**SAEED**

[**SAEED.304710@2freemail.com**](mailto:SAEED.304710@2freemail.com)

**Offering over 12 years’ of rich expertise in Quality Pharmaceutical Care:**

⮱ Primary Healthcare ⮱ Retail Pharmacy ⮱ Clinical Pharmacy

**Core Strengths:**

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| --- | --- | --- | --- |
| Counselling | Distribution | Planning & Budgeting | Sales |
| Compounding | Inventory Management | Procurement | Training |
| Dispensing | Innovation | Quality Management | Unit Management |

**CERTIFICATIONS**

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| --- | --- | --- |
| Supplies Chain Management Systems | American Peace Corps | 2015 |
| Partnership for Supply Chain Management | 2012 |
| Management of Drug Supplies | Medway School of Pharmacy | 2005 |
| The AIDS Clinical Care Fundamentals | Botswana–Harvard School of Public Health | 2004 & 2012 |
| MS Word, Excel & Power Point | IT – IQ, Botswana | 2004 |

**EMPLOYMENT RECORD**

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| --- | --- | --- |
| Apr 2012 to Present | Principal Pharmacy Technician | Tsabong Primary Hospital–Kgalagadi South DHMT, Ministry of Health (MOH) of Botswana |
| Oct 2008 to Mar 2012 | Pharmacy Officer 1 | Extension 2 Clinic–Greater Gaborone DHMT, MOH of Botswana |
| Oct 2007 to Oct 2008 | Pharmacy Technician | TRC Pharmacy–Riverside Hospital, Francistown, Botswana |
| May to Sep 2007 | Pharmacy Technician | Mahalapye Hospital, MOH of Botswana |
| Jul to Dec 2006 | Pharmacy Technician | Thusano Chemist–Tripharma Botswana (PTY) limited, Botswana |
| Jan 2003 to Jan 2006 | District Pharmacy Technician | South East District Council, Min. of Local Gov’t of Botswana |
| Sep to Dec 2002 | Pharmacy Technician | Hallows Pharmacy (PTY) Limited, Botswana |

**Key Skills:**

* Preparing & implementing Standard Operating Procedures.
* Instigating sales plans and optimizing the drug budget to maximize profit.
* Procuring, managing and distributing pharmaceuticals and preparing extemporaneous preparations.
* Dispensing medicines to clients.
* Promoting Rational Drug Use through effectively communicating with customers and resolving health and medication queries regarding OTC and prescription medications, adherence and drug interactions.
* Compiling reports for HOD–Pharmacy Department, District Health Management Team (DHMT), Central Medical Stores and the Ministry of Health.
* Reviewing existing administrative, customer service and technical processes and re-designing the same in line with the latest legislation and regulations to enhance operational efficiency.
* Providing training to other health workers on “Sound Drug Management Practices”.
* Promoting lucidity and accountability and minimizing wastage due to damage, expiry, pilferage and theft of pharmaceuticals.

**Noteworthy Contributions:**

**At Kgalagadi South DHMT (Tsabong Primary Hospital), Tsabong, Botswana**

Manage the Pharmacy Warehouse, procure and distribute drugs and non-drug supplies to the 22 service delivery points in the district (1 hospital, 6 clinics and 15 health posts), attend meetings, conduct support supervisory visits to the health facilities and generate reports for the DHMT, Central Medical Stores and Ministry of Health.

**At Greater Gaborone DHMT (Extension 2 Clinic), Gaborone City, Botswana**

Managed the clinic’s stock, distributed stock to smaller clinics in the catchment, dispensed over 300 prescriptions daily and installed CHANNEL–Electronic Inventory Management System at many health facilities around Botswana.

**At Tati River Clinic and Riverside Hospital, City of Francistown, Botswana**

Managed the processing of medical aid claims and constructed financial/stock reports, upheld service standards for counselling, dispensing, pricing and inventory management, successfully organized in–service lectures for the pharmacy staff and managed the Public-Private ARV Partnership for approximately 2000 patients.

**At Mahalapye District Hospital Mahalapye, Botswana**

Dispensed medicines to both in and out-patients, distributed drug supplies to the wards and peripheral clinics and compounded extemporaneous/custom preparations.

