

Curriculum Vitae

NEELAM N. SAMRAT

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With a vision to grab the golden opportunity to work in your esteemed organization and thereby disclosing my abilities optimally, I Hereby submit my candidature for the job in **Project Management, Quality Assurance, Pharmacist and other related department.**

Contribution towards company's success by planning & implementing a wide range of business operations within defined geographic area along with adept in proposing potential business deals by contacting prospective channel partners.

PROFILE: 6.8 years of excellence in:

Project Management • Business Development • Client Relationship Management • Team Building

Overview:

- Presently associated with Apicore Pharmaceuticals, Baroda as an Assistant Manager.
 - Responsible for the all project management activities to deliver the project entire “Project life cycle” with single point of contact from Apicore to customer.
 - Planning – Scope, Schedule, Cost, Quality, Procurements.

- Complete tracking of Project life cycle: Planning and Sequencing; Developing Project Schedule.
 - Active customer communications as well as managing internal and external stakeholders
 - Liaising with other functions; like Formulation and Development, Quality, Supply Chain Management, Packaging Development etc. to ensure smooth progress of the project.
 - Keep track of the project milestones and deliverables. Provide routine project status to project team and top management.
 - Identify and resolve the issues and conflicts within the project team.
 - Responsible for project communications through power point presentations and minutes for meetings.
 - Brainstorming the various strategies with other stakeholders to respond customer query, amendments or supplements thereof.
 - Arrange meeting with CFT members for new product introduction/discussion
 - KSM/RM sourcing request to Purchase department
- Intra Departmental enablement
1. Bring in and provide expert support to strengthen the weak areas in performance and practices across all functional departments within the organization namely Quality, Compliance, Operations and Supply Chain.
 2. Coordinating staff and internal resources
 3. To Support the R & D projects at group level participating meeting and sharing technical information and best practices in quality perspective.
 4. Customer interaction for all technical needs like COA, MOA, MSDS, storage condition.

Brief of earlier competencies:

- To be the single point of contact between the customer and plant for on time resolution of query raised by the customer for EUROPE and USA.
 - Participate in work stream along with other teams and discuss the points for business development and monitoring it on constant basis
 - Ensure on time and proper registration of order and timely dispatch of supplies.
 - Provide order status to client on monthly basis and as and when required

- Coordination with internal department- RA, Production, F&D, Supply chain, Logistic for documentation, Artwork, Product status and dispatches
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Protects organization's value by keeping information confidential.
- Overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.
- Daily duties include creating status reports for management, managing timelines, evaluating the project risks, specifying project plans, establishing work schedules, and gathering Project resources.

INDUSTRIAL EXPERIENCE:

- I was working as a Business Development executive in Finecure Pharma
- After that I have joined West Coast pharma, Gota as a QA officer & production in charge both for 1.2 years.
- I was working as a QA OFFICER in **ALIDAC PHARMACEUTICALS LTD** (formerly known as **ZYDUS BSV PHARMA PVT LTD**). (From Jan 2015 to Nov 2019)
- Since a long I change my department from Quality Assurance to Business Development & Project Management as a Sr. Executive.
- I was promoted as an Assistant Manager in Project management & Business Development, International Sales & Marketing) at Alidac Pharmaceuticals Ltd, Ahmedabad.

EDUCATIONAL QUALIFICATIONS:

- B. PHARMA (Affiliated to S.N.D.T University, Bombay)
- M. PHARMA (Ganpat University, Kherva, Mehsana)

DISSERTATION WORK

Topic – “Development and validation of stability indicating and RP-HPLC method for the estimation of ORLISTAT in pharmaceutical dosage form” at ASTRON RESEARCH PVT. LTD. under the guidance of Mr. Dipak Saptarshi.

Computational:

- Good communication skills
- Always ready to learn and cooperate to others
- Commitment to outstanding performance
- Positive attitude towards life
- MS OFFICE [MS Project, MS Power Point, MS Word, MS Excel]
- INTERNET Explorer, Notepad, Paint, Basic knowledge on Pharmaceutical Statistics

PERSONAL DETAILS:

- Name : Neelam N. Samrat
- Date of Birth : 04-02-1986
- Marital status : Single
- Sex : Female
- Nationality : Indian
- Language Known : English, Hindi, Gujarati.

DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge.

Yours sincerely,

Samrat Neelam