**1312266 Gulfjobseeker.com CV No:**

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Career Objective

Seeking a challenging and a rewarding career where my conceptual and analytical skills would be utilized productively contributing in fulfilling the company’s objectives.

Strengths & Skills

* Accurately dispensing drugs to patients according to doctor’s prescription.
* Checking prescriptions for errors & making sure they are appropriate for patients.
* Measuring, packaging, labeling and recording medications issued to patients.
* Instructing patients on how to use medications, possible side effects and storage.
* Contacting and working closely with other healthcare professionals.
* Answering questions from patients and staff about medicines.
* Ensuring the accuracy of all prescriptions, products and services supplied.
* Managing and resolving complaints.
* Talking to regular patients to see how their treatment is going.
* Able to trains and supervise Pharmacy Assistants.
* Communicating with customers sympathetically and supportively.
* Giving private consultations when required.
* Maintaining pharmaceutical stock, creating inventories and ordering more drugs.
* Attending phone calls and inquiries from beneficiaries regarding insurance policies and coverage
* To be fully versed with insurance policies for various groups / policies
* Assesses claims/ requests from various providers as per medical justification and policy coverage
* Issuing out-patient/optical/dental authorizations within AED 3,000.00 for medically justified and policy wise covered
* Maintaining files for authorizations and other reports
* Sends queries to designated providers for not medically justified and incomplete cases
* Co-ordinates with the provider's Insurance Department for queries and follow-up as needed
* Issues verbal approval as needed in line with medical and policy coverage
* Seeks appointment for beneficiaries, when requested

Computer Skills

* English and Arabic Keyboarding
* Knowledge of MS Office
* Knowledge of Windows

Educational Qualification

|  |  |  |
| --- | --- | --- |
| Institution | Year | Credential |
| Dubai Health Authority (DHA) License 2014  University Of Medical Sciences  & Technology  Khartoum College of Medical Sciences – Pharmacy college | 2010 till 2013  2003 till 2007 | MSc. Clinical Pharmacy  Bachelor Of Clinical Pharmacy |
| Um Ammar Secondary School | 1999 till 2002 | Secondary Education |

Career Experience

Position Acquired:  **Claim Centre Officer (Pharmacy Benefit Management)**

Name of Organization: NAS Administration Services

Duration: July 2013 to July 2014

Position Acquired:  **Pharmacist**

Name of Organization: Sabina Pharmacy- Khartoum

Duration: May 2012 till February 2013

Position Acquired: ***Pharmacis***t

Name of Organization: Sabina Pharmacy- Khartoum

Duration: June 2010 till February 2012

Position Acquired: ***Pharmacist***

Name of Organization: Medical Supply pharmacy – Khartoum teaching hospital

Duration: June 2008 till July 2009

Position Acquired: ***Pharmacist***

Name of Organization: Central pharmacy – Khartoum teaching hospital.

Duration: July 2007 till June 2008

Achievements

* Dubai Health Authority (DHA) License
* Certificate of full registration from Sudan Medical Council.
* Certificate of Specialists Registration from Sudan Medical Council.
* Certificate for Attendance: Management training and human resource development, Khartoum - Sudan.
* Internship Training at Emergency Pharmacy in Khartoum Teaching Hospital.

Personal Details

Date of Birth: 18th October, 1984

Nationality: Sudanese

Marital Status: Married

Visa Status: Brother Sponsorship

Languages known: English & Arabic

\* Reference available upon request.