**At South East DHT, Ramotswa, Botswana**

Dexterously coordinated drug management activities in the district, procured infant formula for the Prevention of Mother–to–Child Transmission of HIV (PMTCT), pre-packed bulky supplies and conducted annual trainings for nurses in Good Drug Management Practices, PMTCT, Expanded Programme on Immunization (EPI) and Isoniazid–TB Preventive Therapy (IPT).

**Significant Achievements:**

* Recognized for excellent performance by the Pharmacy Head of Department in June 2016.
* Worked as Acting Head of Pharmacy Department from October 2014 to June 2015.
* Established a pharmacy warehouse in the Kgalagadi South DHMT in November 2012.
* From November 2012 until now, maintained the rate of expiry of drugs below 2% which is above the national target of 3%.
* Maintained the Availability levels for Vital, Essential and Necessary drugs above 90%.
* Essayed a key role in dispensing supplies to routine patients as well as patients on programmes such as:
  + Highly Active Anti – Retroviral Therapy (HAART), PMTCT, Triple ART Prophylaxis (TAP) and Pre and Post–Exposure Prophylaxis (PrEP & PEP)
  + Anti – TB Treatment (ATT) and IPT.
  + Pneumocystis Carinii Pneumonia (PCP) Prophylaxis.
* From 20th to 22nd June 2012, launched “CHANNEL” at Sbrana Psychiatric Hospital and conducted training in Francistown for 31 health workers from various districts of Botswana on the software from the 23rd to the 27th July 2012. During the same year, launched “CHANNEL” at; Bokspits Clinic (April), Tsabong Primary Hospital (August) and Kgalagadi South DHMT Warehouse (November)
* In 2010, served as a Member of the Working Group that assembled the new version of CHANNEL and installed it between then and 2011 in:
  + 4 district warehouses (Selebi Phikwe, Francistown, North-East and Tutume)
  + 6 hospitals (Chobe, Selebi Phikwe, Masunga, Gweta, Tutume and Sbrana)
  + All Clinics in Gaborone and a multitude of other clinics around Botswana.
* Instigated strategies for handling patients on HAART which increased the number of patients on the Government’s Public-Private Partnership programme at Tati River Pharmacy from 800 in October 2007 to 2000 in October 2008.
* In 2007, was a Member of the Pioneer Pharmacy Team for Riverside Private Hospital in Francistown.
* From 2003 to 2006, imparted training year after year to various health workers in South East District:
  + Over 300, in Drug Management.
  + Over 114, in IPT.
  + Over 230, in PMTCT.
* Minimized drug expiries in S.E.D.C. from (>26% per year in 2003) to (<3% per year in 2006).

**Awards:**

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| **Nov 2011** | **Innovation Achievement Award;**  Supreme Performer (Silver Medal & Trophy) | Ministry of Health of Botswana |

**WORKSHOPS ATTENDED**

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| **2012** | * PIMS II – Patient Information Management System |
| **2009** | * CHANNEL – Electronic Logistics Inventory Management System * Management of Malaria * Management of Chronic Conditions in HIV/AIDS Patients |
| **2008** | * Management of Hypertension |
| **2007** | * Performance Based Reward System (PBRS) |
| **2005** | * TB and HIV Surveillance * Isoniazid – TB Preventive Therapy (IPT) |
| **2004** | * Management of HIV Related Illnesses |
| **2003** | * Expanded Programme on Immunization (EPI) and the Cold Chain * Prevention of Mother–To–Child Transmission of HIV (PMTCT) * Performance Management Systems (PMS) |

**SCHOLARSTICS**

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| **2013** | **Honours Bachelor of Pharmacy,**  North – West University; Potchefstroom Campus, South Africa |
| **2005** | **Certificate in Management of Drug Supplies,**  Medway School of Pharmacy, Universities of Greenwich and Kent, UK |
| **2002** | **Diploma in Pharmacy,**  Paramedical Training School of Pharmacy; Mulago Hospital, Uganda |
| **1998** | **Uganda Advanced Certificate of Education (A – Level),**  Kibuli Secondary School, Uganda |
| **1996** | **Uganda Certificate of Education (O - Level),**  Kabukunge Muslim Secondary School, Uganda |

**IT SKILLS**

* Well versed with Microsoft Office and Internet Applications.