

# CURRICULUM VITAE



**Neeraj Verma**

**Permanent Address** :H.No.- 204 A ,  
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## **OBJECTIVE:**

Play a responsible role in an organization that enhance my skills & capabilities, challenges me to perform exceptionally , preferably in a progressive & competitive work culture in a rechnology driven company.

## **ACADEMIC PROFILE:**

Sr.no	Degree/ Examnation	Board/ University	College/ Institute	Year	percentage
01.	B.Pharma	U.P.T.U	K.N.I.M.T	2012	63%
02.	Intermediate	U.P board	S.V.M inter college	2005	65%
03.	High school	U.P board	S.V.M inter college	2003	52%

## **PROFESSIONAL STRENGTHS:**

- Core strength is working in a team based environment, through hands on approach.
- Excellent communication& negotiation skills.
- Good problem solving skills in crucial situations.

## **TECHNICAL SKILLS:**

- **Languages** : Basic Internet , English typing, 30 w.p.m
- **Operating systems**: Microsoft windows / Wind 7/ wind 10
- **Software**: Microsoft office, Excel, Power point, Picasa,ERP, Spectrum & Marg.
- Course on Computer Concepts ( CCC ) in National Institute of Electronics and Information Technology.

## **WORK EXPERIENCE:**

❖ As **Operation Manager & Production Planner** for **Pharma Cosmetics Company In Jainam Invamed (P) LTD.** From 07 July 2021 to till date.

- Monitoring Production or Manufacturing Process.
- Budget Management.
- Managing the workforce.
- Managing strategic partnerships.
- Risk Assessment and Management.
- Good communication skills, both verbally and in writing, able to present information to groups and answer inquiries.

❖ As **Dedicated Customer Executive** for **Commercial Department (Export – Import ) In Gemsons Precision Engineering (P) LTD.** From 07 June 2017 to 15 June 2021.

### **As per receive New order**

- Firstly receive the quote via mail to Marketing Team or Manager .
- Create the master – to New Customer Name and related details in System ERP.
- Create the master – To New Parts and related details.
- Create the New PO.
- In Creation New PO on check PO no. PO Date , Revision no , Inco terms, payment terms, price, Qty , Materials & other spec , Delivery Metered, delivery schedule/Lead Time.
- After generated **Sales order**.
- Create Invoice- Doing create D.I. ( delivery Instruction)
- Material issue and show in our ERP system create Invoice.
- New part require - Net Wt ,Gross wt, packing or wooden box / Pallet.
- Daily order follow up and keeping record with all customer for machinery parts.
- Managing there production status and delivery planning as per delivery date.

### **After generation In Invoice check**

- Bill to Adders, ship to Address, POD, Place to receipt , Inco Terms, Payment Terms, Pre Carriage by, Net wt and Gross wt.
- Benefits- LUT/IGST/RoDTEP.
- Handle **ERP , ALLAN,ARIBA, Expeditors (US Warehouse) , ROBINSON (US Warehouse )ASCO, I Suppliers,CMTR PORTAL, E-way bill**software for business.

❖ As **Territory Manager in EMCURE PHARMA** for **CV- Division at Allahabad HQ.** From **17 August 2016 to 16 May 2017**

❖ As **Production Assistant Chemist (Tablets) in UKAY REMEDYS PVT LTD.** **Mumbai** From **01 April 2015 to 31 May 2016.**

- Handle in Production Area and **Making BMR** Sheets.

❖ **As Operation Executive in SHANKHESHWAR HEALTHCARE PHARMACEUTICAL Distributers. Mumbai.(16 -Nov 2012 to 25 Dec 2014)**

- Goods Inward & make G.R.N
- Purchase Entry
- Purchase Order Update with costumer dispatch schedule
- Invoice making & Dispatch the Shipment
- Handle a *MARG* begins software for business.

**EXTRA ACHIEVEMENTS:**

- ❖ I have completed my summer training from “*UTTAR PRADESH DRUGS & PHARMACEUTICALS CO. LTD*”. From lucknow-226008 and attained experience in capsule and tablet as well as quality control.

**PERSONAL DETAILS:**

**Nationality:** Indian

**Date of Birth:** 24<sup>th</sup> November 1988

**Father's Name:** Mr. Ramesh kr. Verma

**Mother's Name:** Mrs. Prema verma

**Gender** : Male

**Marital status** : Married

**Languages Known** : Hindi, English and Marathi

**Hobbies** : Playing Volleyball, Table Tennis, Chess & Listening music.

**PERSONAL OBJECTIVE:**

**I don't believe in talking right decisions, I take decision & then make them right”, So always believe in your Ability& Efforts.....**

**REFERENCE:-**

**DECLARATION:**

I do hereby declare that all the above given information made in Resume are true, complete and correct to the best of my knowledge and belief.

**Date:**

**Place:**

**(Neeraj Verma)**