**HELENITA**

[**HELENITA.279395@2freemail.com**](mailto:HELENITA.279395@2freemail.com)

**PERSONAL PROFILE:**

A motivated pharmacist with a real passion for healthcare and the ability to develop and grow a pharmacy business. Experienced in maintaining administrative records such as pharmacy files/ patient profiles and in providing excellent care by accurately dispensing prescribed medications by calculating, weighing, measuring and mixing ingredients. Able to advise patients on medication brands, medication storage, medical equipment and health care supplies.

Currently looking for a suitable pharmacist vacancy in a modern well-equipped pharmacy, clinic or hospital.

**EDUCATIONAL ATTAINMENT:**

**School Course Taken Year Attended**

Mapulang Lupa Elementary School Intermediate 1969 – 1975

Valenzuela Municipal High School Secondary 1975 – 1979

Manila Central University B.S. Pharmacy 1979 – 1984

**Government Examination Taken:**

**Board Examination given by Profession Regulation Commission Passed June 1984**

**WORK EXPERIENCES:**

**From To Position Company**

**March 3, 2010 Apr 3, 2016 Pharmacist Florentin Pharmacy and Gen. MDSE**

**Jan. 7, 1999 June 2003 Q.A/Q.C (Pharmacist) Indoplas Phil. Inc.**

**March 1998 Dec. 1999 Pharmacist Caloocan City Health Dept.**

**March 1994 Feb. 1996 Pharmacist Norfel Drugstore,Cal. City**

**Feb. 6, 1990 Feb. 5, 1993 Pharm Tech Security Forces Hospital**

**Riyadh, K.S.A**

**Aug. 1, 1988 Feb. 1, 1990 Pharmacist Tancho Corporation**

**Dec. 5, 1985 June 26, 1988 Pharmacist Mercury Drug Store**

**Shoppesville Branch**

**Greenhills, San Juan M.M.**

**Sept.17, 1984 Nov. 17, 1985 Pharmacist Getwell Drug Store**

**Training, Symposiums and Seminars Attended:**

1. Continuing Education held at Malolos, Bulacan on November 5, 1988
2. Continuing Education held at C.E.U. on February 5, 1989
3. Continuing Education held at Cabanatuan City on April 29, 1989
4. Medical and Social Aspects of Road Traffic Accident held at Security Forces Hospital, Riyadh K.S.A on February 9 to 12, 1992
5. Seminar on Implementation of Licensing of Drug Establishment held at the Audiovisual Room of Bureau of Food and Drugs on March 9, 1999
6. Information Technology in Pharmacy held at United Laboratories on July 17, 1999
7. Seminar on Vaccine Control held at AVR Bureau of Food and Drugs on August 27, 1999
8. Seminar for Updating Pharmacy Knowledge and Competencies held at Westin Philippine Plaza on September 10, 1999

**Chronology of Working Experiences:**

**Marc 3, 2010 – April 2, 2016**

**Job Description : PHARMACIST**

**Company : FLORENTIN PHARMACY AND GENERAL MERCHANDISE**

**Duties and Responsibilities**

**1**. Prepare all prescription from the patient.

2. Enter all prescription received from day to day transaction to the prescription book as

referred by the Food and Drugs Administration.

3. Inspects the expiration dates of drugs and other unstable preparation for deterioration.

4. Enter receipt of merchandise delivered to the pharmacy.

5. Update stocks to determine the fast moving as well as the slow moving drugs as means of inventory control.

6. Making sure that all drugs and policies are within the standard of Food and Drug Administration.

**Jan. 7, 1999 to June 2003**

**Job Description : Quality Assurance/Quality Control – Pharmacist**

**Company : Indoplas Phils. Inc.**

***Duties and Responsibilites:***

1. Responsible for the quality control on incoming raw materials and outgoing finished product (Random Sampling)
2. Subject raw materials/finished products to functional inspection, visual dimensional inspection
3. Sterility testing. (Sterilized Finished Product)
4. Inventory control of raw materials
5. Control of the transfer of raw materials/finished product, (Extrusion/Production/Colimatic)
6. Quality control review and approve productionand control records to assure compliance with established written procedures before a batch is realease or distributed
7. Performs work-in progress inspection. (Inspection Data Sheet/General work Order Sheet) Extrusion Area, Assemby Area, Multivac Packaging.
8. Keep retention samples for future inquiry (Raw Materials/Finished Product)
9. Investigation and co-handling of customer complaints
10. Recalls, Coordination and Handling
11. Application and renewal of the company’s License to Operate at **Food and |Drug Administration**
12. Responsible for the registration and renewal of all company’s products that are introduce in local markets
13. Attebds seminars sponsored by Philippine Pharmacist Association (PphA)/BFAD and coordinate with BFAD, for important activities that are detrimental to the welfare of the Company
14. Attends to other duties and the management assigned from time to time

**March 1998 – December 1998**

**Job Description : Pharmacist**

**Company : Caloocan City Health Department**

***Duties and Responsibilities:***

1. Distributes medicine requirements regularly of different health centers of Caloocan City
2. Monitors stocks and in charge of requisition of medicine requirement of department from City Health Officer
3. Attend bidding procedures of various suppliers of medicines
4. Dispensing of medicine requirementfor medical mission and free clinics sponsored by the City Health Department

**March 1994 to February 1996**

**Job Description : Community Pharmacist**

**Company : Norfel Drug Store**

***Duties and Responsibilities:***

1. Prepares all prescriptions from the patient/client
2. Enters all prescriptions received from day to day transactions to the prescription book as referred by the BFAD
3. Inspects the expiration dates of drugs and other unstable praparation for deterioration
4. Enters receipt of merchandise delivered to the pharmacy
5. Updates stocks to determine the fast moving as well as slow moving drugs as means of inventory control
6. Making sure that all drugs and policies are within standard of BFAD

**February 6, 1990 to February 5, 1993**

**Job Description : Hospital Pharmacy**

**Company : Security Forces Hospital**

**Riyadh, K.S.A**

**Position : Pharmacy Technician**

Brief background about the Pharmacy at Security Forces Hospital. There are five (5) sections comprises the Pharmacy Department that we have to be assigned until we finished our contracts.

