

RESUME

ANOOP CHANDRAMA SHARMA

(BSC-IMS)

15/6, SANKALP SIDDHI CHS LTD, RAM NAGAR, NEAR SHIV SENA SAKHA
NO. 54TH BEHIND LOTUS CORPORATE PARK, JAYCOACH, GOREGAON E
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CURRICULUM VITAE

Date of Birth: 09TH NOV, 1989

Place of Birth: MUMBAI, MH

Passport No: X8606265

Summary:

A highly motivated, dedicated and enthusiastic Clinical Research Coordinator looking to leverage my knowledge of research and 12 years of sales experience into a role as Clinical head. Experience in various aspects of Clinical Data Management/Clinical site management in Clinical Research Organizations. Extensive manager development and successful physician relations in the outpatient healthcare field, medical diagnostic industry in strategic clinical outsourcing, contract development, contract management, pre-clinical and clinical development, project management, business development, regulatory affairs, and contract law and manpower. multi-faceted expertise in clinical science liaison work, extensive experience in management, make-up application, cosmetics, skincare, haircare, weightloss, sales, customer service and training on cosmetic and weightloss product lines.

Work Experience:

SAUNDARYAA CLINIC, MUMBAI, MAHARASHTRA

MANAGER (ON FIELD PROFILE) APRIL 2010 – JAN 2024

- Reporting to Founder/ Director/ owner
- Joined as a Executive based on my dedication & performance, gradually promoted as a Senior Associated than PRO than Clinic Assistant Manager & than Clinic sales Manager.
- Willingness to work in a team environment, indoor & outdoor both.
- Planning a effective client targetting & meeting with a executive & multiple plan.
- Handling a small team of seven members under me. motivating the team members to enhance their performance.
- Taking complete responsibility of the team member under me.
- Making sure to deliver the best quality services to the existing patient.
- Daily working on new lead generation & follow up on the existing patient.
- Planning conducting & implementing communication, marketing & promotional campaign also doing for events & Exhibition.
- Vendor Management, patient Management, Lead generation Management, doctor Management, visiting doctor Management.
- Major Patient were from Television & Bollywood Industry, so end to end, customer satisfaction, liaisoning, following pre & post necessary procedure and follow ups.
- coordinating with Plastic Surgeon specialist, sales & marketing, and helping account dep in collection.

- Office Management, Teambuilding & Supervision, Accounts Payable/Receivable, Bookkeeping & Payroll, Records Management, Inventory Management, Expense Reduction, Have managers license in cosmetology, Knowledgeable of nutritional contents of various feeds.
- I have 12+ years of sales experience handling all cosmetology & duties as well as team management and staffing as the righthand of the owner of operations.
- Manage Client profile Book, Maintain schedule of appointments, care for all customers cosmetology needs.
- Manages clinical trials independently, working closely with Clinical, Collaborators and Investigators, and clinical Packaging/Labeling group to ensure adequate clinical materials are available for ongoing or new clinical trials.
- Greeting and registration of patients Burn clinic, Surgery clinic, Pain Management etc.
- Clinical trials management-implemented, reporting system, SOP, clinical protocols, clinical trial design, audit, contracts, documentation, monitoring clinical studies.
- Duties include management of all clinical staff, clinic finances, daily reporting, client management, liaison between overall and physical therapy and physicians, facilities management, hiring and termination of employees, payroll, performance evaluations and all other clinic operations.
- Responsible for full cycle recruiting related to work & recruiting averaging 15 requisitions for Clinical and Non Clinical positions that include, Contract Managers, Clinical Operations Managers, Advanced Registered Nurse Practitioners, Registered Nurses, Liaison Nurses, Licensed Practical Nurses, Medical Assistants and Administrative Specialists.
- Trained and managed clinical trial sites, collected data, created clinical database and managed clinical data.
- In charge of clinic when clinic owner was absent, report to clinic owner of any changes in clinic.
- Exceptional customer service, cash handling, phone answering, till counts, inventory, ordering, team worker, scheduling, cosmetology, cosmetology managers licensed, sales, meeting goals, computer skills, and goal management.

Technical Skills:

- Office applications: Microsoft office (Word, excel, Power Point, access, one note & Outlook, couple with strong ability to work on Microsoft office 365.
- Worked on Operating System : Windows 7, 8 , 8.1 ,10, 11
- Tools : Putty, UBUNTU, prohpIT, Oracle CRM,.

Education & Qualification:

BSC- IMS : 2013, Passed, Graduate from SMU (SIKKIM MANIPAL UNIVERSITY) BSC in Infrastructure management system

HSC : 2010, Passed, Mumbai Board, Mumbai

SSC : 2006, Passed, Mumbai Board, Mumbai.

Personal Details:

- Blood Group : O +ve
- Marital Status : unmarried
- Sex : Male
- Language Know: English, Hindi, Marathi.

Hobbies:

- Travelling & Reading
- Listening to Music
- Working for Social Causes for development of nation , public & public policy
- Interacting and Communicating with People.

Declaration:

I hereby declare that the above written Particulars are true to the best of my Knowledge and Confidence.

Date:

Place:

(ANOOP CHANDRAMA SHARMA)

