



CHETAN GUPTA

Customer Relationship Executive



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PERSONAL DETAILS

Visa Status

Visit Visa (16/06/2024)

Date of Birth

20/10/1998

Nationality

Indian

ADDRESS

Near Etisalat Metro Station,

Dubai, UAE

EDUCATION

Bachelor of Pharmacy

RGPV University Bhopal

2015 - 2019

SKILLS

- MS Excel
- MS Word
- SAP Software
- MS Power point
- Good In Team Work
- Customer Relationship
- Goal Oriented
- Intractive
- Team Supervision
- Supply Negotiation
- Strategic planning

LANGUAGE

- English
- Hindi

INTERNSHIPS

Zenith Drugs Pvt. Ltd.

Indore, M.P, India.

PROFILE

Seeking A Challenging And Rewarding Opportunity To Work As A Pharma Professional With An Organization Which Will Help Me In Utilizing My True Potential In The Pharma Field. 2019 B. Pharmacy Graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office As a senior Officer. Creative business development Manager with impressive track Record of improving Sales and growing company customer base. Innovative programs management, strategic planning and team leaderships Skills. Loyal employees with Solid Understanding of training And mentoring employees.

WORK EXPERIENCE

Rise Pharma Labs, Lucknow

2022 - 2024

Territory Manager

- Building professional working relationships with dermatologists and other specialists.
- Monitor competetion and market activities to identify gaps and opportunities
- Meet monthly sales targets and qualitative objectives set by the Manager
- Establish and maintain strong, trusting relationships with doctors, offering customized solutions to achieve patient satisfaction.

Cipla Pvt. Ltd. Goa

2019 - 2021

Senior Executive

- Organisation of daily tasks for Formulation team, run meetings and allocate work.
- Ensuring the capacity utilization of all equipment's in Production areas.
- Review of SOP , master documents of production and batch documents.
- Planning day-to-day activities, production schedules, execution & implementation of management plans.
- Execute end-to-end process flow to start with MRP to batch release.
- Preparation of monthly Production Plan.

RELATIONSHIP EXECUTIVE RESPONSIBILITIES

- Developing and sustaining solid relationships with customers to encourage repeat business
- Well-organized and innovative in problem-solving.
- Excellent team player with high level of dedication.
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Handle confidential documents ensuring they remain secure
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Build and maintain strong relationships with clients, understanding their needs and preferences.
- Act as the primary point of contact for clients throughout the sales process, addressing inquiries, concerns, and providing regular updates