1. Specialty Clinic Pharmacy or Out Patient Pharmacy

Specially made for complicated prescription for VIP patients. Most of the doctors are Consultants

***Duties and Responsibilities:***

* Accuarately dispensing drugs to patients according to a doctors prescriptions
* Checking prescriptions for errors and making sure they 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
* Ensuring the accuracy of all prescriptions, products and services supplied
* Assist in filling prescriptions
* Received ans stores incoming deliveries of medications and supplies
* Maintain the out patient pharmacy in a clean and orderly manner
* Perform other pharmacy related duties as requested or required.

1. Primary Care Clinic Pharmacy (PCC)

This is for the clinic patients with simple prescriptions

1. I.V. Pharmacy

Where all the intravenous medications for in-patients is to be compounded using aseptic technique.

1. In-patient Pharmacy or Unit Dose Pharmacy

Refill medication of the patient fixed 24hours supply of drugs to each ward for their stock.

1. Narcotics Pharmacy

Supply of controlled drugs and narcotics to each ward given as a unit dose with proper documentation.

***Duties and Responsibilities:***

* Prepare IV drugs using aseptic techniques in a laminar flow hood, Compounding parenteral  
  nutrition, Antibiotics, Chemotherapy large volume intravenous admixture and other IV drugs.
* Maintains stock levels and stock controls in the assigned and pre-designated areas.
* Prepare inventories, order drugs and supplies; receive drugs and stock shelves and monitors inventory of outdated drugs.
* Fills floor stock orders and patient medication cart.
* Ability to compound ointments, and other drug formulation.
* Maintains adequate stock of pre-packed pharmaceuticals.
* Assists in filling of prescriptions for outpatients.
* Maintains patients' profiles.
* Transport medication to nursing unit, clinics and satellite pharmacies.
* Prepare unit dose medication.
* Ensures cleanliness of work areas.
* Removes from stock, write-up and package all drugs returned to the Pharmacy warehouse including expired drugs.
* Reduces and enlarge formulas as required.
* Performs other applicable tasks and duties assigned within the realm of other knowledge skills and abilities.
* Prepares labels with the use of computer.

**Aug 1, 1988 to Feb 1, 1990**

**Job Description : Laboratory Pharmacy**

**Company : Tancho Corporation**

***Duties and Responsibilities:***

1. Supervises factory workers in preparation of various products.
2. Meets the liaison officers for the registration of product in Bureau of BFAD.
3. Checks the availability of cosmetics products.
4. Checks the accuracy in weighing of raw materials for production.
5. Prepares monthly report of raw materials as well as packaging materials.
6. Checks the purity of cosmetics products.
7. Records the inputs and outputs of finished products.
8. Sees to it that the finished product is within the policy of the BFAD.

**Dec 5, 1985 to Jun 26, 1988**

**Job Description : Community Pharmacy**

**Company : Norfel Drug Store**

***Duties and Responsibilities:***

1. Fills order from the sales clerk to the patient.
2. Evaluate orders to verify dosage, Dosage regimen and quantity to be dispensed.
3. Source of information about drugs received from the inquiry by the customers and patients.
4. Compounding of galenicals and compute charges.
5. Inspects expiration dates of drugs and other unstable preparation.
6. Computes and adjusts prices of all incoming deliveries.
7. Acts as troubleshooter to all *staff.*
8. Enters all prescriptions received from day to day transactions and records the same.
9. Checking all the balance of controlled drugs and narcotics, which should always be tallied with its prescription.
10. Displays and arranges stocks according to generics or company name.
11. Files prescription and computes for the total amount of compounding file per monthly basis.
12. Obtains and checks the proper storage of all drugs and other biological.
13. Daily checking of medication to determine which is already out of stock.
14. Updates stocks to determine fast moving as well as slow moving drugs.
15. Accounting of all medicines for midyear and yearly inventory.

**Sep 17, 1984 to Nov 17, 1985**

**Job Description : Community Pharmacy**

**Company : Getwell Drugstore**

***Duties and Responsibilities:***

1. Obtains and checks proper storage of all drugs and other biological.
2. Inspects the expiration dates of drugs and other unstable preparation for deterioration.
3. Enters receipts of merchandize delivered to the pharmacy.
4. Prepares purchase requisition.
5. Daily checking of all dosage form of medication to determine which is already out of stock.
6. Checks and records daily input and output of controlled prescriptions to controlled exemption book.
7. Enters all prescriptions received from day to day transactions to the prescription book as referred by the BFAD.
8. Updates stocks to determine the fast moving as well as slow moving drugs as means of inventory control.
9. Making sure that all drugs and policies are within the standard of BFAD.

**PERSONAL DETAILS:**

Date of Birth : May 19, 1963

Place of Birth : Valenzuela, Metro Manila

Nationality : Filipino

Sex : Female

Civil Status : Married

Height : 1.63 meters

Weight : 70kgs

**Dependents: Age Birthday**

1. **Ma. Pauline Stephanie F. Salac 24 March 6, 1993**
2. **Valerie Joyce F. Salac 23 April 7, 1994**
3. **Angeli Denise F. Salac 21 Nov 4, 1995**
4. **Karl Leonard F. Salac 18 April 17, 1999**

I hereby certify that all above information are true and correct to the best of my knowledge and belief.