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**Gulfjobseeker.com CV No:260067**

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**Career Objective:-**

To excel in a suitable position by applying my academic and professional experience and strive towards fulfilling the responsibilities assigned to me that perform in my field. I assure to uphold your quality standard policies and procedures.

**Knowledge Skills and Experience:-**

I'm highly skilled in using computers and internet, including Microsoft office, Internet search and troubleshooting computer software's. I learn very quickly, posse's excellent verbal and written communications skills, and type approximately 60 words per minute.

* Worked as an assistant Pharmacist in Bikendrikit Swasthya Samiti Patan Lalitpur Nepal. 2nd September 2009 – 25th December 2010.

**Job Responsibilities:**

* To Dispense the Drugs prescribed by the doctors.
* Keeping the Records of Patients Drugs.
* Managing Drugs in stores.
* Counseling the patient about the how to take medication.
* Worked as an assistant Pharmacy in a Quick Care Medic Centre. 5th February 2011 – 10th December 2012.

**Job Responsibilities:**

* To Dispense the Drugs prescribed by the doctors.
* Keeping the Records of Patients Drugs.
* Managing Drugs in stores.
* Counseling the patient about the how to take medication.
* Worked as an assistant Healthcare Manager in Quick care Medic Centre. 10th January – 2031 – 29th December 2013.

**Job Responsibilities:**

* Initiating the project,
* Managing subordinate administrative staff.
* To hire, train, and monitor clerks and secretaries, assign schedules and tasks, and develop goals as well as strategies for reaching those goals.
* To handle finances, such as creating budgets, calculating and issuing patient bills.
* Worked as Public Relation Manager in College of Medical Sciences-Teaching Hospital

Bharatpur Nepal, 1st april 2014 – 2nd March 2015.

**Job Responsibilities:**

* Building up the Mutual understanding with community hospital.
* Organizing the Health camps in rural areas where people cannot come to Hospitals.
* Maintaining the understanding with Pharmaceuticals Medical Representative.
* Helping the Poor patients financially,
* Worked as an Assistant Healthcare manager in college of medical sciences Teaching Hospital Bharatpur Chitwan Nepal.3rd March 2015 – 30th November 2015.

**Job Responsibilities:**

* Initiating the project,
* Managing subordinate administrative staff.
* To hire, train, and monitor clerks and secretaries, assign schedules and tasks, and develop goals as well as strategies for reaching those goals.
* Consulting with department heads and medical staff on their administrative needs, takes care of maintaining and repairing their physical facilities, and represent their organizations at investor meetings or governing boards.
* To handle finances, such as creating budgets, calculating and issuing patient bills, and negotiating insurance claims.

**Technical Qualification:-**

* Graphics Designing Course From National web College Jamal Kathmandu Nepal
* Computer Basic Course From National web college Jamal Kathmandu Nepal
* Massive Open online course, Understanding Dementia, from University of Tasmania.
* Participated in 6 hours Training Program on Advance Technique in Life Saving (ATLS).

**Educational Qualification:-**

* School Leaving Certificate from His Majesty Government From Yagya Gargi Vidyapeeth ,Samakhusi Ranibari in 1st Division.
* Diploma in Pharmacy from CTEVT, From Nepal Institute of Medical Science and Technology, Santinagar, in 1st Division.

**Other Information’s:-**

* Participated in Traffic Awareness Program Traffic Voluntary service in Kathmandu Nepal on 10th January 2008.
* Attend Health Camp organized by Bikendrikit Swyastha Samiti in collaboration with Marie swyastha sewa Kendra Patan Lalitpur Nepal on October 2011.
* Attended Health Camp organized by Tsho-Rolpa Hospital Charikot Nepal on July 2014.
* Attended Health Camp organized by Budegandaki General Hospital, Dhading Nepal on May 2014.
* Attended the 6th Asian Congress of Neurological surgeons Educational Course in collaboration with Walter E. Dandy Neurosurgical Society on February 10th – 12th 2015.
* Attended CME program organized by Sahaj Community Hospital on Trauma and spine Injury, Gaidakot Nawalparasi Nepal on March 2015.
* Attended CME Program organized by Torrent pharmaceuticals on Cisternostomy, Trauma, and Spinal Injury, on 25th November 2015.

**Personal details**

Date of Birth : 9th September 1986

Sex : Male

Religion : Hindu

Marital Status : Single

**Language Known**

To speak : English, Hindi, and Nepali

To write : English, Hindi, and Nepali

To read : English, Hindi, and Nepali