**Curriculam Vitae**

**Profile**

***SREELEKSHMI.V***

My self Sreelekshmi V working as pharmacist in VPS Lakeshore Hospital, Kochi since 2013.I have total more than 4 years experience in this field and also having good knowledge & work experience .

**Career Objective**

***SREELEKSHMI.V***

***Harikrishnans***

***Avalookunnu p o***

***North aryad***

***Alappuzha-688006***

***Mob:-***

E-mail: - [***slekshmi001@gmail.com***](mailto:slekshmi001@gmail.com)

Seeking to expand my experience as a pharmacist in the prestigious organization. Interested in position where I can utilize my active experience and skills for delivering promising work. I would like to offer my expertise for performing in professional environment.

**Personal Profile**

D.O.B : 12/02/1990

Sex : Female

Marital Status : Married

Religion & Caste : Hindu,Nair

Nationality : Indian

Languages Known : English,Hindi,Malayalam.

**Work Experiences**

1. ***Staff Pharmacist***

Kochi, Kerala.

*(Period From April 2013 to*

*Present)*

1. ***Staff Pharmacist***

PMC Hospital ,Alappuzha, Kerala.

*(Period From November 2012 to April 2013)*

**Responsibilities**

* Maintain drug inventory levels by ordering necessary medications from Store and verifying all with issue vouchers.
* Instructing patients on how to use medications, possible side effects and storage.
* Developed work flow procedures to maximize productivity and reduce errors and discovered several billing errors by thorough checking.
* Train, coach and motivate Pharmacist trainees and ensure high levels of customer service and safety are maintained at all times.
* Worked closely with senior Pharmacist and used medication input software to safety and accurately dispense medication.
* Billing medicines for patients and verifying with prescriptions.
* Entered new patient profiles and prescriptions into medications input software system.
* Provided friendly customer service at prescription drop-off and pick up counters.
* Communicated with all customers and staffs in a pleasant and professional manner.
* Verified patient data and billing information.
* Communicated directly with doctors via telephone and e-mail.

1. ***Trainee Pharmacist***

**Kerala State Drugs Pharmaceuticals Ltd.**

*(Period From July 2012 to September 2012)*

* Assisting Supervisors in KSDP.
* Quality control activities including instrumental & microbiological analysis.
* Exposed to various process in production of tablets & capsules.
* Damage of tablets & capsules.
* Supporting & Assisting of quality control supervisors.

**Pharmacy License**

* Pharmacy Council of the state of Kerala-

Lic.No

**Personal Skills**

* Attention to detail
* Customer facing skills
* Dedicated mind
* Flexible, Punctual and interest to learn new things.
* Knowledge in MS office.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Percentage** | **Year** |
| B Pharm | Kerala University | 66.00 | 2007-2011 |
| Plus Two | Higher Secondary Board, Kerala. | 60.00 | 2005-2007 |
| SSLC | Board of Public Examination, Kerala. | 56.00 | 2004-2005 |

**Job Seeker First Name / CV No: 1799880**

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