**SARA**

|  |  |  |
| --- | --- | --- |
| **E-MAIL** | **:** | **Sara-219217@gulfjobseeker.com** |
| **ADDRESS** | **:** | **SHARJAH UAE** |
|  |  |  |



PROFESSIONAL LICENSED PHARMACIST

**DHA & MOH QUALIFIED**

*Seeking Challenging Opportunity to Contribute ad enrich Medical & Customer Service Skills*



**Core Competencies**

DispensingPatient Counselling Planning & Organizing Administrative skills

* Stock Management Purchasing drugsDealing with Suppliers

**PROFESSIONAL EXPERIENCE**

**GROUP OF PHARMACIES** **14th March 2019 to 29TH March 19**

**Worked as trainee pharmacist for 2-weeks**

* **Learning of insurances their claims and getting knowledge of respective portals**
* **Software usage, entry of new items, entries of daily purchase invoices.**
* **Getting knowledge of suppliers, most profitable items.**
* **Getting knowledge of In-house products, Expiry check.**

**MEDICAL CENTRE** **14th Sep 2017 TO Till The Date**

**Working as PHARMACIST INCHARGE**

**ROLE & RESPONSIBILITIES:**

* **Purchasing and ordering drugs, dealing with suppliers.**
* **Dealing with companies for Hospital profit.**
* **Arranging the delivery of prescription medicines to patients.**
* **Keeping up to date with current pharmacy stock/inventory.**
* **Keeping a register of controlled drugs for legal and stock control purposes.**
* **Proper record keeping of all important documents.**
* **Keeping close eye on near-by expiry items before 6 months and trying to dispense at right time to avoiding expiries.**
* **Maintaining pharmacy stock re-order level, Indent request on daily basis.**

**MEDICAL CENTER** **15th Dec 2015 TO 10th June 2017**

Worked as **HEAD PHARMACIST** for 1- Year & 6 months**.**

**ROLE & RESPONSIBILITIES:**

* **Supervise and coordinate activities of staff.**
* **Managing staff schedules and duties.**
* **Dealing with daily purchase orders.**
* **Dispensing medicines to in-patients and out-patients.**
* **Dealing with Panel patients.**
* **Training the new staffs.**
* **Hiring of pharmacists with collaboration of HR dept.**
* **Arranging Pharmacy and Therapeutic Meetings with Doctors.**
* **Updating hospital formulary every 6 months as per requirement of hospital and pharmacy.**

**MEDICAL CENTER** **03rd June2013 TO 31st Dec 2015**

Worked as **PHARMACIST INCHARGE** for 2- Year & 6 months.

**ROLES & RESPONSIBILITIES:**

* **Dispensing of prescription and OTC medicines.**
* **Provision of Information regarding proper use of medicines to patients.**
* **Dealing with medical representatives, ordering products, receiving supplies items, system entry of itmes.**
* **Checking shortage and consumption of medicines on daily bases and making daily orders as per need.**
* **Developing good relations with cash patients.**

**BOSCH PHARMACEUTICALS** **15th AUG 2013 TO 31th OCT 2013**

**INTERNEE PHARMACIST**

**ROLES & RESPONSIBILITIES :**

* **Support in Quality Control department, assist in Quality Assurance department**
* **Liaise with medical and regulatory functions to ensure continuous audit/inspection readiness**.

**DOW UNIVERSITY HOSPITAL** **15th MAY 2013 TO 15th JULY 2013**

**INTERNEE PHARMACIST**

**KEY TASKS AND RESPONSIBILITIES:**

* **Dispensing prescription medicines to the public.**
* **Checking dosage and ensuring that medicines are correctly and safely supplied and labeled.**
* **Keeping a register of controlled drugs for legal and stock control purposes.**
* **Selling over-the-counter medicines.**
* **Inpatient drug distribution.**
* **Prescription handling.**
* **Patient counseling and education.**

**REGISTRATION/LICENSES:**

|  |  |  |
| --- | --- | --- |
|  | **MOH EVALUATION CERTIFICATE** | **( MOH UAE )** |
|  | **DHA EVALUATION CERTIFICATE** | **( MOH UAE )** |
|  **REGISTERED PHARMACIST IN PAKISTAN** | **( R.PH PAK )** |

**TRAININGS & CERTIFICATIONS :**

* **Bosch industry training opertations**
* **Attended 4th National and 1st International Pharmacist Conference**
* **Pharmacist Customer Counselling seminar 2013**
* **“Total Customer Satisfaction”**
* **Attending the work shop of ‘’ Pharmacist UAE’’**
* **Attended various Customer relationship trainings like “FOCUS”, “Customer Right” & “Customer Counselling”**

**EDUCATION CREDENTIALS :**

|  |  |  |  |
| --- | --- | --- | --- |
| Pharm.D |  | ( DOCTOR OF PHARMACY ) | 2013 |
|  |  | ***Dow University of Health & Sciences*** |  |
| **PERSONAL BIODATA:** |  |  |  |
| **Date of birth** | **:** | **30-01-1987** |  |
| **Nationality** | **:** | **Pakistan** |  |
| **Languages** | **:** | **ENGLISH, URDU, ARABIC (BASIC-LEVEL)** |  |
| **Visa Status** | **:** | **VIST VISA** |  |