

# Robert Smith

## Business Officer

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Business Development,  
Project Management,  
Business Analysis.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## **PERSONAL STATEMENT**

Business Officer with over 11+ years of HR experience who applies exceptional organizational and personal skills while working with diverse group of people. Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line. Advanced skilled in using Microsoft office suite and other software/applications.

## **WORK EXPERIENCE**

### ***Business Officer***

**ABC Corporation - August 1999 - January 2020**

#### *Responsibilities:*

- Used latest references and results from clinical studies, educated physicians about the core therapeutic benefits of drugs manufactured by Zydus Cadila and that of the competitor companies leading to the acquisition of bigger sales market for Zydus Cadila.
- Audited retail drug stores sales report to analyze the sales trends and identify proper set of doctors for the marketing team.
- Recommended any corrective measures needed in the sales strategy for achieving high sales target while reducing expenses.
- Regularly met physicians, retail drug store managers and wholesalers to ensure adequate availability of Zydus Cadila products in the market.
- Handled the portfolio of segments like gastrointestinal, Anti-infective, Antihistaminic, Anti-inflammatory, Cardiac, Dermatology, Gynec, Antihelmintics and anti diabetics.
- Used the help of clinical trials and comparative studies done of our products including the bioequivalence, bioavailability, etc at contract research organizations and hospitals.
- Understood the process and the results through the trial conducting personal which helped in selling the product.

### ***Business Officer***

**Delta Corporation - 1994 - 1999**

#### *Responsibilities:*

- Assistant Director of Pharmacy Responsible for daily operations of four pharmacies.
- This includes but not limited to Knowledge of State, Federal and DEA rules and regulations governing pharmacies Creating and presenting departmental .
- Received, registered and reviewed claims from health service providers to ensure accuracy Managed petty cash disbursement and accountable for .
- Responsible for performing the collection of both in-school and out-of-school accounts Monitored the Collection Agencies to ensure optimum .
- Invoices third party vendors and processed payments Adjusted student accounts including Title IV Processed refunds Completed quarterly TIP billing .

- Greeted and guided customers in a friendly and professional manner.
- Opened new customer accounts.

## Education

Master's In Public Administration