

RICHA CHOUDHARY

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SNAPSHOT

- 7 years of total experience in Operations and Teaching.
 - A qualified M. Pharma Energetic, Innovative and Sincere.
 - Quick learner with strong organising and execution capabilities.
 - Efficiently prioritize & complete multiple tasks within given schedule.
 - Practical approach with a positive outlook also a good sound communicator.
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ORGANISATIONAL EXPOSURE

Working with MIT College of Pharmacy As a Assistant Professor

(From sep 2019 to till date)

Role& Responsibilities

- Lectures in pharmaceutical chemistry to D. Pharm & B.Pharm students of MIT College of pharmacy.
 - Provide training regarding practical approaches and taking theory classes as per PCI syllabus.
 - Taking practical viva voice of students.
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Worked with EXL Service.com As a Reporting Analyst (June2015-May 2017)

Roles & Responsibilities

- Examine and analyzed data on daily basis.
 - Handle different type of queries raised by clients and other team members.
 - Maintain Daily & Weekly audit report.
 - Interact with client on daily basis for queries and production report.
 - Provide training to team members regarding Updation of projects.
 - Coordinating with relevant teams if any changes are required.
 - Working on Health Saving Accounts
 - Working on Health direct(Portal)to generate the required reports.
 - Create Daily & Weekly production & Error reports for the enhancement of team.
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Worked with Oxford College of Pharmacy As a Assistant Professor

(Oct2011–June2014)

Role& Responsibilities

- Lectures in Analytical analysis & anatomy & physiology to B. Pharm students of oxford college of pharmacy.
 - Provide training regarding practical approaches and taking theory classes as per PCI syllabus
 - Maintain attendance register & taking practical and theory classes analytical analysis.
 - Taking practical viva voice of students. Working on Health direct (Portal)to generate the required reports.
 - Create Daily & Weekly production & Error reports for the enhancement of team.
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QUALIFICATION

- (2009-2011)**M. Pharma** in **Pharmaceutical Chemistry** from S.I.P.S, ORISSA
 - (2005-2009)**B. Pharma** from I.F.T.M, Moradabad.
 - (2004) **Higher Secondary School** from J.I.C, Amroha
 - (2002) **High School** form J.I.C, Amroha
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TRAINING PROGRAM

- Achieved Certificate of **LEAN AWARENESS** program from **EXL**.
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Research and Publications

- A review on '**Pharmacological profile of phenytoin and their derivatives**' published in **World journal of pharmacy and pharmaceutical sciences**.
 - A review on **Pharmacological profile on ethanamide and their derivatives** published in **International journal of pharmaceutical sciences review and research**.
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TECHNOLOGY SNAP SHOT

MS office-Word, Basic Excel, PowerPoint

PERSONAL SKILLS

Self-Discipline
Punctual
Flexibility & Reliability
Ability to acquire knowledge quickly and accurately

INTERESTS

Travelling
Photography
Watching movies