**CURRICULUM VITAE
**

**Name:** Supriya Jaywant Dongre

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## objective:

To attain a challenging position, where I can effectively contribute my skills and ideas and to explore my knowledge in order to benefit the society in the medical arena.

## EDUCATIONAL Qualification:

Pursuing Post-graduation diploma in Healthcare Management from Welingkar Institute of Management.

* Oct 2015-Sep 2016: Welingkar Institute of Management, Mumbai

 Advanced Diploma in Business Administration

* May 2010-May 2014: Bombay college of Pharmacy

 Bachelor in Pharmacy

## OTHER COURSES/TRAININGS:

* Registered as a Pharmacist in the year 2014 from Maharashtra State Pharmacy council.
* Completed training on “Hospital Pharmacy” Organized by IPA-2012, At Saifee Hospital, Mumbai.
* Trained about dispensing of medicines with care and precautions. Checking prescriptions for errors & making sure they are appropriate for patients. Instructing patients on how to use medications, possible side effects and storage. Maintaining pharmaceutical stock, creating inventories and ordering more drugs.
* Participated in the seminar on Radiopharmaceuticals held on 09 July 2011.
* Passed MS-CIT Examination with 98% in the year 2011. Having good knowledge about MS- word, excel, power point etc.

## PROFESSIONAL experience:

 **Company Name:** Sun Pharmaceutical Industries Ltd., Mumbai.

 **Period:** 14 May 2014 to 05 Nov 2016.

## RESPONSIBILITIES:

* Perform initial checks as per the safety criteria and duplicate searches prior to Case

Triaging and Case Processing in Oracle Argus Database.

* Perform Clinical study protocol and product configuration activity, Literature searches from worldwide journals, Reconciliation as well customer product complaint handling.
* Handling the document management system. Weekly meeting on process related queries with team members based globally and provide training to the new joiner.
* Coordinate with different departments like quality assurance, control, regulatory to resolve product issues and maintain quality as well safety of product.
* Handling External, business partner and internal quality audits and inspections.

Having knowledge about CAPA (corrective active preventive action), Case file note,

Different types of audits.

* Having knowledge about CPC, billing process, inpatient coding.

## Summer Internship:

* **The Pfizer India Limited, Navi Mumbai.**

**Project Title:** “In-plant Training”

**Description:** Visited to various departments like Microbiology, Manufacturing, Quality Control and Assurance and gain knowledge of functionality. Performed quality tests for maintaining compliance of the product.

## STRENGTH:

* Positive attitude with pure dedication towards work
* Diligent individual with a result oriented approach
* Manage time efficiently and effectively through scheduling and prioritizing
* Willing to take initiatives to accept challenges and responsibilities

## pERSONAL information:

* Date of Birth: 10th September,1991
* Linguistic Proficiency: English, Hindi, Marathi and German
* Gender: Female
* Hobbies: Travelling, Listing Music and Playing Badminton.

## DECLARATION:

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

 **SUPRIYA**