**NUR-AISA ABDU**

Objective: To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people

**WORK EXPERIENCE**

* **Pharmacy Assistant – The Generics Pharmacy**

Calarian Branch, Zamboanga City

**June 2015 – January 2016**

* Help licensed pharmacists with administrative duties in running a pharmacy.
* Providing quality customer service to patients and other healthcare provider.
* Stock and take inventory of prescription and over-the-counter medications.
* Manage the cash register.
* Manage and dispense medications to patients who have received a prescription from their doctors.
* **Secretary – Corazon Tourist Inn**

Puerto Princessa, Palawan

**July 2013 – April 2015**

* Dealing with telephone and email inquiries.
* Creating and maintaining filing systems.
* Maintaining office records.
* Organizing and storing paper works and documents.
* Training and supervising junior staff.
* Word processing :audio and copy typing and letter writing
* **Officer-In-Charged - The Generics Pharmacy**

Veterans Branch, Zamboanga City

**August 2012 – March2013**

* Developing a system of inventory record keeping and control to detect any shortages or discrepancies in controlled substances at the earliest possible time.
* Control of all keys to the pharmacy as well as the ultimate security of the pharmacy.
* Separating from the dispensing stock all pharmaceuticals over 6 months out of date.
* Assuring that all prescription drugs and controlled substances are safe and secure in the pharmacy.

**PROFESSIONAL EXPERIENCES**

Community Pharmacy Internship

* Cecile’s Pharmacy

Zamboanga City

Hospital Pharmacy Internship

* Universidad de Zamboanga Medical Center

Zamboanga City

Manufacturing Pharmacy Internship

* International Philippines Incorporation

Cebu City

**SEMINARS ATTENDED**

Customer Service II

January 20, 2013

DGPI Office, Zamboanga City

Community Pharmacy Training Course Module II

“Pharmacy Care”

July 27 – 29, 2015

Grand Astoria Hotel, Zamboanga City

One Touch Select Simple Blood Glucose Monitoring System

July 29, 2015

Grand Astoria Hotel, Zamboanga City

**PERSONAL DATA**

Age and Date of Birth : 25 Years, February 13, 1991

Gender : Female

Civil Status : Single

Religion : Islam

Citizenship : Filipino

Dialect Spoken : English, Tagalog,Arabic, Tausug, Chavacano, Bisaya

**EDUCATIONAL BACKGROUND**

Year

TERTIARY : Universidad de Zamboanga 2008-2012

**Course : Bachelor of Science in Pharmacy**

PRIMARY : Zamboanga East Central School 1998-2004

SECONDARY : Don Pablo Lorenzo Memorial High School 2004-2008

**Job Seeker First Name / CV No: 1720164**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

