

# Ayushi Rana

C-3/38 Bhagwati Garden Extension,  
Gali n0-1, Jain road, Dwarka morh  
New Delhi-110059

E: [aashirana376@gmail.com](mailto:aashirana376@gmail.com)

P: 8077556817

## PROFESSIONAL SUMMARY

---

Experienced Production Planning and Business Development with over 3 years of experience. excellent reputation for resolving problems, improving Customer Satisfaction and driving overall operation improvement.

## SKILLS

- Ability to Work Under Pressure.
- Ability to maintain a high level of professionalism .
- Planning and Organizing
- Time Management.

## EXPERIRNCE

CURENTLY WORKING WITH **MASCOT HEALTH SERIES PVT LTD.**

## WORK HISTORY

**Business Development Executive**, 04/2019 to 10/2020

**DAFFOHILS LABORATORIES PVT LTD. - DEHRADUN, UTTARAKHAND**

**ASSISTANT SALES MANAGER ,11/2020 TO TILL NOW**

**XENON PHARMA PVT LTD**

- Make the production plan & scheduling based on the orders of sales marketing plan and forward it to the plant for the manufacturing of the product.
- Developing strong customer relationships in order to generate high volume of prospective clients.
- Explaining prospective clients about advantages of the products or services offered and following up with them in order to close the business deals.
- Responding to the client quires regarding the products in a timely manner.
- Developing business proposals for new and existing customers .
- Complete handling of order process cycle.
- Bring more products from Existing customers for Contract manufacturing.
- Co-ordination with plant for timely dispatch of products to avoid the sales loss.
- Payment follow-ups with the customers.

- Coordinating of contract manufacturing agreement and trademark protection agreement for trade and generic parties.
- Responsible For Third Party Dealing, Party Dealing, Party to Party (P2P) Business.
- Making Third Party Esquires /Lead Generation
- Making Presentation of New Launches Products and Promote the New Products.
- Prepare All the Necessary Documents for the smooth Business/ Order Competitions-Like-Third Party agreement, DL ,GST , PAN CARD etc.
- Make New Clients & Fruitful Relationship with all Customers.
- Developing strategies & solutions for managing business relationship with customers to contribute sales growth.

□

#### □ **EDUCATION:-**

<b>Year(s)</b>	<b>Qualification – Degree / Diploma / Certificate</b>	<b>Board/University</b>	<b>College/ Institute/ University</b>	<b>Percentage / CGPA</b>
2016-2019	B.Pharmacy	UT University	Om Bio Science Pharma College	71
2012-2014	PCB	MP Board	B.S.F Higher Secondary	71
2011-2012	Central Board of Secondary Education	C.B.S.E	B.S.F Senior Secondary	62

### **ADDITIONAL SKILLS**

- Operating Systems: Windows (XP/7/8)
- Software Skill: MS Office (Word, Excel)
- Well versed with MARG and Telly
- Digital marketing course from DIDM.

### **PERSONAL DETAILS**

Date of Birth : 18-06-1997  
 Father's Name : Mr. Rajendra Singh Rana  
 Mother's Name : Mrs. Meeta Rana  
 Nationality : Indian

I hereby would like to declare that the above furnished information is true to best of my knowledge & belief.

**AYUSHI RANA**