile:

1. Handling Government and Institution business. Knowledge of Tender procedure from searching to upto submission.
2. Precise record- keeping and management of accurate customer and prospect database
3. Ensuring Order fulfillment process etc
4. Track on day to day operations
5. Coordination with Customer/Branches and C&FA
6. Keeping track of Invoicing
7. Payments tracking and collection
8. MIS & reporting
9. Maintaining cordial relationship with the Govt authorities, Army, Railways and vendors to create win-win situation for both
10. Cross-functional interaction
 - Handling activities related to HR department such as Recruitment/Document Processing/Inductions/Leave Records/Final Settlement.
 - Maintaining inward and outward correspondence.
 - Furnish the Day-to-Day requirements of the staff/ management.

**6. Worked as Secretary Corporate Affairs - Strategic, Planning & Co-ordination Deptt.
with A.P. Securitas Pvt. Ltd w.e.f. April 2005 – May 2007**

Functional Responsibility and Job Profile:

1. Jobs related to Annual General Meeting, Board meeting and committee meetings.
2. Client information support services.
3. Making use of spreadsheets and different statistical software in order to analyze the facts of their report.
4. Coordinating with the higher management officials in order to report the progress and changes if any.
5. For drafting of business letters, taking dictations, maintaining files and handling confidential correspondence etc.
6. Schedule appointments and meetings, making minutes of the meetings
7. Arranging and managing travel requirements interact with various departments of the group.
8. Office management like handling telephone calls, visitors / guests etc.
9. Providing administrative support to the top management.

PERSONAL DETAILS:

D.O.B : 8th December 1982
Marital Status : Married

Date:

Place:

Signature